



# WORKPLACE COUNSELING

Starting **January 1, 2025**, RESIG introduces a pilot program for the **Workplace Counseling Program** (HR Hotline), powered by School & College Legal Services (SCLS). **Contact by: Phone #: (707) 524-2800 OR Email: [workplacecounselingprogram@sclscal.org](mailto:workplacecounselingprogram@sclscal.org)**

## THE FEATURES

### CONFIDENTIAL GUIDANCE



HR issues are sensitive and demand confidentiality. The Hotline preserves legal confidentiality to ensure safe conversations.

### AFTER HOURS ACCESS



We understand many times your days may be longer. The Hotline was designed to be available when YOU are working.

### MONTHLY WEBINARS



Monthly webinars will be provided on emerging or upcoming issues, or topics that have generated a high number of questions to the Hotline, so you have the current information to proceed with confidence.

### UNLIMITED CALLS



You may have more than one question or a complicated situation that warrants several calls. The Hotline is intended to assist you in resolving issues regardless of the number of interactions required.

## THE BENEFITS



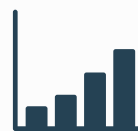
### COACHING

The Hotline offers experienced HR professionals a confidential space for peer feedback and guidance, while also serving as a learning resource for less experienced staff. If an issue exceeds the Hotline's scope, information on appropriate legal resources is provided.



### LOWER RISK

Managing claims effectively with guidance from legal experts can reduce direct costs for your agency. Fewer claims over time help keep RESIG's rates low, saving money for districts, charter schools, and transportation agencies.



### NO COST

The Hotline is paid for by RESIG and there are no separate charges to our Members.

Consistent advice - Preventative counseling - Fewer EPL claims - Real-time guidance

# RESIG's Workplace Counseling Program FAQs



Contact by: Phone #: (707) 524-2800 **OR** Email: [workplacecounselingprogram@sclscal.org](mailto:workplacecounselingprogram@sclscal.org)

## What is the purpose of the Workplace Counseling Program (The Hotline)?

The Workplace Counseling Program (the Hotline) is a dedicated service where RESIG members' designated HR staff can ask questions or get assistance with HR-related issues. It's designed to make it easier for you to get the information or support you need to better manage situations before they turn into claims.

Monthly webinars on HR hot topics will be provided to RESIG members as training to help HR personnel recognize areas where additional guidance or advice may be helpful to better manage situations.

RESIG's actuary estimates that over time this Hotline can help members reduce HR related claims and achieve up to 11% or approximately \$3/ADA savings on the liability contribution rate.

## When is the Workplace Counseling Program available?

The Hotline is intended to be available when you are working. That means outside regular working hours. Some inquiries, like emergencies, will also have an after-hours option.

## Who can use the Workplace Counseling Program?

RESIG members' designated leadership and designated HR staff are eligible to use the Hotline. A list of designated staff for each RESIG member will be established.

## Is my call to the Workplace Counseling Program confidential?

Yes, all calls to the Hotline are answered by qualified SCLS legal counsel and are confidential. SCLS attorneys will handle your questions or concerns with sensitivity, and any information you provide will be confidential.

## Who can use the Workplace Counseling Program?

RESIG members' designated leadership and designated HR staff are eligible to use the Hotline. A list of designated staff for each RESIG member will be established.

## How long will the Workplace Counseling Program continue?

The Hotline will begin as a pilot program January 1, 2025, continuing through June 30, 2025. RESIG will track the number of contacts and report utilization metrics to the Executive Committee who will determine any adjustments at that time.

# RESIG's Workplace Counseling Program FAQs



## On what types of issues can I receive advice or guidance?

|                                 |                             |
|---------------------------------|-----------------------------|
| Leaves                          | Editing HR policy templates |
| Hiring/release                  | Layoff general advice       |
| Performance/disciplinary issues | Classification questions    |
| Reasonable accommodations       | Interactive process support |
| CBA provisions advice           | Investigations advice       |
| Title IX questions (HR related) | Other HR related issues     |

If you're unsure if an issue is covered through the Workplace Counseling Program, call the Hotline, and SCLS legal counsel can direct you as needed.

## What types of issues are outside the scope of the Workplace Counseling Program?

- In-person investigation services
- Facilitation of interactive meetings in person
- Administrative hearings regarding employee separation/suspension
- Reporting to Governmental agencies
- Attending governing Board meetings
- EEOC/Civil Rights complaints responses
- Negotiating resignations of employees subject to discipline
- Handling of due process proceedings
- Drafting of employee discipline documents (Statement of Charges, Letters of Reprimand, etc.)

If an issue being handled through the Hotline progresses outside its intended scope, the SCLS attorney will handoff to district legal counsel for further handling.

## Who pays for the Workplace Counseling Program?

RESIG includes the Workplace Counseling Program costs in our annual budget as an administrative expense allocated between programs. There is no additional cost to RESIG members to access the Hotline.

## What should I do if I need follow-up assistance or have additional questions after my initial call?

If you need further assistance, you can access the Hotline again because calls and emails are unlimited.