

COMMITTEE ON HOUSE ADMINISTRATION

118th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 118-16

A Resolution to Adopt Regulations Regarding Mandatory Completion of a Program of Training in Workplace Rights and Responsibilities

Be it resolved, that the Committee on House Administration, pursuant to H. Res. 435, hereby issue the following regulations regarding mandatory completion of a program of training in workplace rights and responsibilities for all Members, officers, and employees:

Mandatory Completion of a Program of Training in Workplace Rights and Responsibilities

1. Each Member (including each Delegate or Resident Commissioner to the Congress), officer, and employee of the House of Representatives shall complete a program of training in the workplace rights and responsibilities applicable to offices and employees of the House under part A of title II of the Congressional Accountability Act of 1995 (2 U.S.C. §§ 1301 *et seq.*) and House Rules, including anti-discrimination and anti-harassment training. For purposes of these regulations, an individual serving in an office of the House of Representatives as an intern (including an unpaid intern), a participant in a fellowship program, or a detailee from another office of the Federal Government are required to complete a program of training in workplace rights and responsibilities. The Committee on House Administration shall take such steps necessary to ensure compliance with the requirement.
2. Each individual specified in Paragraph 1 shall complete such program of training once available and file a certification of completion of such training –
 - a) in the case of an individual who is serving as a Member, officer, or employee of the House in the first session of the 118th Congress, on the date the Committee on House Administration (“Committee”) adopts these regulations, not later than 90 days after the first training becomes available;
 - b) in the case of an individual who is serving as a Member, officer, or employee of the House as of the first day of a subsequent Congress, not later than 90 days after the commencement of training for the first session of that Congress;
 - c) in the case of an intern (including an unpaid intern), or a participant in a fellowship program, once training is available not later than 30 days from their start date;
 - d) in the case of any individual who becomes a Member, officer, or employee of the House who returns to House employment after a gap of more than

90 consecutive days and who begins House employment after either the Committee adopts these regulations or the first day of a Congress, whichever comes later, no later than 90 days after returning to House employment;

- e) in the case of any individual who becomes a Member, officer, detailee from another office of the Federal Government or employee of the House hired for the first time after October 1 of a calendar year, the requirement for completion will be deferred until the next calendar year as of the first date on which the program is available for the session, not later than 90 days after; or
- f) in the case of an intern (including an unpaid intern), or a participant in a fellowship program, hired for the first time after December 1 of a calendar year, training will be deferred in the calendar year hired and will begin in the next calendar year as of the first date on which the program is in operation for the session, not later than 30 days after.

3. Program of Training

- a) The only recognized training program that satisfies the requirements under H. Res. 435, 118th Congress, is the official provider(s) designated by the Committee.
- b) All training must be at least one hour in length and include:
 - i. information regarding workplace rights and responsibilities specific to the Congressional workplace, including information specific to employing offices, supervisors, and employees;
 - ii. as appropriate, elements discussed in the June 2016 Report of the Co-Chairs of the Select Task Force on the Study of Harassment in the Workplace of the
 - iii. U.S. Equal Employment Opportunity Commission, including risk factors for harassment;
 - iv. information regarding prevention of harassment, discrimination, and retaliation and options for reporting complaints, including complaints made by bystanders;
 - v. an overview of the reporting process of the Office of Congressional Workplace Rights and the dispute resolution process;
 - vi. information regarding proper responses to allegations of harassment, discrimination, and retaliation, including examples of situations including blatant and subtle forms of behavioral harassment, discrimination and retaliation;
 - vii. information regarding unconscious bias, including a definition of "unconscious bias;"
 - viii. information regarding workplace safety rights under the Occupational Safety and Health Act, and information on the House Office of the Attending Physician as a resource for guidance, information on the Federal Employee Paid Leave Act and issues of retaliation, interactive elements, including a question-and-answer component, and include the ability to ask questions;
 - ix. the opportunity for participants to provide feedback and evaluation of the training at its conclusion and to do so anonymously, if they wish;

- x. a clear statement that all House employees whose location of employment is outside of the Washington, DC, area shall have equitable access to the resources and services provided under the Congressional Accountability Act and House Rules, and
4. To satisfy the requirements of these regulations and to demonstrate completion of the required training, a digital certification of completion in the form and manner provided or specified by the Committee will be issued. On an individual, case- by-case basis, the Chairperson and the Ranking Member jointly may waive, upon the showing of special circumstances in a written request, the training and/or certification requirements of these regulations.
 5. The Chairperson of the Committee shall cause to be printed in the Congressional Record a report on compliance with the training required under H. Res. 435, 118th Congress, and such report shall be submitted for printing not more than 30 days after the end of each calendar year. For purposes of complying with this paragraph for the first session of the 118th Congress, the report shall be submitted by January 2024.
 6. The Committee shall annually review the effectiveness of the program of training based upon the feedback of the participants and in consultation with leading experts. The Committee may issue further regulations to improve the effectiveness of the program of training required under H. Res. 435, 118th Congress.

Adopted May 24, 2023