

# Policy

## Employee Handbook & Personnel Forms: H<sub>2</sub>R Has You Covered

# Agenda

1. Show Me the Resources!
2. Is Your Employee Handbook Up-to-Date?
3. Who Are You Going to Call?



# Resources on the CIS Website

- [www.cisoregon.org](http://www.cisoregon.org)
- Login to the Risk Management Library under the Risk Management tab

| Risk Management             | Publications |
|-----------------------------|--------------|
| About                       |              |
| Local Agents                |              |
| Bonus Program               |              |
| Best Practices              |              |
| Pre-Loss Services           |              |
| Public Safety Program       |              |
| Emergency Planning/Recovery |              |
| CIS Learning Center         |              |
| Risk Management Library     |              |
| Risk Management Incentive   |              |



# Resources on the CIS Website

- Look for Employee Handbook and Employment Liability categories

## RISK MANAGEMENT LIBRARY

Click a category:

[Accident Reporting/Claims Management](#)

[Construction/Demolition/Remodeling](#)

[Daycare/Preschool/Afterschool/Summer Camps](#)

[Emergency Planning/Security](#)

[Employee Handbook](#)

[Employment Liability](#)

[Enterprise Risk Management \(ERM\)](#)

[Ergonomics](#)

[Festivals/Special Events](#)



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# Resources on the CIS Website

Employee Handbook Template for 2016

Individual Sample Policies – new for 2016

- Oregon Sick Leave
- Family Medical Leave (FMLA/OFLA)
- Domestic Violence Harassment Sexual Assault & Stalking (DVHSAS) Leave
- Drug and Alcohol Policy

Sample Forms

Webinars



# Resources on the CIS Website

## Sample HR Forms

Recruitment

Leave of Absence

Discipline

Veterans' Preference



# Resources on the CIS Website

## H2R/Pre-Loss Webinars

Register for upcoming  
webinars

<http://learn.cisoregon.org/>

Watch previously recorded  
ones

[http://learn.cisoregon.org/  
Webinars.aspx](http://learn.cisoregon.org/Webinars.aspx)



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# Resources on the CIS Website

## Past H<sub>2</sub>R/Pre-Loss Webinars

Dec. 2015: Goals & Objectives

Nov. 2015: The Benefits of Your EAP

Oct. 2015: Team Performance

Sept. 2015: New Employee Orientation

Aug. 2015: Oregon's New Employment Laws

July 2015: Accommodating Pregnancy

And More!





# Is Your Handbook Up-to-Date for 2016?



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# Is Your Handbook Up-to-Date for 2016?

## **Policies you may need to update:**

- Health Insurance Coverage Continuation
- Oregon Sick Leave
- Sick Leave for Domestic Violence, Harassment, Sexual Assault, or Stalking (DVHSAS)
- Drug & Alcohol Policy (*marijuana*)

*Webinar: January 28, 2016, Employer's Guide to Employment Resolutions for 2016*



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# Health Insurance Continuation

- Employers with 25 or more employees
- Continue health insurance benefits during OFLA leave
- Requires employers to pay their portion during the full duration of leave
- May need to update policies/forms if any mention of health benefits terminating
- Sample policy on website under Employee Handbook



# DVHSAS Policy

- Employers with 6 or more employees
- Change: Employees must be able to use accrued sick time (in addition to other personal leave)
- Sample policy on website under Employee Handbook



# Oregon Sick Leave Policy

- All Employers
- Two versions on website under Employee Handbook:
  - Employers with 1-9 employees
  - Employers with 10 or more employees

*Webinar: August 27, 2015, Oregon's New Employment Laws and Federal Law Development*



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# Drug & Alcohol Policy

- All Employers
- Two versions of policy under Employee Handbook
  - Zero tolerance
  - No impairment

*Webinar: January 22, 2015, The Employer's Guide to Employment Resolutions for 2015*



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# If Using CIS' Sample Handbook...

- Choose policies based on your organization's size (*notes next to policy on Contents page*)
- Read Pre-Loss comments on sidebar of Word document
- Enter titles of contact people (Manager, Supervisor, City Manager, etc.)
- Edit policies to include your organization's practice (i.e. vacation/sick accrual, holidays, call-in procedure, pay schedule, etc.)



# Final Thoughts

- Remember: When changing policies, give employees advance notice *before* implementing
  - CIS recommends having a meeting to discuss the new policy and have employees sign an acknowledgement form, if applicable
- Have employees sign an acknowledgement form of receipt of new employee handbook





# Who are you going to call?

Questions about policy language?

- Contact Tamara Jones  
(503) 763-3845  
[tjones@cisoregon.org](mailto:tjones@cisoregon.org)

Questions about forms or working with the sample handbook?

- Contact Pamela Bowles  
(503) 763-3821  
[pbowles@cisoregon.org](mailto:pbowles@cisoregon.org)



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# Questions?



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