**Section 1620.910 Harassment and Discrimination Prevention Training**

a) Each UJA shall submit to the Commission by February 1 of each year a report that summarizes the harassment and discrimination prevention training program that was completed by officers and employees under its jurisdiction during the previous calendar year and lays out the plan for the training program in the current year.

b) This report shall be submitted in a commonly available and searchable format (e.g., PDF) and contain the following information:

1) A description of how initial and annual harassment and discrimination prevention training of employees and officers of the UJA was delivered during the previous year, including descriptions of the content covered, the materials used, and delivery modes.

2) The number of officers or employees who completed harassment and discrimination prevention training in the previous year, identified by agency and, if applicable, training program type.

3) The names of any officers or employees who, for any reason, failed to complete the required harassment and discrimination prevention training during the previous year; the reason (e.g., on authorized leave of absence), if available, for each failure; and what disciplinary or administrative action the UJA has imposed or plans to impose in response to this failure. As these reports will be made available to the public on the Commission's website, care should be taken not to include information disclosure of which would constitute an unwarranted invasion of personal privacy.

4) An explanation of how proof of completion of harassment and discrimination prevention training was submitted to the ethics officers in the prior year and will be submitted in the current year.

c) Each UJA shall also provide to the Commission and the appropriate Executive Inspector General for their review and approval a copy of all harassment and discrimination prevention training materials to be used to train employees subject to the jurisdiction of that UJA during a given calendar year at least 8 weeks before the use of those materials commences but in no event later than September 1. The Commission and Executive Inspector General shall review the materials and either approve the materials or request changes within 4 weeks after receipt of the materials. The materials shall not be used until approvals are obtained.

(Source: Amended at 47 Ill. Reg. 12045, effective July 31, 2023)