



WORKFORCE SOLUTIONS

2620 Riverfront Center, Amsterdam, NY 12010
www.fmsworkforcesolutions.org

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NYS Requires Employers To Adopt A Sexual Harassment Policy

Every employer in New York State is now required to adopt a sexual harassment prevention policy according to the NYS Department of Labor. Employers are required to adopt a policy that meets or exceeds the following minimum standards:

- Prohibit sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights;
- Provide examples of prohibited conduct that would constitute unlawful sexual harassment;
- Include information concerning the federal and state statutory provisions concerning sexual harassment, remedies available to victims of sexual harassment, and a statement that there may be applicable local laws;
- Include a complaint form;
- Include a procedure for the timely and confidential investigation of complaints that ensures due process for all parties;
- Inform employees of their rights of redress and all available forums for adjudicating sexual harassment complaints administratively and judicially;
- Clearly state that sexual harassment is considered a form of employee misconduct and that sanctions will be enforced against individuals engaging in sexual harassment and against supervisory and managerial personnel who knowingly allow such behavior to continue; and
- Clearly state that retaliation against individuals who complain of sexual harassment or who testify or assist in any investigation or proceeding involving sexual harassment is unlawful.

In addition, each employer is also required provide all employees with sexual harassment pre-

vention training. An employer that does not use the model training developed by the Department of Labor and Division of Human Rights must ensure that the training they use meets or exceeds the following minimum standards. Model training materials are available to employers to download.

The training must:

- be interactive;
- include an explanation of sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights;
- include examples of conduct that would constitute unlawful sexual harassment;
- include information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment;
- include information concerning employees' rights of redress and all available forums for adjudicating complaints;
- include information addressing conduct by supervisors and any additional responsibilities for such supervisors; and
- each employee must receive training on an annual basis, which began October 9, 2018.

For more information and to download sample posters and model complaint forms, go to:
<https://www.ny.gov/combating-sexual-harassment-workplace/employers>

Reminder: Next NYS Minimum Wage Increase Effective 12/31/18

The next change to minimum wage in New York State will take effect December 31, 2018. The next general worker increase is from \$10.40/hr. to **\$11.10/hr.** for upstate New York. Is your company prepared for this change? The minimum wage rate is tiered by region and depends on the geographic location of the workplace, the size of the employer's workforce, industry, and the calendar year.

For more information: <https://www.labor.ny.gov/workerprotection/laborstandards/workprot/>

Let us help YOU find YOUR new employees!

Contact Nancy Reccio at 518-842-3676 Ext. 3052 or nreccio@fmsworkforcesolutions.org

Candidate #1

Worker seeking a full-time **Shift Supervisor** position. Extensive experience in retail supervision. Skills include: auditing, processing bank deposits, inventory transactions, accountability, supervision, training workers, organization, and executing store operations during scheduled shifts. Followed all cash management and cash register policies and ensured proper practices were followed by shift teams. Conducted interviews and assisted in onboarding employees.

A true asset to your team!

Candidate #2

Worker seeking a full-time **Sales Representative** position. 12 years of experience in Sales and Customer Service. Negotiated prices or terms of sales or service agreements. Quoted prices, credit terms, or other bid specifications. Prepared and submitted sales contracts for orders. Maintained customer records using automated system. Completed expense reports, sales reports, and other required paperwork. Installed, serviced, and repaired electronic equipment and cable.

Ready to get to work!

Candidate #3

Worker seeking a full-time **Customer Service or Clerical Worker** position. Basic computer and clerical skills. Proficient with telephone customer service skills. Bi-lingual in Spanish and English.

Enjoys seeing a job well done!

Candidate #4

Worker seeking a full-time **Production Worker** position. Skills include customer service, or-

ganization, tending production machinery, and adhering to all safety and sanitation regulations. High School Diploma.

A ready-to-go asset for your team!

Candidate #5

Worker seeking a full-time **Production** position. Experience in machine operation with ability to read blueprints, schematics, and manuals. Performed weekly maintenance on machinery. Critical thinking and exceptional analytical skills. Close attention-to-detail. Works well independently or as a team member.

Takes pride in work!



**September
Unemployment Rates**

	<u>2018</u>	<u>2017</u>
Fulton County	4.2%	5.5%
Montgomery County	4.2%	5.4%
Schoharie County	3.8%	4.8%
New York State	3.8%	4.6%

****October Unemployment Rates unavailable at time of printing. To view October 2018 rates go to: <http://www.labor.ny.gov> and view press releases**

Creating Workforce Solutions for YOU!