

SMHD

Sexual Harassment Policy and Training Table

SMHD	Ogletree Deakins Counsel	Comments
<p>Sexual Harassment Policy – Julie to provide copy of present policy and Special District sample policy</p>	<p>Review both policies and customize with OD policy to ensure not only compliance but best practices for SMHD.</p> <p>Dovetail policy with other SMHD policies and procedures.</p>	<p>Goal of effective policy implemented within 60 days.</p> <p>Estimated cost: \$1000 - \$2000.</p>
<p>Sexual Harassment Training -</p> <p>Schedule on weekday with total of 2 hours for supervisors and non-supervisory workers included in first hour.</p>	<p>Karen Tynan provide in person training for supervisors and employees in 1 hour and 2 hour session at workplace with question and answer session and de-brief session with HR.</p> <p>Per Discussion with Julie – 2 trainings on different dates in 2019</p> <p>Includes certificates and deck for record keeping.</p>	<p>Meet CA requirements for training for all employees during an onsite session.</p> <p>Estimated cost - \$5000.</p>

Questions from counsel for discussion: 1) History of training at SMHD and present needs, 2) Policy gaps recognized by SMHD, 3) Hotline or 1-800 number use or practices, 4) Workplace Culture and SMHD specific needs in policy and training, and 5) any additional identified risks, weaknesses, or needs.