

**HRA-ECI**

**February 2020**

**FEBRUARY  
MEETING**

**2020 Law Changes  
Discussion**

**Friday, February 14**

**11:30am—1pm**

**Dieterich Bank  
Corporate Center**

**300 Sur Woods Drive  
Effingham, IL 62401**

**Lunch: Joe's**

**RSVP By 4pm  
Wednesday,  
February 12**

**Don't forget your  
business cards!**

**Discussion: Unemployment**

**Speaker: Casey Burgholzer**

Casey was raised and currently resides in Effingham with her husband and two children. Casey has a bachelor's degree in Human Services Management and has worked with the Illinois Department of Employment Security for the last 3 ½ years, 3 years of which she has been an adjudicator; the person who investigates and does the interviews with claimants and employers to determine the claimant's eligibility for unemployment insurance benefits. Casey plans to talk Friday about the basic facts of unemployment as well as the employer's rights and responsibilities. Casey's co-worker Josh will be with her as well to talk about the employment services side of our agency. Casey is looking forward to meeting with you all and hopefully get any questions you might have about unemployment answered!

## Sexual Harassment Prevention Training

The Illinois Department of Human Rights is requiring Illinois employers to provide annual sexual harassment prevention training by December 31, 2020. Companies must provide this training to their employees every year. The IDHR has yet to release their model sexual harassment prevention training but should be available by the end of February 2020. Below are a couple of frequently asked questions according to the Illinois Department of Human Rights.

**Q: What employers are required to train their employees?**

A: Employers who have 1 or more employees must provide sexual harassment prevention training

**Q: Are employers required to train short-term, part-time and intern employees?**

A: Yes, all employees regardless of their status must be trained

**Q: What material must be covered in the sexual harassment prevention training?**

A: An explanation of sexual harassment consistent with the IHRA

Examples of conduct that constitutes unlawful sexual harassment

A summary of relevant federal and state statutory provisions concerning sexual harassment, including remedies available to victims of sexual harassment

A summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment

**Q: What documentation is an employer required to maintain regarding the sexual harassment training?**

A: Employers are required to keep a record of all trainings. Such records must be made available for IDHR inspection upon request. This record may be a certificate or a signed employee acknowledgement or course sign-in worksheet. The records may be paper or electronic

**Q: How soon must new employees be trained?**

A: Employers should provide training to new staff as soon as possible after hire or by December 31, 2020 and annually thereafter. For individual employees, fulfilling the annual training requirement is based on the calendar year.

Information found at: [www2.illinois.gov/dhr/training](http://www2.illinois.gov/dhr/training)

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Have you turned in your 2020 Membership form and dues? Don't forget you can bring the form and dues to the February meeting or mail them to our PO Box!



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**FEBRUARY 2020**

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