

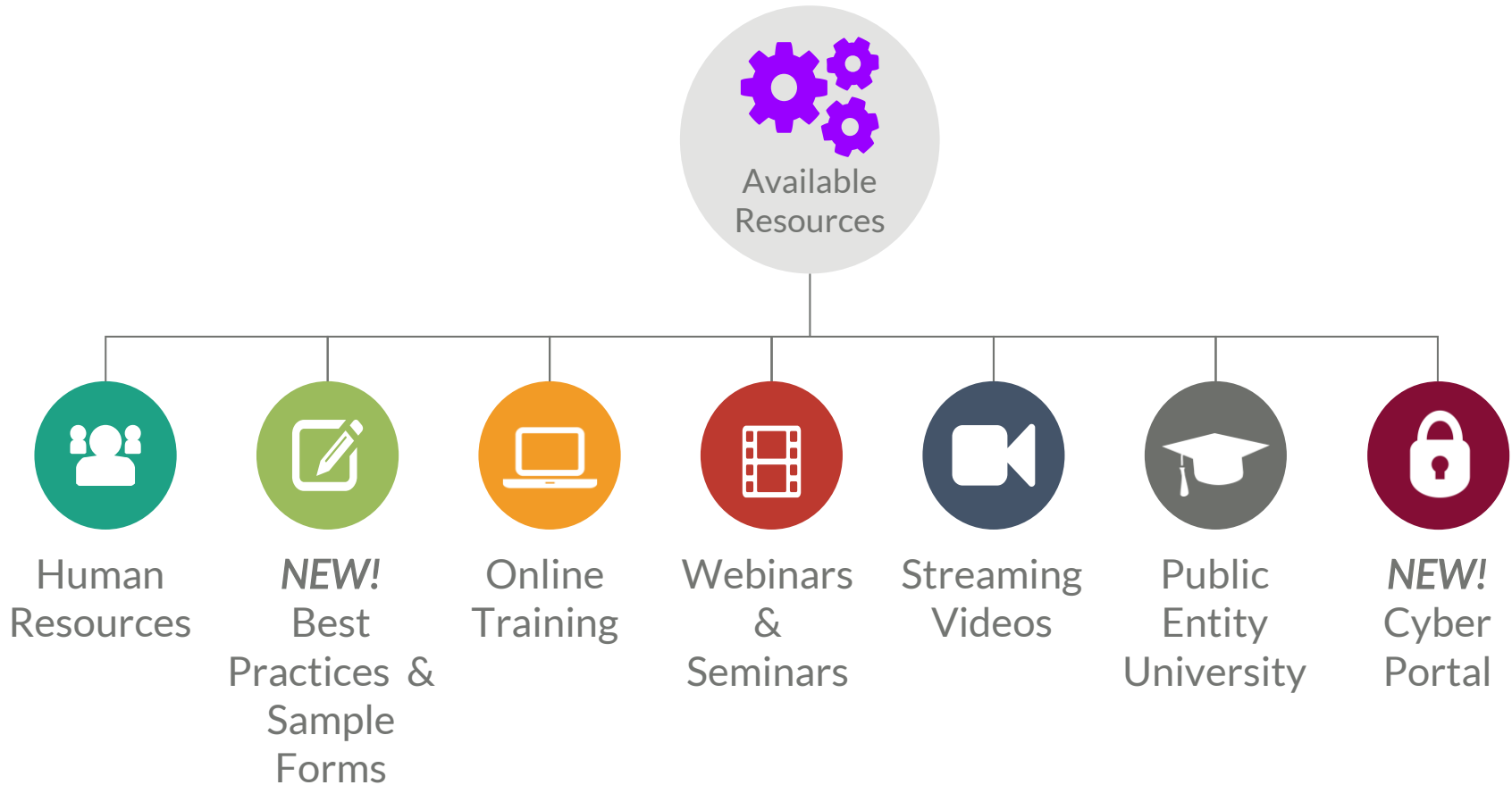
# OTARMA RESOURCE eLIBRARY

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sedgwick®

# WHAT WE OFFER IN THE **RESOURCE eLIBRARY**



# RESOURCE eLIBRARY ACCESSIBILITY



All resources and training courses that are offered through the eLibrary are available on all devices (computers, laptops, smartphones and tablets).

# BEST PRACTICES & CHECKLISTS



## Employee Handbooks: Best Practices

An employee handbook is a manual that documents your expectations from your employees. It also documents what employees can expect from you. Employee handbooks are beneficial in many ways including the following:

- Provide information for new employees.
- Serve as a reference for seasoned employees.
- Ensure that all employees are treated equally with regards to your policies and procedures.

