

TRAINING BULLETIN

ERMATRAINING@SEDGWICK.COM



December 7, 2023



Top News

New Bulletin Layout

ERMA's redesigned bulletin is now available! Click anywhere on this document or the 'Download' button below to view it.

ERMA Policies and Procedure Survey Launch

We are thrilled to inform you that the highly anticipated policies and procedures survey is just around the corner! In this bulletin, we will discuss areas the survey will focus on and how to access the survey.

01/03





Bulletin Highlight

2023-24 Policies and Procedures Survey

**Member Survey Launch
Coming Soon!**

The ERMA staff has been preparing for the launch of the 2023-24 Personnel Policies and Procedure Survey. As we near the completion and launch, we want to focus your attention on two important topics: the policies the survey will focus on and how to access the survey. The ERMA Board of Directors, in collaboration with attorneys from Liebert Cassidy Whitmore and Jackson Lewis, has identified eight policies that require attention. Each member will be assigned to an attorney firm that will oversee the review and updating of their policies. The policies we will focus on are:

- Discrimination, Harassment, and Retaliation
- Family Medical Leave
- Pregnancy Leave
- Paid Sick Leave
- Work Week (i.e., FLSA work period), Overtime, and Compensatory Time
- Reasonable Accommodation and Interactive Process
- Drug and Alcohol-Free Workplace and Testing
- Internet, Computer, Media, and Electronic Equipment/Resources Use

We have already discussed which policies the survey will cover. Now, let's talk about how to access the survey. Our team at *iLearning Engines* has created an easy to follow guide that covers everything you need to know to navigate the survey. Accessing and completing the survey has never been easier! And, just to make things even easier, we've included a link to the guide below. We encourage all members to take a moment to review the guide, login, and navigate to the 'Surveys' tab as instructed. Please note, if you did not have an account in iLearning Engines, you should have received an email this week from ERMAtraining@sedgwick.com with your new login information. If you try to log in and are having trouble, please email yvette.flama@sedgwick.com for support.

Should you have any questions at all, please email ERMAtraining@sedgwick.com.

ERMA Policies and Procedures Survey Guide



Member Services & Programs

Attorney Hotline

- Members have access to one hour of free legal advice per month from one of ERMA's partner law firms.

[Member List](#) [Attorney Hotline List](#)

Live Training Topics

- If your agency is considering hosting a live training session, click [here](#) to view the list of training topics for the 2023/24 program year.

Requests can be submitted through the

[Training Request Form](#)

Frequently Asked Questions

- Please refer to [ERMA's FAQ Guide](#) for answers to commonly asked questions.

