



OUR 56TH YEAR

CONTRA COSTA CHAPTER

June 2019

Sexual Harassment Prevention Training isn't new to employers in California, but . . .

This will serve as a reminder that all employers in California are subject to the revised state requirements regarding sexual harassment. There are five actions that all employers must take before the end of the year. There is an additional training requirement for employers with any combination of 5 or more full and part-time employees. In an effort to help you comply, we developed the following step-by-step guide utilizing a variety of resources provided by the State of California, NECA, and Sweeney, Mason, Wilson and Bosomworth (our Chapter Legal Counsel).

Compliance Item 1: Distribute the two-page publication provided by the Department of Fair Employment and housing to all of your employees. You can find the DFEH-185-Eng/December 2018 [here](#). Include with a paycheck/paystub and/or direct email. ***This is also the base document that outlines the six steps most employers need to take.***



Compliance Item 2: Post a copy of the Department of Fair Employment and Housing poster entitled "California Law Prohibits Workplace Discrimination and Harassment" which you can find [here](#). This should be posted where other such notices are commonly posted, including job trailers where applicable.

Compliance Item 3: Develop a harassment, discrimination and retaliation prevention policy in accordance with California law (CCR11023). Again, the government has provided a [model publication](#) where you can simply plug in the name of your firm and your firm's EEO Officer. The state has also provided a prevention guide that focuses on what to do and how to investigate a report of harassment or bad behavior which you can access [here](#).

Compliance Item 4: Distribute a copy of your policy (developed in Item 3 above) to all employees and have them acknowledge receipt by any one of a number of methods. Also be sure that the policy and acknowledgement of receipt are included in your new hire package and that the policy is discussed at new hire orientation.

Compliance Item 5: If ten percent or more of your employees at any given facility speak a language other than English, translate your policy into each language spoken by at least ten percent of the workforce.

Compliance Item 6: If you have 5 or more full or part-time employees, you must provide at least one hour of training to everyone in your employ and two hours of training to every Supervisor. The training must be done by the end of the year and represents the most important, and costly element of compliance.

Sweeney, Mason, Wilson, & Bosomworth recently distributed a Q&A regarding the requirements of the training which you can access [here](#). You will note that computer-interactive training is allowed, and we recommend you at least consider the program developed by our National Office of NECA to comply with this leg of the requirements (see course descriptions below).

The NECA on-line training has been adapted and customized for several states meeting the individual requirements of each. This type of training is probably the best long-term approach to what is going to be a continuing process in your Human Resources function. The advantage is that your employees can take the training during normal business hours so that additional compensable time issues can be avoided. Beginning January 1, 2020, you must provide the training for new hires after 30 days or 100 work hours.

The easiest way for you to take advantage of the NECA training is to have the individual responsible for compliance contact Sharon Spare at the Chapter office. She can walk you through the process of setting up an employee list for your company and monitoring the successful completion of the class including the [Certificates of Completion](#) on the NECA website.

NECA Learning Center

ONLINE HARASSMENT COURSES

Common Ground for Employees:

2019 Sexual Harassment & Abusive Conduct Prevention

Registration Fee: \$26.00

Specifically designed for full compliance with [California's SB1343](#) requirements, this employee version of "Common Ground" contains everything needed to train your non-supervisory workforce within the seat time required. In this course, user's play as the lead character in a sitcom quality interactive movie, make decisions regarding harassment prevention and response, and see how those decisions play out. Onscreen hosts will guide users through the experience and scenario-based quiz questions. This employee version is designed to educate employees on the basics of harassment, sexual harassment and abusive conduct prevention and response.

This course has a one hour seat time requirement. Registrants will have access to this course for one year from the date of purchase.

Common Ground for Supervisors:

2019 Sexual Harassment & Abusive Conduct Prevention

Registration Fee: \$38.00

In this course for supervisors, user's play as a lead character in a sitcom quality interactive movie, make decisions regarding harassment prevention and response, and see how those decisions play out. Onscreen hosts will guide users through the experience and scenario-based quiz questions. This Supervisor [AB2053/AB1825](#) 2-hour version is designed to train supervisors on the basics and more advanced aspects of harassment, sexual harassment and abusive conduct prevention; including recognition, positive action and individual rights and responsibilities. It also covers supervisor responsibilities in the areas of prevention, response, reporting, investigation and resolution.

This course conforms with California's AB2053 requirements on abusive conduct (April 2016), the state's amended FEHA regulations regarding protected classes, and all [SB396](#) and [SB1343](#) requirements.

This course has a two hour seat time requirement. Registrants will have access to this course for one year from the date of purchase.



“Summer of 2019 Classes”

NorCal Sound & Communication JATC

NorCal S&C JATC has added Installer/Technician Upgrade Classes for the Summer of 2019. Click on the following link to view: [Additional Summer of 2019 Classes](#).

For detailed information on dates, times, and locations for these classes and other classes offered, please visit www.norcal-jatc.com. Click on Installer/Technician, then classes.

National Electrical Benefit Funds



Recently the NEBF Trustees agreed to send informational/educational notices to the industry regarding rules and policies of the NEBF and NEAP, as there is periodic turnover throughout the industry. It was decided that these notices would be sent as needed based on feedback received. Below is a link to the May Liaison Alert Newsletter:

[“Your Guide to Gross Labor Payroll”](#).

If you have any questions, you may contact the NEBF at 301-556-4304.

NECA 2019 Las Vegas

September 14th - 17th

MANDALAY BAY

Registration opens May 16, 2019

Early registration ends July 18, 2019

Convention Website



SYNERGY
eLinks

[CW/CE NEW WAGE RATES](#)

[SEXUAL HARASSMENT PAMPHLET](#)

[2019 NECA LAS VEGAS BROCHURE](#)

**[GUIDE TO NEBF PARTICIPATION AGREEMENTS
FOR NON-BARGAINING EMPLOYEES](#)**

**[DISCLOSURE ABOUT AN EMPLOYER'S PARTICIPATION IN A
MULTIEMPLOYER PLAN](#)**

[2019 INSIDE WIREMAN HOLIDAYS](#)

**[SOUND AND COMMUNICATION AGREEMENT WITH UPDATED
WAGE SCHEDULES FEBRUARY 2019](#)**

[NEBF 2018 ANNUAL FUNDING NOTICE](#)



June 2019



CONTRA COSTA CHAPTER
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 (925) 372-3222
www.ccneca.org

Sun Mon Tue Wed Thur Fri Sat

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**Apprenticeship
Interviews**
 Noon - 4:15 p.m.

**Apprenticeship
Interviews**
 8:15 a.m. - 12:30 p.m.

**Apprenticeship
Interviews**
 Noon - 4:15 p.m.

9 10 11 12 13 14 15

**Industry
Trust**
 Primas
 10:45 a.m.

16 17 18 19 20 21 22

Happy
Father's
Day

23 24 25 26 27 28 29

30

District IX Meeting
 Monterey, CA