



PUBLIC ENTITY APPLICATION Employment Practices Liability (Claims Made) Section

Please attach a separate page for answers requiring explanations

Legal Name of Public Entity: _____ Effective Date: _____

A COVERAGE REQUESTED

1. Limit of Liability: Each Wrongful Act: \$ _____ Annual Aggregate: \$ _____
2. Deductible Requested: \$ _____ or
SIR Requested: \$ _____ With LAE Included in Retention Without LAE in Retention
TPA Name, Address, Telephone, and Facsimile: _____
3. Extended Employment Practices Liability Endorsement Options: _____

a. Third Party Coverage Endorsement?	Yes	No
b. Supplementary Payments—Fair Labor Standards Act (FLSA)?	Yes	No
c. Supplementary Payments—Immigration Reform and Control Act of 1986 (IRCA)?	Yes	No

B EMPLOYEE INFORMATION

1. Number of Employees:
Include any elected or appointed officials in the employee counts.

	Full-time	Part-time	Seasonal	Volunteer
No. of Employees				

- a. How many of the employees above are:

(1) School employees?		
(2) Law enforcement employees (including clerical personnel)?		
(3) Paid fire department employees?		
(4) Volunteer fire department employees?		
Would you like terms to include the VFD/Paid Fire Department?	Yes	No
If no, do they have separate coverage?	Yes	No
- b. If seasonal employees are included, how many months during the year are they utilized? _____
- c. What percentage of your workforce is unionized? _____ %

2. Please provide:

	1 Year Prior	1 Year Prior
Total No. of employees:		
Total No. of employees terminated:		
Total No. of employees who left voluntarily:		

3. Have there been any layoffs of employees or reductions in force? Yes No
4. Do you have a formal reduction in-force policy? Yes No
If yes, has this policy been reviewed by legal counsel? Yes No

5. Have you had a strike, slowdown or other employee disruption? Yes No
 If yes, please explain: _____
6. Are there any future layoffs or reductions in force planned? Yes No
 If yes, please explain: _____

C POLICIES AND PROCEDURES

1. a. Do you have written guidelines, policies, or procedures that address the following?

	Written Procedures		Supervisor/ Manager	
	Yes	No	Yes	No
Americans With Disa- bilities Act	Yes	No	Yes	No
Discrimination	Yes	No	Yes	No
Disputes/Grievances/ Handling Complaints	Yes	No	Yes	No
Employee Hiring/ Interviews	Yes	No	Yes	No
Performance Reviews	Yes	No	Yes	No
Progressive Discipli- nary Program	Yes	No	Yes	No
Salary Administration	Yes	No	Yes	No
Sexual Harassment	Yes	No	Yes	No
Termination	Yes	No	Yes	No
Time-Off Policies & FMLA	Yes	No	Yes	No

- b. Are the above policies and procedures contained in an employee handbook, or policies and procedures manual that is to all employees? Yes No
 If yes, do you obtain written acknowledgements that employees have received the handbook/manual? Yes No
 If no, how are policies communicated to employees? _____
- c. What is the date of the last review by legal counsel? _____
- d. How often is the handbook reviewed by legal counsel? _____

2. Are grievance procedures communicated to all personnel upon hiring? Yes No

D UNDERWRITING INFORMATION

1. Do you have a human resources department?
 a. If yes, name and title of individual in charge of human resources: _____
 b. If no, explain how the function is handled: _____
2. Do you have someone responsible for human resources/employment issues for your law enforcement personnel?
 a. If yes, name and title of individual in charge: _____
 b. If no, explain how the function is handled: _____
3. Are formal written job descriptions in place for all positions? Yes No
4. Do you have a formal, standardized employment application? Yes No
 a. If yes, has it been reviewed by legal counsel? Yes No
 b. If no application is used, how do you recruit new employees? _____
5. Do you use a psychological test to screen applicants, to promote employees or for the purpose of continuing employment?..... Yes No
 a. If yes, is it administered to everyone? Yes No
 b. If no, please explain: _____
 c. Confirm results are reviewed by a person trained in this field? Confirmed Not Confirmed
6. Do you provide a written performance evaluation for all employees? Yes No
 a. If yes, how often? _____
 b. If no, explain how the employee evaluations are handled: _____
7. Do you require counsel from a human resources professional or a qualified labor relations attorney prior to termination of any employee? Yes No

