

STATE COMPLIANCE

Multi-State Roster Expansion

When to use: You are hiring or relocating employees into a new mandate state.

MAP THE OBLIGATION

- ☐ **1 List every state and city the new or relocating employees will work in.**
Local ordinances (NYC, Chicago) can add requirements beyond the state.
- ☐ **2 Check each jurisdiction's training mandate.**
Threshold, who must be trained, frequency, duration, and new-hire deadline.
- ☐ **3 Flag the strict jurisdictions.**
California, Connecticut, and Chicago set a duration in statute; NYC, Chicago, Connecticut, and D.C. require bystander-intervention content.
- ☐ **4 Confirm the new-hire training deadline for each state.**
For example, California within 6 months, D.C. within 90 days, Illinois by December 31 of the hire year.

LOCALIZE THE PROGRAM

- ☐ **5 Adopt training that meets the strictest applicable standard for everyone.**
Clearing the toughest rule clears nearly all the others.
- ☐ **6 Layer in jurisdiction-specific content.**
Bystander intervention, state complaint contacts, and state definitions.
- ☐ **7 Update the written policy with state-specific reporting and anti-retaliation language.**
- ☐ **8 Post required notices and distribute the policy for acknowledgment.**

DOCUMENT & MAINTAIN

- ☐ **9 Track completion rosters by employee, date, and content version.**
- ☐ **10 Retain records to the longest applicable period.**
Chicago's five years is a safe default.
- ☐ **11 Set an annual re-verification date.**
These laws change often; re-check thresholds and new jurisdictions each year.