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## February 2019

Welcome February...unbelievable that we can see the end of the school year on the horizon already! This month, we have two specific items to which we would like to draw your attention:

### **HUB at the 2019 Colorado Charter School Conference**

Be sure to stop by the HUB Lounge or HUB booth! Great place to mingle, work and:

- Talk to Michael Goldfarb, Employment Attorney and President of GuardianHR. He will be providing brief legal summaries on particular laws and policies with which charter schools struggle at the top of each hour. Come get some free legal advice and learn more about how to best protect your school!
- Rising health insurance costs are threatening charter school budgets and other areas of school operation. Come learn more about how HUB is changing the conversation around health insurance in the Colorado charter community through HUB's exclusive charter school health insurance program now available to charter schools in Colorado!

### **Sexual Harassment/Inappropriate relationships**

HUB has seen a spike in claims among charter schools recently in relation to sexual harassment or inappropriate teacher-student relationships. This is an area in which charter schools must have clearly

defined policies, procedures and employee expectations. Damage from these types of instances go well beyond the financial cost to areas such as school reputation, enrollment impact and more. Read more below regarding both internal procedures and best practices when it comes to notification.

As always, thank you for your trust and partnership. If you need assistance or want to learn more, contact us at the info below. Thanks!

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## Zero to Sixty: What the Legalization of Marijuana Means for You

As substance use increases, so does your responsibility as an employer to address workplace safety and comply with drug testing regulations. Find out more in this [one minute video](#) from HUB.



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## Best Practice for Successfully Navigating the Claims Process

The frequency and cost of claims have increased significantly. From health care to property damage and beyond, you're likely to experience multiple claim types in the near future.

Learn the best practices for successfully navigating claims in your organization. [Click here](#) to read more.



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## Preventing Sexual Harassment Claims in the Workplace

According to the Equal Employment Opportunity Commission (EEOC), employers have a duty to investigate sexual harassment complaints and must take actions to prevent the recurrence of such offensive conduct in their workplace. In addition to these actions, an employer should have a sexual harassment policy in place outlining the company's intolerance for sexual harassment.

### Policy Considerations

Sexual harassment policies should contain the following items:

- Make clear what behaviors, both verbal and physical, constitute sexual harassment, and stress that the company has a strict no-tolerance policy.
- Encourage employees to bring forth claims of harassment so that the company can investigate, take appropriate action and take necessary steps to prevent future harassment.
- Guidelines for how to report sexual harassment
- A complaint procedure and a response to the complaints procedure for management personnel

Here are some other things to consider in preventing sexual harassment in the workplace:

- Provide employees with at least two separate resources for reporting sexual harassment complaints. This protects the employer in case the alleged harasser is the employee's direct supervisor.
- Designate a female and male staff member from Human Resources to receive sexual harassment claims, preferably individuals with experience in dealing with discrimination and harassment.
- Outline in your policy that employees found guilty of sexual harassment will be subject to disciplinary action, including termination. The disciplinary action should eliminate the harassment and should ensure that the victim feels unthreatened once again. In addition, preventive action should be taken to ensure that a recurrence of the harassment does not occur.
- Discipline for sexual harassment should be as severe as the actions that took place. Punishments should also be consistent for similar actions by different harassers.
- Emphasize that victims will receive no backlash or repercussions if they report sexual harassment. Do not punish the victim for the harassment by removing him or her from their job, department or role within the company.

Overall, if employers take the necessary actions to prevent sexual harassment in their workplace, they

should not be found liable for the behavior, should it result in litigation.



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