

January 30, 2025

TO: ERMA Member Agencies
FROM: Rob Kramer, Executive Director, and Stacey Sullivan, Litigation Manager
SUBJECT: Important Information Regarding ERMA's 2024/25 Program Year

Happy New Year! Following another year of navigating changes and new challenges in the world of employment practices, we are pleased to report that ERMA continues to serve as the first and only state-wide public sector employment practices liability risk pool, representing 236 public agencies and counting!

We are thankful for the continued support and collaboration of the Board of Directors and the member agencies and wish you prosperity, happiness, and good health as we enter 2025.

As we prepare for the new year, please note the following essential items and developments related to ERMA:

Welcome Our Newest Member

Please join us in welcoming the City of Parlier to ERMA! Effective January 1, 2025, the district has joined as a member agency of the Central San Joaquin Valley Risk Management Authority (CSJVRMA).

Important Coverage Reminders

The Memorandum of Coverage (MOC) for the 2024/25 Program Year may be viewed on the [website](#) within the member portal. The following are a few important coverage reminders:

- As a condition of coverage, all claims must be reported to ERMA **within 30 days of receipt of notice of a claim. "Notice" to the member includes written, oral, or observational notice of a claim.** The member must then provide ERMA written notice containing particulars sufficient to identify the claimant(s), the Covered Parties, and reasonably obtainable information with respect to the time, place, and circumstances of the claim.
- ERMA's MOC defines "Occurrence" as *"an act, policy, or course of conduct by a Covered Party during the Coverage Period which results in a Claim for Wrongful Employment Practice during the Coverage Period if the first act, policy or course of conduct occurred during the Coverage Period."*

Report early! ERMA's MOC requires a report of a claim within 30 days of occurrence. For any claim reported outside of the 30-day period, coverage is automatically denied and must be appealed to the Board of Directors should the member wish coverage to be extended. For all late reported claims for which a Member's appeal of the denial of coverage is granted, the Board shall increase the Covered Party's Retained Limit as noted in the MOC.

If you are unsure whether an incident should be reported, have questions regarding what constitutes a claim, or have any additional questions related to reporting requirements, please contact Stacey Sullivan, Litigation Manager, at (916) 244-1125 or stacey.sullivan@sedgwick.com.

NEW – ERMA Elected & Appointed Officials Training

For the first time in ERMA history, the Board of Directors approved the development and implementation of an ERMA training program specifically designed to support the elected and appointed officials of the ERMA membership. Elected and appointed officials and members of legislative bodies play a critically important role in their service to the public. Because of this, they are held to high standards and expectations under California law. To ensure these standards are met and to promote a culture of professionalism and respect, **the Government Code requires at least two hours of harassment prevention training and education within the first six months of taking office or commencing employment, then again every two years.**

ERMA, with its strategic partners Liebert Cassidy Whitmore and Jackson Lewis, are pleased to offer this comprehensive two-part training. The first part of this training will cover the statutory requirements for preventing harassment, discrimination, and retaliation in public agencies. Building on these expectations, the second part of this training will address best practices for elected officials to model respect, accountability, and professionalism and provide tools for developing and maintaining these critical “soft skills” of leadership.

ERMA staff is currently planning regional training across the state of California. To ensure your newly elected and appointed officials can take advantage of this exciting yet critical opportunity, *please share this letter with the official's office or email ERMATraining@sedgwick.com expressing your interest.* For more information and coming dates, please visit the [ERMA website](#).

2024/25 ERMA Personnel Policies and Procedure Survey

ERMA continues to focus on all our members participating in the 2024/25 Personnel Policies and Procedure survey. Our strategic partner (Liebert Cassidy Whitmore) is diligently working on reviewing all submitted surveys and providing a written memorandum to the members. If you have not submitted your survey, we strongly encourage you to take advantage of this fantastic opportunity! To access the survey, log into [ERMANet](#) and navigate to the ‘Survey’ tab. From there, you can launch the survey. We have created an easy-to-follow guide that covers everything you need to know to navigate the survey. The guide is easily accessible under the 'Administration' page of ERMANet, on the left toolbar, titled 'Admin Guide.' To make things easier, we have included a link to the guide [here](#).

