



# Employment Practices Liability Risk Management Resources

## Berkley Select and Zywave

### SELF SERVICE PORTAL

As part of Berkley Select’s mission to provide industry-leading service to our policyholders, we have partnered with Zywave, an EPL risk management expert. Zywave delivers strategic and client-centric engagement solutions designed to assist with HR, employment law, and ongoing employee issues. The Berkley Select Self Service Portal addresses these challenges by offering risk management resources valued at thousands of dollars, and provided complimentary to our policyholders.

### TOOLS & RESOURCES

#### STATE-SPECIFIC HANDBOOK AND POLICY BUILDER

Can be used to create a complete handbook or a single policy. All pre-set policies are drafted to be compliant with federal and state guidelines.

#### WEBINARS AND ONLINE TRAINING COURSES

Topics for these courses include, but are not limited to: Sexual Harassment, Discrimination Prevention, and HIPAA Compliance. Courses can be assigned to supervisors or employees. CE credits are available for HR personnel

#### JOB DESCRIPTION BUILDER

This customizable tool can create job descriptions for various industries and skill levels.

#### ADA COMPLIANCE TOOLS

View a checklist and fact sheet regarding organization-wide ADA compliance. Access free, online tools that evaluate website accessibility. Recommendations help maintain online ADA compliance.

### HOTLINE & ADVICE

#### WHAT IS THE HR HOTLINE?

The HR Hotline is a service staffed by HR professionals - available by phone or email, to answer your HR-related questions. As a valued policyholder, you will have access to personalized, professional HR consultation and expertise. In addition to answering your pressing HR questions, Zywave’s HR professionals will refer you to relevant content that can help you execute on their expertise.

Topics you can ask about include:

- Employee benefits
- Leaves of absence
- Federal compliance
- State employment law
- Wage and hour issues
- Discipline and terminations
- Recruiting and hiring
- Employee relations
- Workers’ compensation
- Investigations
- Performance management

### WHAT ZYWAVE’S CLIENTS SAY

Based on the results of an optional survey given to 1,000 Zywave clients:

**98% OF CLIENTS**

Gave Zywave a high rating

**74% OF CLIENTS**

Said Zywave saved them approximately \$5,000 annually

**68% OF CLIENTS**

Said Zywave saved them more than 10 hours of time annually

### A PROVIDER YOU CAN COUNT ON

#### BERKLEY SELECT

Berkley Select specializes in executive and professional liability insurance. Berkley Select underwrites on behalf of Berkley member insurance companies that are rated A+ (Superior), Financial Size Category XV by AM Best Company.