**Checklist for Members without Currently Approved Risk Control Plans**

**INITIAL EMPLOYMENT PRACTICES LOSS**

**RISK CONTROL INCENTIVE APPLICATION**

Name of Municipality or Authority: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Retain Employment Attorney/Advisor: (name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Adopt and distribute to managerial/supervisory employees the Personnel Policies and Procedures Manual: (Attach Resolution and Manual)

Required Minimum Provisions:

* Anti-Discrimination Policy
* Americans with Disabilities Act Policy
* Contagious or Life Threatening Illnesses Policy
* Safety Policy
* Drugs and Alcohol Policy
* Workplace Violence Policy
* General Anti-Harassment Policy
* Anti-Sexual Harassment Policy
* Whistle Blower Policy
* Employee Complaint Policy
* Access to Personnel Files Policy
* Conflict of Interest Policy
* Political Activity Policy
* Employee Evaluation Policy
* Employee Discipline Policy
* Workforce Reduction Policy
* Driver’s License Policy
* Communication Media Policy
* Bulletin Board Policy
* Leave of Absence Policy
* Family and Medical Leave Act Policy
* Military Leave Policy
* Domestic Abuse Leave Policy
* Employment Procedure
* Open Public Meeting Act Procedure Concerning Personnel Matters
* Processing and Orientation of New Employees Procedure
* Initial Employment Period Procedure
* Employee Handbook Procedure
* Performance Evaluation Procedure
* Disciplinary Action Procedure
* Personnel File Procedure
* Employee Complaint Investigation Procedure
* Requests for Employment Verification and Reference Procedure
* Continuing Education Procedure
* Distribute a notice concerning the Conscientious Employee Protection Act to all personnel:
* Adopt and distribute the Employee Handbook: (Attach handbook)
* Adopt the model civil rights resolution (municipalities only).
* Train managerial and supervisory personnel:
* Have Police Chief, Deputy Chief, Public Safety Director, Captains & Lieutenants complete the special EPL training course:
* Offer Anti-Harassment training to all other personnel:
* Sign up with NJ MEL Helpline for Employment Practices.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the (check \_\_General Counsel or \_\_Employment Attorney) of (member name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby certify that the member has verified to me that the above actions have been completed and that I have read the Personnel Policies and Procedures Manual and the Employee Handbook.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To qualify for the Employment Practices Liability policy deductible, this checklist should be returned to the MEL Fund Office (9 Campus Drive, Suite 216, Parsippany, NJ 07054 as soon as possible. Members submitting this form by October 1, 2016 will qualify or continue to qualify for the deductible effective to January 1, 2017. Members submitting this form after the deadline will become eligible for the deductible incentive upon approval of the application, but not retroactively.**