

# Risk Management for Markel Management Liability Policyholders

## EPL Hotline & Online Loss Control

### Jackson Lewis, LLP

As a Markel policyholder, you have access to a comprehensive loss control program to connect you with proactive and practical information for managing risks. Staffed by EPL attorneys, the hotline is managed by Jackson Lewis, LLP, one of the nation's largest and most respected employment law firms representing management in the defense of harassment, discrimination, wrongful discharge, and other workplace-related claims. In addition to the hotline, employers can utilize the Jackson Lewis web site as a resource for education, risk management publications, newsletters, and opt-in email notifications. Markel EPL insureds can attend Jackson Lewis seminars without charge.

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### HR Care<sup>®</sup>

Courtesy of Markel, HR Care gives your business the core resources needed to keep up with employment law issues.

**As a Markel Employment Practices Liability policyholder, you are entitled to access all secure areas of HR Care at no charge. Read more about HR Care below!**

### HR Classroom

**As a Markel insured, you and your employees may also take FREE trainings from HR Classroom for staff and supervisors concerning Discrimination and Sexual Harassment Prevention.** Upon completion of a training course, you and your employees may print the Certificate of Completion showing that you have taken the training.

If you want to track employee completion, customize trainings, insert policies, use the LMS interface and features, customer service, and other features of HR Classroom, then you may purchase trainings and services from HR Classroom.

**Note: For every 100 trainings purchased, you will receive 50 free as an insured of Markel!**



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## HR Care. What content does HR Care provide?

HR Care provides a wealth of employment law information in a variety of configurations. A complete outline of the U.S. and International content provided by HR Care® is available below. The site includes easy to read content for HR and can be searched by key word.

### Federal Law

#### Hiring Employees

This includes information and descriptions of how to handle the following: Recruiting, Applications and Interviews, Fair Credit Reporting Act, Affirmative Action, New Hire Reporting Requirements, Negligent Hiring, Immigration Reform and Control Act, Employment Testing, and Pre-employment Inquiries under the ADA.

#### Discrimination Laws

This provides a detailed description of the following: Age Discrimination in Employment Act, The Equal Pay Act of 1963, The Rehabilitation Act of 1973, Executive Order 11246, Reconstruction-Era Civil Rights Statutes, Vietnam Era Veterans' Readjustment Assistance Act, Uniformed Services Employment and Reemployment Rights Act, Civil Rights Act of 1964, Civil Rights Act of 1991, Americans With Disabilities Act, and Title II of the Genetic Information Nondiscrimination Act (GINA).

#### Managing Employees

This provides a detailed review and discussion of how to handle the following: Violence in the Workplace, Occupational Safety and Health Law, The Mental Health Parity Act, Sexual Harassment, Family and Medical Leave Act, Employee Handbook, Employees or Independent Contractors, Employment Agreements, EEO Paperwork, Wage and Hour/ FLSA, Exemptions From Minimum Wage and Overtime - Effective Aug 23, 2004, Employee Benefit Plans and ERISA, Newborn's/Mother's Health Protection, and Worker's Compensation.

#### Handbooks – Policies

This will help employers create employee handbooks with sample forms and policies.

#### Posters/Forms

This section includes numerous downloadable government posters and forms for use by businesses.

## Religious Practices

This area is easy-to-read coverage of the world's major religions, their history, beliefs, practices, and holidays. It is helpful for employers trying to accommodate religious beliefs and practices.

## Unions

This includes the following: Right to Work, Preventing Unions, Union Election Campaigns, Collective Bargaining, Strikes and Picketing, Guidelines for Employers Anticipating Labor Disputes, and Communications with Striking Employees.

## Discipline & Termination

This section covers the following topics: Discipline and Termination, COBRA, Sarbanes-Oxley Act of 2002, Reductions in Force and WARN, Older Workers Benefit Protection Act, Unemployment Compensation, Miscellaneous Wrongful Discharge Claims, and Exit Interviews.

## Recordkeeping and Posting Requirements

Certain employment records must be kept and employment-related postings made available in the workplace. This section addresses these requirements.

### State Law

This section includes select laws of concern to HR from all 50 states, Washington D.C. and Puerto Rico. The select laws include summaries of Fair Employment Practices, Drug Testing, Family and Medical Leave, Meal and Rest Periods, and Overtime Pay and Wage Payment Laws. A valuable time-saving resource!

### HR News

#### Daily News

This area includes daily news in Employment Law, Labor, EEO, Immigration, Benefits, Safety and much more!

#### Jackson Lewis Updates

The labor law experts from Jackson Lewis provide you with a monthly commentary on important HR issues.

#### Email Newsletter Archive

This section is an archive of our monthly email newsletters sent to those who have access to HR Care.



## Forum

In this area you can ask your peers questions about workplace issues that affect your company - and read their responses!

## HR Rerence Area

### HR Self-Audit

Use this self-audit to review and analyze your company's personnel practices. Comprehensive and easy-to-use!

### Legal System/Terms

This area will help you understand the U.S. legal system and terminology used in the HR Care publications and resource center.

### Compensation Tools

This includes a Salary Wizard to determine salaries based on job title and geographic location, a COL/Salary Calculator to determine what salary is needed when a new city causes a change in cost of living, and a Wage and Hour Exemption Calculator to help determine exemptions from minimum wage and overtime.

### Directors and Officers Liability Insurance

This area includes an overview of D&O Liability Insurance and monthly updates.

## HR Rerence Area continued

### U.S. Resources

This area includes links to important resources for managers and HR, full text court decisions, government resources and an online government publications and resource section.

## International

### International Resources

Links and resources are located in this area for international business persons, including cost of living comparisons, cross cultural training, currency converters, electricity worldwide, international calling, language translation, newspapers around the world, relocation management, times around the world, travel, health and security, U.S. Embassies, U.S. Social Security, weather, world facts, and the ILO Library which has the largest library of documents and articles in the world on labor and labor laws around the world.

### International Legal Guides

This area includes legal guides on the countries below which discuss everything from hiring to firing.

- Mexico - HR Care Legal Guide
- Canada - HR Care Legal Guide
- Netherlands - HR Care Legal Guide
- Spain - HR Care Legal Guide
- U.K. - HR Care Legal Guide