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Regional workshops in March! Invitation will be emailed to members!

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Coaching for Motivation (BV09)

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www.imwca.org



The Informer

A monthly newsletter addressing workplace safety by Iowa Municipalities Workers' Compensation Association .

Devoted to our members

For almost 40 years, IMWCA has been providing quality workers' compensation coverage for cities, counties and governmental entities.

Last month, we highlighted our past 10 years and incredible success, with an emphasis on the program's financial strength and stability. This is due to the tremendous efforts of our members and their commitment to creating strong safety cultures.

This month, we would like to expand on that and highlight the work that our members are doing to establish strong safety cultures, preventing or eliminating workplace hazards and saving thousands on their workers' compensation premiums.

Our member's top priority is providing a safe work environment for their employees to make sure that everyone goes home safe at the end of their workday but also to ensure that our workers' compensation pool is strong and viable for future years.

As we mentioned last month, IMWCA has returned to our members more than \$88,000,000 over the past 10 years, through discounts and credits in the IMWCA program. We are committed to providing the tools and expertise to allow members to develop and maintain strong safety cultures, which help our members reduce workplace injuries and provide efficient operations.

IMWCA offers many programs and services including:

- Development of safety committees
- Incident review programs
- Return to work programs
- Designated physician programs
- On-site safety and risk management visits and training
- Written safety policies and procedures
- Dedicated in-house claims professionals that understand governmental operations with 24/7 claims reporting
- Human resource assistance including an on-staff dedicated HR specialist
- Occupational Safety and Health Administration reporting assistance
- Online Safety University
- One-Day Safety University
- Regional training
- Professional underwriting expertise
- Prompt personalized service and much more, all while working with your local agent, who is your entities trusted advisor.

As we prepare to celebrate our 40th anniversary on July 1, 2021, we are very excited for the future, not only for our program but also for our members. IMWCA is extremely grateful for the 534 members in our program and looks forward to helping our member cities, counties and governmental entities thrive into the next decade.

Payroll worksheets available

Your IMWCA payroll worksheet for the upcoming 2020-2021 policy renewal are available online. Complete it electronically by logging into your Member Login at www.imwca.org.

The deadline to return the worksheet is March 27, so we can record your adjustments and calculate an accurate estimate of your renewal premium. All worksheets should be returned even if no adjustments to the estimates are made.

The Estimated Premium Schedule and invoice are generated using the payroll received from each member. Final Estimated Premium Schedules, Information Pages, Experience Modification Worksheets and invoices will be mailed in May. You can call to request the mods now.

Contact us at (800) 257-2708 or imwcainfo@iowaleague.org if need Member Login information or with any questions.

The mods are available. Please contact Andrew Justice at andrewjustice@iowaleague.org.

Congrats Johnson County!

The Johnson County Safety Committee was awarded the Safety Innovation Award for their “Walk Like a Penguin” signs located at their county facilities. This award provides \$1,000 for use in future proactive safety projects.



IMWCA Board Member, Adam Grier (penguin)



Snow shoveling and heart attacks

Over-exertion from shoveling snow can bring on a heart attack; a major cause of death during and after winter storms. If shoveling snow isn't critical, don't do it. If you must shovel snow, take your time and lift in small amounts.

Some Important Reminders:

- After eating, wait one to two hours before strenuous physical activity.
- When performing any strenuous activity, remember to pace yourself; take frequent breaks.
- When lifting, continue to breathe normally. Do not hold your breath!
- If warning signs appear, stop and rest. Contact your physician immediately if the symptoms persist.
- In cold weather, breathe through your nose as much as possible, cover your mouth to avoid directly inhaling extremely cold air.
- If you have suffered a heart attack or are considered a candidate, it's best to allow someone else to take over the snow shoveling duties, unless approved by your physician.

Signs & Symptoms of a Heart Attack:

- Chest discomfort
- Pressure, squeezing, fullness or sharp pain
- Discomfort in other areas of the upper body, both arms, the back, neck, jaw or stomach
- Shortness of breath
- Nausea, cold sweat or lightheadedness



February is American Heart Month



Source: <http://www.cdc.gov/>

Hiring Process 101

One of the worst things an employer or member can do when hiring is to be unprepared and rush through the process. When members focus on speed over quality, sometimes, the result is a poor hire. Unfortunately, every so often, a poor hire is the best case scenario because speed over quality in hiring can also result in illegal acts and costly mistakes. It is important to focus on being smart and hiring right the first time. The following tips should get you on the right track to a more successful hiring practice.

Job Description

The foundation of a good hiring process is the job description. It sets expectations, responsibilities and requirements of the position. A good job description should have a heading, summary, duties/responsibilities, qualifications and physical demands. The most important section is duties/responsibilities.

This should provide the duties required for the position and approximation of the time spent on each. The physical demands section is a close second in the level of importance. This section should identify the conditions of the position, including weather, location, hazardous materials, travel and all aspects of physical conditions. A good job description must be up to date and reflect what the job is, not what it should be.

Posting

All public employers in Iowa must comply with Veterans' Preference, as stated in Code of Iowa Section 35c.1 and 400.10. Every full-time position must be posted for 10 days, in the same location where meeting agendas and minutes are posted.

Application

An application should include an Equal Employment Opportunity statement. There should be a section for the applicant to put their job history, educational and professional designations, professional references and position, at

will statement (if applicable) and availability.

Applications for the public sector must comply with Veterans' Preference, as stated in the codes and have a place where the applicant can indicate military service. Applications should not include a Social Security Number, date of birth, or graduation dates. Lastly, an application should have an attestation with signature section, where the applicant confirms that the information they provided on the application is true to the best of their knowledge and an adverse action may be taken if the information is found to be untrue.

Interview

The purpose of an interview is to identify if the candidate(s) are a good fit for a position. This is done by asking appropriate questions that elicit if the candidate's qualifications meet the requirements of the job. It is very important that you focus on asking the same general questions to all interview candidates.

Do not include any questions that would elicit any information about the applicant that could disclose if the applicant is a member of a protected class. If an applicant brings up potentially discriminatory topics, disregard the information, do not write it on the interview form and redirect the candidate. There are many resources available that provide lawful versus unlawful questions.

Selection/Pending Offer

Once the candidate is selected, an offer of employment should be made. This can be verbal, or in an offer letter that is an electronic or hard copy. If the offer is pending a background check or drug test, this should be indicated in the offer.

It is important when dealing with the different rules and regulations of the hiring process to reach out to your city or employment attorney with questions.

IMWCA Informer is a monthly newsletter published by the Iowa Municipalities Workers' Compensation Association (IMWCA) in cooperation with the Iowa League of Cities. View past issues online at www.imwca.org.

Comments or suggestions: Contact IMWCA at (515) 244-7282 or imwcainfo@iowaleague.org.

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