

# Care Providers Insurance Services and Zywave

## HR RISK MANAGEMENT HELPLINE

As part of Care Providers' mission to provide industry-best service to nonprofit and social services organizations, we utilize our partnership with Zywave, an HR risk management expert, to deliver strategic, client-centric engagement solutions designed to assist your clients with HR, employment law, and ongoing employee issues. The CPS HR Risk Management HELPLINE addresses these challenges by delivering thousands of dollars of risk management value.

### TOOLS & RESOURCES

#### State-specific Handbook and Policy Builder

This quick and easy tool can be used to create a complete handbook or a single policy. All pre-set policies are compliant with federal and state guidelines.

#### 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.

#### Job Description Builder

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

#### "What Are You Doing Today?" Tool

Curated, targeted content that guides clients through daily HR activities. Clients have access to checklists, best practices, and other vital HR information.

#### ADA Compliance Checklist

Your clients have access to a checklist and fact sheet regarding ADA compliance within their organization.

#### ADA Website Compliance Tool

Clients have access to free, online tools that evaluate the accessibility of their website. Recommendations help your client maintain online ADA compliance.

### ADVICE

Staff is available every business day to provide advice and counsel for HR and employment law challenges. Resources include:

- Access to employment law attorneys and specific, documented, confidential, legal advice for any pre-claim employment law inquiry
- Documented responses guaranteed by end of the next business day
- Curated sample questions to guide client through employment law topics

### CONTENT

- Access to updates, regulatory alerts, questions of the month, state and federal resources, posters, forms, news
- Live and archived topical webinars, many with CE credits for HR personnel

### WHAT OUR 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% said the service saved them approximately \$5,000 annually
- 68% said it saved them more than 10 hours of time annually