



EMPLOYMENT LIABILITY & CYBER LIABILITY RISK MANAGEMENT BUDGET INSTRUCTIONS

INTRODUCTION

Over the past several years, the JIF has recognized an increased risk to its members in the area of employment practices and public official's activities as well as the growing use of technology. While these risks have grown, the municipal resources available to prevent or mitigate this exposure have continued to shrink. As a result of this situation, the JIF has made funding available to assist member municipalities in addressing these risks before claims occur.

EMPLOYMENT PRACTICES/PUBLIC OFFICIALS

Today, employees have a greater awareness of their legal rights making it more difficult for JIF members to avoid lawsuits as a result of their employment-related decisions. Consequently, members must protect themselves through the adoption and regular updating of employment related policies and procedures, the periodic training of employees, timely investigation of employee complaints, and the professional fees associated with these activities.

To help members offset the costs of these activities; the JIF will reimburse certain employment related expenses. Examples of reimbursable expenses include:

- Attorney fees for employment related legal advice
- Attorney fees for the updating of employment policies & procedures
- Employment related training
- Fees associated with arbitration/mediation and other mitigation processes

CYBER OR TECHNOLOGY RISKS

With the increasing use of technology by municipalities coupled with the increasing responsibility to comply with new information security requirements, it is imperative that members keep their networks secure through the updating of security hardware and software and the testing of these systems. In addition, members must adopt policies and procedures on the use of technology and continually train their employees on compliance with these guidelines.

To help members offset the costs of these expenses; the JIF will reimburse certain technology risk related expenses. Examples of reimbursable expenses include:

- Security enhancing software
- Security enhancing hardware
- IT training related to network security
- Network security testing
- Development of technology risk related policies & procedures

FUNDING AVAILABLE TO MEMBERS

The JIF has budgeted \$200.00 per member per year for reimbursement of the expenses described above. Members are free to use this funding for any combination of the expenses described above.

EXPENSE REIMBURSEMENT REQUESTS

Members seeking reimbursement of EPL related expenses must complete and submit a BURLCO JIF voucher, along with detailed supporting documentation, to the Fund Administrator's office by December 31st of the year in which the expense was incurred to be considered for reimbursement. Reimbursements will be made to the member following the Executive Committee Meeting in which the payment is authorized. Any requests for reimbursements that are deemed by the Fund Administrator's Office as non EPL related will be forwarded to the EPL/Cyber Liability Committee for final determination of payment.

MEMBER CONCERNS

If, at any time, a member has questions or concerns about the handling of an issue, time spent to address the issue, billing, accessibility to the Consulting Attorney, suggestions for improvement, etc., the member is encouraged to contact the Fund Administrator's office for assistance at (856) 446-9100.