

## CORSA

### County

#### Loss Control Coordinator Incentive 2018-2019

The loss control credit will be applied to the 2019 CORSA program year program costs. (May 1, 2019– April 30, 2020). Items must be completed prior to 2-22-19 to receive credit

Goal: Insure that entities have designated person/persons who attend to and oversees the loss control program.

A. (25%) A loss control coordinator who reports to either the BOCC or County Administrator has been chosen to oversee loss control programs. Loss control duties to be included in job description. Loss Control Coordinator also serves as primary contact person for all county property and liability claims and incidents, and reviews loss experience reports provided by CORSA to determine trends and communicate those trends with the affected departments and department heads. **(Value: \$XXXX to be allocated per below.)**

1. Expectations

(5%) a. Perform or review annual premises/building inspections. Keep and provide documentation of findings a course of action taken for correction of findings.

(10%) b. Elected officials and department heads from all covered offices and departments attend two chosen training modules as determined by the county (see attached list of training modules), or an equivalent that is approved by the CORSA Risk Control Manager. At least 80% of all elected officials and department heads of the county are required to complete training in order to receive credit.

(10%) c. Loss control coordinator is a member in good standing with the Ohio County Loss Control Coordinators Association and attends a minimum of 1 Ohio County Loss Control Coordinators Association meeting and 1 CORSA sponsored meeting held during calendar year 2018. **(Value: \$XXXX)**

B. (65%) Choose and complete one item from each of the four subject lines below. Complete prior to 2-22-19 to achieve the credit

**Training Modules: Choose two modules from the five below to satisfy A(1)(b) of 2018 LCIP**

Training Module #1--Hiring Issues

- Scenarios/Role playing may include:
  - Preparing to fill a vacant position;
  - Responding to request to hire a relative/friend of an elected official;
  - Promotions and dating/married employees;
  - Preparing for the supervision/training of new employees;
  - Interviewing candidates and what happens when an interview goes “off the rails;”
  - Selecting candidates and avoiding liability.
  
- Policy/HR Toolkit/Legal concerns will include:
  - Preparing applications/postings;
  - Updating Position Descriptions;
  - Reviewing Compensation/Benefits;
  - Permissible/Impermissible Interview Questions;
  - Evaluating/Selecting Candidates;
  - Background Checks and Negligent Hiring;
  - Conditional Offers of Employment and Reasonable Accommodations;
  - Nepotism;
  - Conflicts of Interest and Ethics;
  - Probationary Periods;
  - Role of Classified/Unclassified/Collective Bargaining Agreement.

Training Module #2--Harassment and Discrimination

- Scenarios/Role playing may include:
  - I used to date a co-worker now she keeps calling;
  - My supervisor is creating a hostile work environment;
  - My supervisor is sending me inappropriate texts;
  - My Co-Worker keeps blogging on a hate website;
  - Poor performance evaluations and allegations of harassment or discrimination;
  - When is business casual too casual;
  
- Policy/HR Toolkit concerns will include:
  - Discrimination/Harassment Policy;
  - Complaint Policy;
  - Investigation Materials;
  - Discipline Policy;
  - Retaliation Policy;
  - Performance Evaluation Policy;
  - Social Media/Computer Equipment.

### Training Module #3--Social Media

- Scenarios/Role playing may include:
  - Employee is photographed attending a hate rally and the photograph is posted on the local newspaper's website;
  - A supervisor is critical of elected official on Facebook;
  - My admin. is on dating website looking for love during work hours;
  - Employee threatens a co-worker online;
  - An employee posts a picture online drinking and smoking marijuana hours before work.
- Policy/HR Toolkit concerns will include:
  - Social Media Policy;
  - Discipline Policy;
  - First Amendment and other constitutional issues;
  - Medical Examinations/Fitness for Duty;
  - Workplace Violence;
  - Drug and Alcohol Testing;
  - County Equipment Policy;

