



Minimize the Chance of Employment Issues!

Toll-Free Advice Line Available for Employment Practice Questions

Utica National has partnered with **Jackson Lewis P.C.**, a law firm specializing in employment law, to provide risk management services that can help you prevent employment issues, out-of-pocket expenses, and damage to your reputation. Take advantage of employment practices advice to get the help you need when you need it – provided *at no additional cost* to our school policyholders!

Legal context and advice on workplace law issues including:

- **What you should generally do** when faced with a sexual harassment, discrimination, or retaliation issue
- **Points to consider** when adding a section to the employee handbook about references
- **What employment training you are required by law to offer?** Which topics will best help you prevent adverse employment situations

Advice Line

- **Service is always confidential.**
- **Available from 9:00 a.m. to 5:00 p.m.** If there is an unusually high volume of inquiries, calls are returned the same day or within 24 hours.

How It Works

School administrators and human resource staff can call **1-844-635-8696** and seek the employment practices advice they need. You will be asked for your Utica National CPP policy number.

Take advantage of this new risk management resource to reduce the risk of accusations!

For more information on the hotline, contact **Jackson Lewis P.C.** at **1-844-635-8696** or your agent.

If you have a claim to report, email us at claimsnewreport@uticanational.com or call us at 1-800-216-1420.

In responding to helpline calls, Jackson Lewis P.C. cannot provide legal advice on specific employment matters, such as the firing or other treatment of specific employees, or on complex matters such as employee benefits, executive compensation, non-competition or other employment agreements, reductions-in-force, or transactional matters. In situations where Jackson Lewis P.C. is asked to give advice on complex matters or the legal risks of, or strategies for, a particular course of action, you will be advised to retain an attorney to conduct a proper review of surrounding facts and applicable laws.