

2022-37 Resolution Regarding Required Sexual Harassment Training

Whereas the Town of Gallatin is required by New York State law to offer annual Sexual Harassment Training to all elected officials, employees, and appointed board and committee members, it is resolved that all employees, and appointed board, committee members, and elected officials are required to attend, either in person or online, Sexual Harassment Training offered by the Town of Gallatin as follows:

Newly Hired Employees, Board-Appointed Members of Boards and Committees, and Elected Officials must attend Sexual Harassment Training within two (2) months of the date of hire or installation in office.

After the first year in their positions, all of the above-referenced individuals must attend Sexual Harassment Training every calendar year no later than December 30th of the calendar year.

Upon completion of the required training, certificates documenting attendance must be forwarded to the Town Clerk, who will report to the Gallatin Town Board at the September Town Board Meeting, the names of individuals who have not submitted certificates. The Town Supervisor, or designee, will contact individuals to remind them of the training requirement.

Failure to attend required training will result in the following:

- Employees will be subject to progressive discipline as outlined in the Employee Handbook, up to and including termination of employment.
- Board-Appointed Board and Committee Members will be removed from their appointed positions effective January 1 of the year following failure to take the required training.
- Elected officials will be reported to the Office of New York State Controller or the New York State Office of Court Administration as applicable.

Individuals who are terminated or removed from a board-appointed board or committee will not be eligible for rehire or reappointment.