### Employee Handbook Checklist

Agency Name: \_\_\_\_\_

Location/Address: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Inspector: \_\_\_\_\_

Policy	Included			Comments	Date Completed
	Yes	No	N/A		
Introduction					
Welcome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Introductory Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Customer Relations (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Organizational Chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



Employee Handbooks



Seasonal Preparation



Vendor Contracts



Facility Inspections



Driver Safety & Vehicle  
Maintenance

# PUBLIC ENTITY UNIVERSITY

## RESOURCE HIGHLIGHTS:

- Learning Management System (LMS)
- Members can:
  - manage employee training
  - track progress
  - maintain employee training records
- Interactive and in-depth courses specifically for public entities
- Provides training to safely perform job duties
- Spend less time overseeing employee training
- Spend more time managing operations

Automatically  
assign, follow  
up and track  
online training  
courses for all  
of your  
employees in  
just a few  
clicks

# BOOST LEARNING

BOOST Learning is a series of three to five minute scenario-based training modules delivered straight to employees' email - no login to the eLibrary is required. Training is tracked through the Learning Management System in Public Entity University

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Health & Safety  
Cybersecurity



Employment Liability  
Human Capital



Keeping Kids Safe  
Computer Skills



Driving Safety  
Law Enforcement

## Resources

Select a service area:

Q All

1 2 3 4 5 6 7 8 > Sort by: Title Date

- HR & Employment Law Topics
- Resource Types
- State
  - Specific State Selections
    - Ohio

- [Harassment Prevention Training Requirements - OH](#)  
US / HTML
- [Juvenile Justice - Regulations - OH](#)  
OH / External Link
- [Juvenile Justice - Youth Services - OH](#)  
OH / External Link
- [Minimum Wage Poster - OH](#)  
OH / External Link
- [State Tax W-4 Form - OH](#)  
OH / External Link
- [Workplace Posting Requirements - OH](#)  
OH / External Link
- [Wrongful Discharge for Wage Garnishments - OH](#)  
OH / External Link
- [Workplace Regulations on AIDS Testing - OH](#)  
OH / External Link
- [Workers Compensation Recordkeeping and Reporting Requirements - OH](#)  
OH / External Link

# HUMAN RESOURCES

STATE & FEDERAL EMPLOYMENT RESOURCES



Resources Updated Daily



Specify What You're Looking For



Create Your Own Policies / Handbook



Create & Customize Job Descriptions



### Job Descriptions

Customizable model job descriptions from every industry.



### Handbook Builder

Build or update a customized, state-specific company handbook or create a single employment policy.



### On Demand Training Webinars

Educational webinars provided by topical experts and attorneys



### On Demand Training Podcasts

The easiest way to learn about a topic, without disrupting your workflow

# CYBER SECURITY PORTAL



Easy to Find Resources, Best Practices Training Courses and Policies



Online Training Courses

- Email & Phishing
- Information Protection
- Best Practices



Create & Customize Cyber Security Policies Frequently Recommended by Risk Control

- Acceptable Use
- Password Protection
- Removable Media

## Password Protection Policy



### 1. Overview

<FULL COMPANY NAME> (hereafter “<SHORT COMPANY NAME>”) establishes this Password Protection Policy, for managing the standard for creation of strong passwords, the protection of those passwords, and the frequency of change. The Password Protection Policy program helps <SHORT COMPANY NAME> implement security best practices with regard to a standard for creation of strong passwords, the protection of those passwords, and the frequency of change. Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of <SHORT COMPANY NAME>'s resources. All users, including contractors and vendors with access to <SHORT COMPANY NAME> systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.



What Are You Doing Today?

Search curated, targeted content that will help you accomplish what you are working on today.



Online Cyber Training

Gain access to online cyber security and data privacy training courses for your organization.



Incident Response Plan

Be prepared. If a cyber attack hits, having a robust incident response plan is essential to mitigating risk.



IT Security Audit Kit

Access this comprehensive kit to get started building essential policies, best practices, and procedures to complete an IT Audit.



Essential Webinars

Educational webinars provided by subject matter experts and attorneys.



Breach Response from ID Experts

Think you have been breached? Contact an industry-leading breach response firm.



Secure VPN from Introspective Networks

Take your data security beyond basic encryption with stealth VPN services.



Phishing Security Testing

Phishing attacks can strike at any time. Is your organization ready?



State by State Regulation Tool

Find regulations that apply to your organization by state.



# HOW DO I STAY INFORMED?



## eBlasts & Website

Sign up and receive monthly email announcements

Email us at:

[OTARMALossControl@yorkrisk.com](mailto:OTARMALossControl@yorkrisk.com)

and let us know you would like to receive these announcements!

You'll be the first to hear about new Member programs, resources and services offered by OTARMA

We are available to take your call



## Resource eLibrary

Your all access pass to all the free resources you need.

Visit the eLibrary to see newly released resources and upcoming events!



## Phone Calls

Main: 800-367-4818  
Direct: 248-671-1734