OTARMA
RESOURCE eLIBRARY

Rebecca Atkinson
Sedgwick
OTARMA Administrator

sedgwick®
WHAT WE OFFER IN THE RESOURCE eLIBRARY

Available Resources

- Human Resources
- NEW! Best Practices & Sample Forms
- Online Training
- Webinars & Seminars
- Streaming Videos
- Public Entity University
- NEW! Cyber Portal
All resources and training courses that are offered through the eLibrary are available on all devices (computers, laptops, smartphones and tablets).
## 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

<table>
<thead>
<tr>
<th>Policy</th>
<th>Included</th>
<th>Comments</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welcome</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Introductory Statement</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Customer Relations (if applicable)</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Organizational Chart</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

---

**Employee Handbooks**

**Seasonal Preparation**

**Vendor Contracts**

**Facility Inspections**

**Driver Safety & Vehicle Maintenance**
Automatically assign, follow up and track online training courses for all of your employees in just a few clicks

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
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.
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.
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.

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

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

We are available to take your call
Main: 800-367-4818
Direct: 248-671-1734

Visit the eLibrary to see newly released resources and upcoming events!
You’ll be the first to hear about new Member programs, resources and services offered by OTARMA