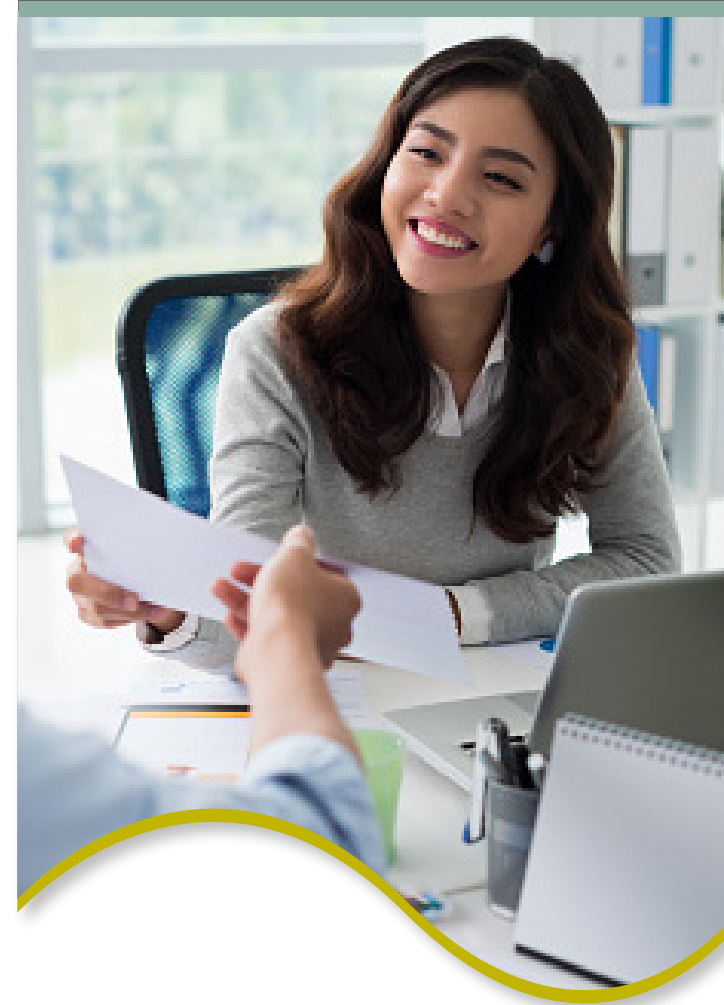


## ❖ Why Choose Us

- Value
- Abundant resources
- Local government expertise
- Unparalleled service
- Experienced staff



## Human Resources Services



## ❖ Services

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VML Insurance Programs provides human resources (HR) consultative services to members with public official's liability coverage to assist in mitigation of employment practices liability exposure.

Consultative services include:

- Review of members materials
  - Job postings
  - Job descriptions
  - Policies and procedures
  - Corrective actions
  - Performance appraisals
  - Personnel manuals
- HR consultations (phone based or in person)
- Access to the VML Insurance Programs' Multimedia Library
- Webinars, workshops and on-site training
- Access to EPL Assist



## ❖ Training Opportunities

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Training opportunities offered through the HR Services program include those offered through webinars, through the VMLIP Online University, and in-person. These opportunities include:

- **Webinars:** This series provides monthly webinars covering topics such as:
  - Writing job descriptions
  - Documentation
  - Hiring legally
  - Effective interviewing for supervisors
  - New employee orientations
  - Performance appraisals
  - Progressive discipline, and
  - The termination process.
- **VMLIP Online University:** Web-based training is available for both supervisors and staff. Most courses are 30 minutes long and cover topics such as sexual harassment, workplace violence prevention, and workplace diversity that can meet your training needs for all employees. Example topics include:
  - Supervising difficult behaviors
  - Effective discipline
  - Essential skills in leadership
  - Essential skills in communication
  - Coaching job skills
  - Proving performance feedback
  - Legal issues in interviewing

- **Training Series for New Supervisors:** This training program is designed for first-time supervisors and those needing a refresher. The course provides a review of various employment laws and provides basic skills for successfully hiring staff and providing appropriate feedback and discipline as necessary. Each training is offered periodically throughout the year. Topics include:
  - How to interview and hire legally
  - Proper documentation practices
  - Performance management
  - Corrective actions and terminations
  - Employment laws

## ❖ Services

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A variety of sample HR materials have been developed which can be downloaded from the VML Insurance Programs website and customized for your entity. A current Sample Personnel Policy Manual is also available. Visit: [www.vmlins.org](http://www.vmlins.org) for more information.

