NONPROFITS INSURANCE ALLIANCE GROUP

A Head for Insurance. A Heart for Nonprofits.

2018 Webinar Series

The Nonprofits Insurance Alliance Group is a group of 501(c)(3) nonprofit organizations whose mission is to provide a stable source of reasonably priced liability and property insurance tailored to the specialized needs of the nonprofit sector, to assist these organizations in developing and implementing successful risk management programs, and to create an unparalleled sense of community among 501(c)(3) nonprofit organizations.

Since its formation in 1989, the group has grown to include more than 17,000 nonprofit member-insureds in 32 states and the District of Columbia.

We offer an array of free and highly discounted risk management services catered specifically to the needs of 501(c)(3) nonprofits, one of which is our webinar series. These 30-90 minute sessions are ideal for in-service training on risk-management skills, or for polishing and orienting senior management and board members to individual aspects of managing risks in nonprofit organizations. The interactive format permits questions from the participants and responses from the expert(s).

- The non-member session cost is just $45 per login.
  [Note: Each individual participating does not need a registration. You do need a unique login for each computer accessing the session.]
- All sessions start at 11:00am PST.
- There is a listing by category on page 7.
- Registration links for all sessions are posted on our website.

If you have any questions or need additional information on our webinar series, send an email to memberservices@insurancefornonprofits.org.

Our members have free access to our webinars, including a library of on-demand recorded sessions. Want to learn more about the Group? Visit our website at www.insurancefornonprofits.org.

[NOTE: If you are a member of the Nonprofits Insurance Alliance Group (ANI or NIAC), log in to our web Portal to download the member version of this schedule.]

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SESSION DESCRIPTIONS

Category	Title	Description
Human Resources	Accommodating Mental Health in the Workplace	Did you know that depression, bipolar disorder, schizophrenia and anxiety disorder are classified as mental illnesses? The Americans with Disabilities Act requires those employees who suffer from mental health disabilities to be treated the same as employees who have physical disabilities. Employers have the same duty to engage in the interactive process with employees with mental disabilities as they do with employees who have physical disabilities, with the ultimate goal of determining accommodations that will allow employees to perform the essential functions of their jobs. This webinar will explore the recent EEOC guidance and examine the issues involved in accommodating employees with mental health disabilities, so that employers can successfully support them in the workplace.
Human Resources	Administering Medical Leaves of Absence	One of the most complex areas of employment law is compliance with the multitude of laws granting employees job protection while absent from work for a medical condition. In this session, we will discuss the various laws that apply to medical absences, what steps an employer must take in response to the absence or leave request, how long an employee is entitled job-protected leave, responding to light-duty requests, and finally when, if ever, the employer can take action to terminate an employee. The session will focus on federal law - but state laws will be mentioned.
Human Resources	California Paid Sick Leave	An overview of the key aspects of the California Paid Sick Leave Law that went into effect in 2015. Learn the difference between the “lump sum” and “accrual” methods of compliance, the pros and cons of each, and common hurdles employers face when complying with this new law.
Human Resources	California Parental Leave Act	Effective January 1, 2018, a new law provides 2.7 million Californians with job-protected leave and reinstatement rights, affecting new parents who work for employers with 20-49 employees. The New Parent Leave Act allows up to 12 weeks unpaid parental leave to bond with a new child following birth, adoption, or foster care placement. California employers with less than 50 employees, or who have worksites with less than 50 employees outside of a 75 mile radius, should attend to learn more about this expanded leave law, what action is required to comply, and how the New Parent Leave Act relates to other leaves under state and federal law.
Human Resources	California Wage and Hour Law Compliance	What Wage Order applies to my nonprofit? Do our group home counselors get daily overtime? When do I have to pay an employee who quits? How often do I have to pay employees? What do I do if an employee did not get a meal break? Can’t I just give the employee comp time instead of overtime? Without question, California wage and hour laws are the most complex and confusing of any state, and are more employee-oriented than the Federal Fair Labor Standards Act (FLSA). In this webinar, we will attempt to simplify California Wage and Hour laws, with special focus on issues that commonly arise in the nonprofit sector.

