

# TRAINING BULLETIN

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July 15, 2024



## 2024/25 Employment Practices Policy Review Program

ERMA members have an exciting opportunity this program year to participate in the Employment Practices Policy (EPP) Review program! We'll explore more about this exciting opportunity in this bulletin.

### Top News

#### ERMA is turning 25!

Since its inception in 1999, ERMA continues to serve as the first and only state-wide public sector employment practices liability risk pool, representing 236 public agencies and growing!

#### ERMA Biannual Letter

We recently sent members the 2024-25 ERMA Biannual Letter. If you missed it, you can view it [here.](#)





## Bulletin Highlight

### 2024/25 Employment Practices Policy Review Program

During the 2024/25 program year, ERMA is asking all members to participate in the Employment Practices Policy (EPP) Review Program. Members have the opportunity to have their eight (8) most critical employment practices policies reviewed by Liebert Cassidy Whitmore. The policies we will focus on are:

- Discrimination, Harassment, and Retaliation
- Family Medical Leave
- Pregnancy Leave
- Paid Sick Leave
- Work Week (i.e., FLSA work period), Overtime, and Compensatory Time
- Reasonable Accommodation and Interactive Process
- Drug and Alcohol-Free Workplace and Testing
- Internet, Computer, Media, and Electronic Equipment/Resources Use

To begin the process, please complete the survey by logging into [ERMANet](#). After completing the survey and uploading the policies, an attorney from Liebert Cassidy Whitmore will review the submitted policies and provide a written memo to each member with their recommendations and estimated fees.

If there are any policy updates that need to be made, ERMA is offering several grant fund options to provide financial assistance for implementing the necessary updates.



## Bulletin Highlight

### 2024/25 Employment Practices Policy Review Program

Let's explore these opportunities!

**Training and Risk Management Grant Fund** – Every program year, ERMA members have access to \$2,500 for human resources, employment-related training, and loss control expenditures. Policy updates are eligible expenses, and members can use the grant fund to reimburse any costs they incur during the review process.

For the 2024/25 EPP review program, the ERMA Board of Directors has decided that members **can** carry or 'roll' over any remaining grant funds from the 2023/24 program year. For instance, if you did not utilize your grant funds for the 2023/24 program year, you can combine the two balances, giving you a total of \$5,000 to use for the EPP review program. **Please note that this new allowance is specific to the EPP review program and cannot be used for any other reimbursable expenses.** To determine your balance, please email [ERMATraining@sedgwick.com](mailto:ERMATraining@sedgwick.com).

**Employment Policies and Procedures Support Fund** – For the 2024/25 EPP review program, the ERMA Board of Directors has allocated separate grant funds to aid members in updating their policies. The [Employment Practices Policies Support Fund](#) is a one-time grant.



# Bulletin Highlight

## 2024/25 Employment Practices Policy Review Program

To apply for the support fund, members should complete the online [EPP Support Fund Application](#). Members are required to attach a brief memo explaining why the agency needs additional support. Upon approval, members will be reimbursed upon receipt of appropriate invoices and proof of payment.

To qualify for the support fund, members must meet the following conditions:

- The member must have completed the Employment Practices Policy survey;
- The member must be in compliance with the ERMA training requirements; and
- The member must identify no more than two employment practices policies from the list of eight above, for which they are requesting policy update support.

For more information about the survey, how to access it, and grant funds, please visit the [ERMA website](#) or email [ERMATraining@sedgwick.com](mailto:ERMATraining@sedgwick.com).



## Member Services & Programs

### Attorney Hotline

Members have access to one hour of free legal advice per month from one of ERMA's partner law firms.

[Member List Attorney Hotline List](#)

### Frequently Asked Questions

Please refer to [ERMA's Quick Reference Guide](#) for answers to commonly asked questions.

## Sign up for Live Trainings!

If your agency is considering hosting a live training session, [click here](#) to view the list of training topics for the 2024/25 program year.

Requests can be submitted through the online [Training Request Form](#).