### Training Module #4—Addressing Employee Performance

- Scenarios/Role playing may include:
  - My supervisors gave everyone a 5;
  - What should I put in an evaluation;
  - Files keep piling up, this employee just cannot seem to do the job;
  - Can I consider the evaluation in a discipline matter;
  - An employee cannot physically handle the training;
  - My employee is going through a divorce/bankruptcy and can no longer do even the simple things;
  - How do I give bad news?
- Policy/HR Toolkit concerns will include:
  - Sample Performance Evaluations;
  - Employee Performance Improvement Programs;
  - Discipline Policy;
  - Harassment and Discrimination Policy;
  - ADA and Reasonable Accommodation Policy;
  - Fitness for Duty and Medical Examinations;
  - Position Descriptions and Essential Functions;
  - Administrative Leave with Pay;
  - Drug and Alcohol Testing;
  - EEOC Complaints/Lawsuits/Grievances

### Training Module #5--Discipline, Generally

- Scenarios/Role playing may include:
  - Someone complained about my employee's driving;
  - Responding to allegations of dishonesty or theft;
  - How do I conduct a Pre-Disciplinary Conference;
  - An employee submitted FMLA notice prior to the Pre-Disciplinary Conference;
  - What should I expect at SPBR or during an arbitration;
  - I am firing someone, what should I do;
  - Should I allow the employee to resign.
- Policy/HR Toolkit concerns will include:
  - Discipline Policy—Just Cause;
  - Brady considerations for law enforcement;
  - Drafting Last Chance Agreements;
  - Issuing 124.34 Orders;
  - Providing employee references;
  - Public records and discipline/settlement documents;
  - Preparing for Pre-Disciplinary Conferences and appropriate forms;
  - Securing County equipment and employees;
  - Preparing for litigation;
  - Conducting an exit interview.

**Choose 1 item from each subject line below**

**Subject line #1**

- Liability* Bridge/CU Law Enforcement courses \*\*\*\*
- Liability* Ongoing, comprehensive County Highway Hazard Assessment Program
- Liability* NCHCC Accreditation (Jail Medical)
- Liability* CIT Train-the-Trainer (Jail and Road Liability)
- Liability* Slip/Trip/Fall on-going hazard assessment and prevention program
- Liability* CU Cyber Security course for all new hires

**Subject line #2**

- E&O* Bridge/CORSA University Harassment Courses for supervisory personnel and employees\*\*\*\*
- E&O* CORSA University Supervisory Skill training \*\*\*\*
- E&O* Employment Policies review and update completed by HR and/or Legal Counsel
- E&O* Documented Use (2018) of CORSA HR Helpline by departments with historical employment claims

**Subject line #3**

- Auto* CU Driver course for high risk drivers (Based on MVR Review and historical data)
- Auto* Live Driver Training for high risk Department(s) based on historical loss data
- Auto* OPOTA driver training (live or simulator)
- Auto* CU Driver course as part of hiring process for all positions that require driving

**Subject Line #4**

- Property* Documented annual roof inspection on all properties performed in accordance with all safety standards
- Property* Fire inspection of high risk and/or high value member properties by local fire jurisdiction
- Property* In members that utilized clothes dryers - Dryer vent inspection policy and program
- Property* Property in the open/grounds inspection program (focus on wind and weather/vandalism/theft)
- Property* Documented FacilityDude usage/increased usage

\*\*\*\* *Requires 70% participation by the number of employees in said position or department*

## CORSA

### County

#### Fleet Incentive Program 2018/2019

The loss control credit will be applied to the 2019 CORSA program year costs.  
(May 1, 2019 - April 30, 2020)

Goal: (10%) Insure that members are performing necessary oversight of fleet and drivers in a manner that relays the utmost diligence and safety. The 10% credit available will be broken out as outlined below in #1 and #2.

- 1) (5%) Member has in place a fleet policy/policies encompassing, but not limited to, driver guidelines, verification of appropriate current driver license through annual MVR review, and basic fleet maintenance with documentation of inspections, maintenance, and repairs.
- 2) (5%) Screen all new hires/post offers for employment who are expected to drive on county business to determine whether they conform to county policy. Annual MVR screens on employees who regularly drive member owned vehicles and anyone who may transport people during the course of employment using a vehicle that is designated as a 15 passenger van or bus. MVR screens are reviewed by LC Coordinator for compliance with entity fleet policy. **(Two not available unless #1 is met)**

Note: If MVR's are run on at least 75% but less than 100% of above employees, value is reduced to 75% of the value of this section.