Category	Title	Description
Human Resources	Conducting Internal Investigations	Most employers know they need to respond to an employee’s complaint that they have been harassed, but what exactly should they do? After a brief “refresher” on the definition of harassment, we will walk through a hypothetical scenario, including taking in the initial complaint, the kinds of documents you should use, tips for conducting interviews and how to prepare a report. Attendees will come away with a practical understanding of how to conduct a prompt, thorough and objective investigation. This seminar is appropriate for Human Resource professionals, Executive Directors, Board members and anyone interested in reducing the risk of a lawsuit against your organization.
Human Resources	Criminal Background Checks and Ban the Box in California	Assembly Bill 1008, effective on January 1, 2018, adds a section to the California Fair Employment and Housing Act (FEHA) containing new state-wide restrictions on an employer’s ability to make pre-hire and personnel decisions based on an individual’s criminal history, including a far reaching “ban-the-box” component. In this webinar we will discuss the procedure for evaluating criminal background checks after conditional employment offers are made, and exceptions to the law. We will discuss how to integrate existing criminal background check obligations under FCRA and ICRAA. For those employers in municipalities with their own ban-the-box laws, we will discuss generally how those laws differ from the new state law.
Operations	Developing a Risk-Aware Culture	When it comes to risk management, an aligned culture and strategy work together to enhance the success of one another. An impressive new risk management policy may be “DOA” when determined staff and volunteers have a “workaround” plan in play before the ink on the new policy is dry. This session will explore practical strategies for inspiring a deep and lasting commitment to safety and mission-protection in your nonprofit.
Human Resources	Drugs and Alcohol in the Workplace	A practical discussion relating to approaches to dealing with the creation, implementation, and enforcement of drug and alcohol free workplace policies and practices. Topics will include legal principles and concepts involved in a drug and alcohol free workplace, drug testing, privacy concerns, and disciplinary issues. There will also be a discussion of medical marijuana as it affects the workplace, recent state legislation decriminalizing marijuana, and the impact of such legislation on the workplace.
Fleet/Auto	Essential Elements of a Fleet Safety Program	The use of vehicles in nonprofits is as varied as the services they provide. Whether you manage a fleet of vehicles owned by your organization or simply have employees and volunteers driving their personal vehicles on behalf of your nonprofit, implementing a Motor Fleet Safety Program can greatly reduce the risks faced by your clients, volunteers, employees and their families. This webinar will cover the essential elements of a vehicle safety program including developing written policies and procedures and implementing a program that fits the needs of your organization.
Human Resources	Exempt or Nonexempt: Everything You Need to Know When Classifying Employees	Wage and Hour litigation is one of an employer's greatest liabilities. The best way to stop a pay problem from morphing into a lawsuit is to properly classify your workers as exempt or nonexempt on the basis of both federal and state law. Understanding, and properly applying, both the federal and state exempt employee thresholds can be confusing even for a seasoned HR professional. In this webinar we will explain how to avoid the liability a nonprofit faces if it doesn’t properly classify its employees.

