



**SUPPLEMENTAL EMPLOYMENT PRACTICES APPLICATION
FOR COMMUNITY ASSOCIATIONS**
(to be completed if number of employees is greater than 30)

1 Employee Information: Total Full Time: _____ Total Part Time: _____ Total Seasonal: _____

- 2 Does the **Applicant** use a written employment application form containing an employment-at-will statement for all employment applicants? Yes No
- 3 Are there formal, written policies and procedures concerning the following and have they been posted, delivered to each employee or included in the **Applicant's** Employee Handbook so as to be available to all employees?
- a) Sexual harassment? Yes No (If yes, Posted Handbook Delivered)
- b) Discrimination? Yes No (If yes, Posted Handbook Delivered)
- c) Equal opportunity? Yes No (If yes, Posted Handbook Delivered)
- d) Disabled employees and accommodations? Yes No (If yes, Posted Handbook Delivered)
- e) Has legal counsel reviewed the above policies prior to implementation? Yes No
- f) Are employee performance evaluations written? Yes No

If Applicant has more than 100 employees, complete questions 4 through 11.

- 4 a) Does the **Applicant** have a Human Resources department? Yes No
 b) If yes, how many employees in this department? _____
 c) If no, who handles Human Resource functions and what are their responsibilities and prior training?

- 5 a) Are employee evaluations written? Yes No
 b) Are supervisors and managers trained in the presentation of performance evaluations? Yes No
- 6 a) Are officers, managers, and supervisors trained in the procedures of handling employment-related grievances, disputes, notifications, or claims? Yes No
- 7 a) Does the **Applicant** have written procedures for disciplining employees? Yes No
 b) If yes, are those procedures provided to every employee? Yes No
- 8 a) Provide severance pay and require releases to be signed by terminated employees? Yes No
 b) Are "exit" interviews mandatory? Yes No
- 9 a) Does the **Applicant** involve an attorney in employment-related disputes? Yes No
 b) If yes, please identify the name of the attorney(s) who is usually involved, and indicate if he/she/they are in-house or outside counsel.
 Name: _____ Inside Outside

Attachments: (if more than 100 employees)

- Employee Handbook and/or Policies and Procedures Handbook or equivalent written guidelines
- Sexual Harassment Policy (unless contained in the Employee Handbook)
- Equal Employment Opportunity Policy (unless contained in the Employee Handbook)
- Summary and status of any litigation filed within the last twenty-four (24) months by or against any person(s) or entity(ies) proposed for this insurance (including any litigation that has been resolved)