

## Human Resources Services

VRSA provides human resources (HR) 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
- Virtual engagements, workshops and on-site training
- Access to HR ExecSupport

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

**Virtual engagements** 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
- Providing 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.