If you have completed your survey, thank you. Liebert Cassidy Whitmore is working diligently to respond to all members in a timely manner. Suppose you have received your final memorandum from Liebert Cassidy Whitmore and there are policy updates that need to be made. In that case, ERMA is offering several grant fund options to provide financial assistance for implementing the changes. Along with this letter, we have attached a memorandum from Rob Kramer, ERMA Executive Director, discussing all the resources ERMA is offering its members.

We ask that all members complete the survey no later than **March 31, 2025**. If you have questions or need assistance accessing and completing the survey, please email ERMATraining@sedgwick.com.

2024/25 ERMA Training Compliance Survey

In accordance with Government Code §12950.1 and Senate Bill 778, the Board of Directors adopted [Resolution No. 2021-5](#), requiring Members to Provide Proof of Compliance with Training Mandated by

State Law, which must be carried out once per year. Failure to maintain compliance with training mandates may result in an increased Self-Insured Retention, pursuant to Section VII (1)(f) of ERMA's MOC.

This year, we have once again partnered with iLearning Engines to streamline the reporting process for our members. You can now access the survey via [ERMANet](#)! To access the survey, log into [ERMANet](#) and navigate to the 'Survey' tab. From there, you can launch the 2024/25 ERMA Training Compliance survey. Each agency must complete this survey no later than June 30, 2025. If you have any questions, please contact your pool administrator or email ERMATraining@sedgwick.com.

Live & Online Training

As employers continue to face new challenges in the workplace, we would like to highlight the '**Successful Management of Disabilities in the Workplace**' live training. Public sector disability discrimination claims are on the rise and present challenging reasonable accommodation issues for employers. This presentation will take a closer look into the process that employers are legally required to follow to evaluate common accommodations that are sought by employees, such as extended leave, light duty, telecommuting, and flexible work schedules. The training explores how to address accommodation requests and make legally defensible decisions. It also includes lessons learned in recent disability discrimination jury trials that will provide a blueprint for working with legal counsel to ensure litigation ends with a favorable result at the lowest possible cost.

Each ERMA member can take advantage of one ERMA-sponsored live training per program year. Our strategic partners, Liebert Cassidy Whitmore and Jackson Lewis facilitate these trainings. The list of approved trainings for the [2024/25 Program Year](#) can be found on the ERMA website. If your agency is interested in hosting a training, please complete the online [Training Request Form](#).

Another way to obtain essential ERMA related training is through ERMA's online portal. ERMA's online training modules can be accessed via [ERMANet](#), and include:

- Bystander Intervention
- California Ethics (AB1234)
- Collective Risk Management Team
- Diversity - Employees (English and Spanish) - **New**
- Diversity - Managers & Supervisors (English and Spanish) - **New**
- Employee Protection Line - Employee Awareness
- EPL and CRMT Online Manual (ERMA)
- Interviewing Strategies (ERMA)
- Personnel Files (ERMA)
- Sensitivity Basics: Creating Positive Working Relationships
- Sexual Harassment and Discrimination - California Employees (SB1343)
- Sexual Harassment and Discrimination - California Employees Spanish (SB1343)
- Sexual Harassment and Discrimination - California Supervisor (AB1825/1661)
- Workplace Investigations Part 1: Understanding and Preparing for an Investigation (ERMA)
- Workplace Investigations Part 2: Conducting and Concluding an Investigation (ERMA)
- Workplace Violence – California Managers & Supervisors (SB 553) - **New**

For further information, we have attached the ERMA Training FAQ. If you need further assistance accessing [ERMANet](#), please email ERMATraining@sedgwick.com.

Training and Risk Management Program:

Beginning July 1, 2020, the Training and Risk Management Program was established by the Board of Directors to provide member agencies with access to reimbursement of up to \$2,500 per Program Year for eligible human resources and employment-related training and loss control expenditures. **The deadline to submit reimbursements for the 2024-25 program year is June 30, 2025.**

Please visit the ERMA [website](#) to review answers to frequently asked questions or submit a request for reimbursement.

Quick Reference Handbook

The attached Quick Reference Handbook provides information regarding the various programs and services offerings, important information regarding AB 1825 and SB 1343 compliance, claims reporting, and contact information for all ERMA staff.

Attachments

1. ERMA Employment Practices Policy Review Survey Memorandum
2. [ERMA Training FAQs](#)
3. [ERMA Quick Reference Handbook](#)

Best regards,



Rob Kramer
Executive Director

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