



New Jersey Schools Insurance Group
6000 Midlantic Drive, Suite 300 North
Mount Laurel, New Jersey 08054
www.njsig.org

Board of Trustees Meeting of May 15, 2019
Action Item
Second Reading
Policy 8030 Employment Practices Counseling Hotline

Recommended Resolution: to approve policy 8030 Employment Practices Counseling Hotline as a second reading.

William Mayo

William Mayo, CPCU, ARM
Executive Director

Employment practices counseling hotline program

Policy #: 8030

Effective Date: July 1, 2019

Revision #: 0

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1. **Purpose.** This policy governs the New Jersey Schools Insurance Group's employment practices counseling hotline program. The employment practices counseling hotline is intended to reduce school board leader liability claim frequency and severity.
2. **Definitions.** Wherever used in this policy, the following terms are defined accordingly.
 - 2.1. **Claim:** is defined in the School board leader liability policy.
 - 2.2. **Inquiry:** means a telephonic or written communication made to the Hotline regarding an issue that may form the basis of a prospective employment action that could give rise to a claim.
 - 2.3. **Hotline:** means the New Jersey Schools Insurance Group's employment practices counseling hotline program.
 - 2.4. **School board leader liability policy:** means the New Jersey Schools Insurance Group's School board leader liability policy that applies to the time period for which the claim is made.
3. **Availability.** The hotline is available to NJSIG members that participate in school board leader liability line of coverage as of the date of the inquiry.
4. **Procedure and requirements.**
 - 4.1. A NJSIG member makes an inquiry;
 - 4.2. The NJSIG member accurately and completely conveys the factual predicate which forms the basis of the NJSIG member's prospective employment action that could give rise to a claim.
 - 4.3. The NJSIG member receives written advice from the hotline;
 - 4.4. The NJSIG member follows the advice; and,

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- 4.5. A **claim** is submitted to the NJSIG member as a result of the factual predicate which formed the basis of the **inquiry**.
- 4.6. The NJSIG Member submits the claim to NJSIG, along with a copy of the documentation that was generated as a result of the **inquiry**;
- 4.7. The Executive Director, or their designee, will determine whether the member followed the advice received from the **hotline**, and at the discretion of the Executive Director, will cover the cost of the NJSIG member's **school board leader liability policy** deductible relating to the **claim** about which the member complied with the hotline's advice.
5. **Result.** If the member follows the written advice provided by the **hotline**, NJSIG will, at the discretion of the Executive Director, cover the cost of the NJSIG member's **school board leader liability policy** deductible relating to the **claim** about which the member complied with the hotline's advice.
6. **Effective date.** This policy is effective July 1, 2019.

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