



# VRSA

Virginia Risk Sharing Association



## Human Resources Services

The Virginia Risk Sharing Association (VRSA) provides human resources (HR) consultative services to members with public official's liability coverage to assist in mitigation of employment practices liability exposure. HR services include:

- Review of members materials, including:
  - Job descriptions;
  - Policies and procedures;
  - Corrective actions; and more.
- HR consultations (phone based or in person)
- FMLA Consultation
- Access to the VRSA Multimedia Library
- Webinars, workshops and on-site training
- Access to EPL Assist

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

**Webinars** monthly, on topics such as:

- Writing job descriptions
- Documentation
- Hiring legally
- Effective interviewing for supervisors
- FMLA and ADA
- Performance appraisals
- Progressive discipline, and
- The termination process

**VRSA Online University**, providing web-based training courses on topics such as:

- Coaching job skills
- Effective discipline
- Essential skills in leadership
- Essential skills in communication
- Proving performance feedback
- Sexual harassment
- Supervising difficult behavior
- Workplace diversity
- Workplace violence prevention

**Training Series for New Supervisors**, designed for first-time supervisors and those needing a refresher. Courses provide a review of various employment laws and supervisor skills. 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;
- Recruitment/retention, and more.

**Sample materials**, which can be downloaded from the VRSA website and customized for your entity. A current Sample Personnel Policy Manual is also available.

