

## **Legal Services Hotline Program**

Schools Insurance Authority provides our member districts a resource for legal advice and guidance when handling personnel and employee disability related questions and/or decisions. The Hotline Program is managed by Patricia Eyres of the Eyres Law Group and is available to all SIA and Shasta-Trinity Schools member districts.

*Services include:*

**Unlimited Calls and Emails:** Eyres Law Group provides answers to employment and education law questions as they arise, as well as guidance and advice on all aspects of the liability risks that may arise in school district work environments, on all aspects of employment law, policy enforcement, and regulatory compliance. This includes all of the following: return to work and reasonable accommodations, conducting and documenting the interactive process, managing multiple leaves of absence, designating, documenting, stacking and tracking leaves of absence, handling internal harassment and retaliation complaints, conducting and documenting investigations, performance management and disciplinary actions.

**Real-Time, Intensive Assistance with Daily Personnel Actions:** The Hotline is much more than simply a help line for Q&A. The Eyres Law Group provide advice, counseling, coaching and legal drafting including writing and editing of documentation, preparing talking points for disciplinary actions, outlines for internal investigations, writing of disciplinary actions, assistance with managing concurrent and consecutive leaves of absence and other personnel actions.

**Conducting and Documenting Internal Investigations:** The Hotline service includes support and assistance to member district Human Resource Departments and Superintendents who are conducting investigations of internal complaints and/or employee misconduct. Services include:

- Consultation and advice on the scope of the investigation
- Prepare investigation plans and advice on documenting the plan
- Prepare outlines and/or scripts for witness interviews
- Consultation on final investigation reports and memoranda to the Board

**Monthly Webinars:** Participating members will have an opportunity to attend monthly webinars on timely topics that include comprehensive materials.

**Newsletters, Breaking News Alerts and Other Resources:** Member district contacts will receive special bulletins and memoranda on court cases, legislation and regulations that impact California school districts, including compliance requirements, employment policies and procedures. This includes periodic updating of checklists, documentation templates and forms.

To participate in the Hotline Program, district members are required to submit authorized staff names for contact. If you have questions about the hotline, contact your Human Resources Department, Risk Manager or CBO.