



Managing Employment Risk

Two Free Resources from Rockford Mutual to Help You Reduce Employment Risk in Your Workplace

With the purchase of Employment Practices Liability Insurance from Rockford Mutual, you can access two free resources to help you manage the many employment exposures to your business and reduce or prevent costly employment claims.



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WORKPLACE RISK SOLUTIONS—ONLINE SUPPORT

From The McCalmon Group

Provides up-to-date information, education, loss prevention and training to you and your employees, with access to:

>Model Workplace Forms and Policies— For small businesses, including Application for Employment, Reprimand forms and model H.R. Handbook Policies in English and Spanish on common workplace topics.

>Knowledge Vault—A library of workplace-related articles, self-audit checklists, and more. All driven by a powerful search engine for easy searches of previously published material.

>Additional Features—Email notices of new articles links to Federal and State law sources and the ability to purchase a comprehensive Model Handbook from The McCalmon Group at a reduced rate.

>Web-Based Training—Online training modules available 24/7—at no cost—on prevention of discrimination, harassment and other employment claims.

To access online support, see information on the back of this flyer.

EMPLOYMENT PRACTICES CONSULTATION—LEGAL HOTLINE

From Jackson Lewis, LLP

Jackson Lewis is one of the nation's largest and most respected employment law firms, representing management in the defense of harassment, discrimination, wrongful discharge and other workplace-related claims.

This free consultative service connects you to attorneys who can provide proactive and practical information about a broad range of topics, including:

>Appropriate steps to take when investigating reports of harassment.

>Whether the FMLA or state leave laws apply to your company, and how they generally should be administered.

>How federal and state employment laws can apply to your workplace issues.

>Overview of your company rights with respect to the types of actions it could consider when an employee fails to perform job duties.

To access the Hotline, call 800 259 5589

9 a.m. to 6 p.m. Central Time, Monday—Friday

Spanish, Chinese and Korean language support available.

Workplace Risk Solutions Website

POLICYHOLDERS— Getting Started...

1. **Select the site administrator.** We recommend that all company personnel handling EPLI be registered to use the site. The best way to get started is to have one of these individuals register for the company as the site administrator, and then register the additional users.
2. **Go to www.wprsolutions.com**
3. **Click Register Here in “Member Login” box.**
4. **Enter Passcode: [RM-HrHelp](#)**
5. **Complete the Registration Form.**

Note:

Selecting username and password—For ease of use, we recommend the e-mail name as the username and organization name as the password.

Training Notice Screen—We suggest turning off (click no) all questions on the Training Notice Screen; You can adjust it later if you assign online lessons.

Questions? Call a Customer Service representative:
888 712 7667

ADMINISTRATORS— Getting Started...

You can adapt the site to your organization’s needs through the Control Panel.

Add More Users

There are two ways to add users:

Recruit New Users Via Email

- Click *Control Panel*
- Select *Users*

- Click *Recruit New Users*
- Fill in the email addresses of recruitees with a comma between each address
- Add your own comments under *Additional Message*
- Click *Submit* to send the emails

OR

Add New Users Individually

- Click Control Panel
- Click Add/Edit Approved Users
- Click Add New User
- Fill out the New User form
- Click Submit to complete the registration
- Give the new user his/her username and password

Adapt Training Settings for Your Users

The system automatically assigns all the training to every user with a site profile of manager or above. The Site Administrator has the ability to adapt the default training settings.

- Click *Control Panel*
- Click *Training*
- Click *Training Settings*
- If you do not wish to use a set of lessons or bulletins, simply uncheck them.
- To change the due date, select the desired length of time from the dropdown.
- When the settings reflect your preferences, click *Submit* to register these choices on the system.