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Human Resources	Handling Termination of Employment	Ending the employment relationship is one of the most difficult challenges for nonprofits. This webinar will cover layoffs, terminations for misconduct, and terminations for performance-related reasons. Learn how to prepare the right documentation, final pay, and when to use a severance agreement. We will also cover practical tips for that difficult final conversation.
Human Resources	Maintaining HR Professionalism in a Challenging Culture	Do you find that it is hard at times to maintain your professional composure in a challenging nonprofit culture? Join us and hear from the Group's head of HR & Administration about how to keep your composure, communicate your HR competence, and maintain your civility and collegiality during the most challenging HR situations. Participants will learn how to strike the right balance between being an HR professional and aligning with your own cultural expectations of the role of human resources in your nonprofit.
Operations	Managing Special Event Risks	Almost all nonprofits have special events. They raise awareness about vital causes and raise funds to cover some of the costs of service delivery. Making the decision to have an event involves certain risk and having a thoughtful plan in place is critical. This webinar will provide practical guidance on the planning and staging of your special events to minimize exposure to your organization.
Human Resources	Preventing Sexual Harassment and Abuse Conduct in the Workplace	A comprehensive analysis of the law and practice behind the elimination and prevention of sexual harassment in the workplace. Topics will include proper training and policies regarding sexual harassment, real world solutions to dealing with sexual harassment complaints and investigations, and disciplinary issues arising from such conduct. In addition, there will be a discussion on the related topic of "abusive" conduct in the workplace such as bullying, verbal and physical hostility and unprofessional conduct, as well as strategies to eliminate such conduct in the workplace.
Operations	Risk Management Basics	Risk is anything that can derail your nonprofit from accomplishing its mission. Risk management is a discipline for identifying risk, assessing how serious or severe the risks are, and determining ways to avoid or minimize harm and financial loss. Risk management is not some mystery. Enlightened risk-taking requires awareness of the potential downsides of a new approach or program, thoughtful planning for positive outcomes, and ensuring that there is a soft landing when a venture doesn't work out as planned. Our Loss Control Manager will provide some simple frameworks for organizing and implementing basic risk management practices in a nonprofit organization, share the most common risks facing nonprofits based on 25+ years of claims history, and look at some specific areas of risk and what you can and should be doing to minimize your exposure.
Volunteers	Risk Management for Volunteer Programs	Your volunteers provide valuable assistance to your organization. Every nonprofit can and should take steps to manage the risks associated with its use of volunteers. This webinar will help demystify risk management and give you practical strategies you can implement to use your volunteers safely.

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Human Resources	The Classification of Workers as Independent Contractors	This webinar will detail the importance of properly classifying workers as either independent contractors or employees, with a discussion of the legal liability for misclassification. We will provide participants with a checklist for determining whether an independent contractor relationship can properly be established, discuss the essential provisions in an independent contractor agreement while reviewing a sample agreement, and provide tips on how to respond to a governmental agency audit reviewing independent contractor designations.
Employees	The Interactive Process Under the ADA	The Americans with Disabilities Act places a significant burden on employers to know when to engage in the interactive process. What are an employer's obligations when an employee or applicant discloses a disability? How should nonprofits handle requests for accommodations? Best practices for compliance will be discussed, including how and when to request documentation, handling substance abuse issues, mental health limitations and what it means to perform the essential functions of a job.
Human Resources	Tips for Coaching & Counseling Employees: An HR Perspective	Most work environments encourage open communication between employees and supervisors. Coaching is the ongoing process whereby the supervisor directs the development of the employee through regular performance feedback. If the employee is meeting the supervisor's expectations, positive feedback can be used to reinforce performance and further motivate the employee to even higher levels of performance. Counseling occurs when there are performance problems and may be used to assist the employee in achieving a satisfactory level of performance prior to initiating any more formal resolution for administrators or any Corrective Action for staff. Come hear from the Group's own head of HR & Administration, who will walk you through the HR side of coaching & counseling as you learn how to better coach/counsel your employees, when to involve HR in the process and gain specific steps on how to coach your managers to be better coaches to their employees. You will gain valuable insight into how to have those 'tough' conversations with your employees.
Fleet/Auto	Understanding Non-Owned Auto Liability	There are many situations that present a potential for your nonprofit to be held accountable for the actions of your employees and volunteers while they are driving their own vehicles. Join our Loss Control Manager to learn about non-owned auto liability, how it can impact your nonprofit through a review of some actual claim examples, and ways to minimize your exposure.

Alphabetical by Category

FLEET/AUTO	Essential Elements of a Fleet Safety Program
	Understanding Non-Owned Auto Liability
HUMAN RESOURCES	Accommodating Mental Health in the Workplace
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	Tips for Coaching & Counseling Employees: An HR Perspective
OPERATIONS	Developing a Risk-Aware Culture
	Managing Special Event Risks
	Risk Management Basics
VOLUNTEERS	Risk Management for Volunteer Programs