

What is the HELPLine?



PDRMA's HELPLine is your "SOS" call for prompt and timely legal consultation in sensitive, problematic and/or complex employment matters. Legal experts will counsel you in assessing, addressing, and coordinating human resource and employment matters and guide you through the maze of legal and practical considerations and options.

The HELPLine is provided to members at *no* charge, and designed to protect supervisors and managers, human resource staff, and members from legal liability arising out of employment-related actions and decisions. Through the HELPLine, attorneys who understand the business of public parks and recreation will assist you and your agency in navigating the often troubling waters of employment and human resource practices by:

- Guiding you through the proper steps with respect to personnel actions;
- Answering employment-related legal questions; and
- Identifying the best approach for investigating, documenting and resolving workplace issues or disputes.



Telephone: 630-769-0332
website: www.pdrma.org

PDRMA is a member-based, not-for-profit governmental risk pool servicing the recreation and park industry in Illinois.

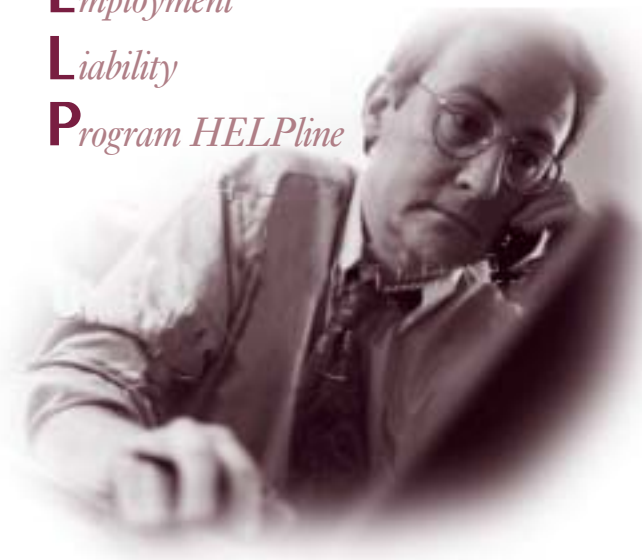
PDRMA HELPLine



630-435-8989

PDRMA's HELPLine

*H*uman Resource
*E*mployment
*L*iability
*P*rogram *HELPL*ine



**Need Help?
Call your
friends at
PDRMA...**

The PDRMA HELPLine is your lifeline to employment practice experts who understand the nuances of public park and recreation operations and are committed to counseling members with complex and sensitive human resource and employment issues.

630-435-8989

How will the HELpline help you?

What steps can I take to discipline or terminate an employee with an attendance problem?

What would be a reasonable accommodation under the Americans with Disabilities Act?

Does this employee qualify for leave under the Family and Medical Leave Act?

Can I require testing when I suspect alcohol or drug use?

How do I handle a claim of discrimination or harassment?

Can I replace an employee who has been off an extended period following a worker's compensation claim?

Are you at wits end and do not know what to do with a problem employee?

PDRMA's HELpline representatives will answer these questions, and many more. Indeed, our experts offer a breadth of experience and depth of knowledge invaluable to PDRMA's membership. Our experts understand the issues and challenges PDRMA members face and are there to answer *your* questions, provide confidential legal advice and practical solutions to your human resource and employment-related matters.

So how does the HELpline work?

Simply call 630-435-8989 during regular business hours and a PDRMA HELpline representative will either: provide prompt consultation and advice; research the issue and quickly get back to you; and/or direct you to the appropriate HELpline attorney who can best address your question. You may also leave a message during non-business hours and a HELpline representative will get back to you the next business day.

Please note:

If a PDRMA HELpline attorney is unavailable and immediate legal consultation is critical, your call may be forwarded to a pre-selected outside law firm whose practice is devoted exclusively to the representation of management in the areas of labor, employment and benefits law. There is no fee for HELpline assistance, irrespective as to whether your call is handled by a PDRMA attorney or outside attorney. Sometimes further assistance is needed beyond the initial or follow-up HELpline consultations due to the complexity or sensitivity of the issue. Under these circumstances members may incur expenses for services beyond HELpline consultations.

Why should I use the HELpline?

You expose both yourself and your agency to legal action and lawsuits if your employment actions or inactions are not in compliance with the law. Your decisions also impact the morale, productivity and efficiency of your employees. The PDRMA HELpline is intended to assist your agency in complying with employment laws and regulations and to enable you to maintain a healthy and productive work environment for employees.

In short, the HELpline will help you perform your job and protect you and your agency against costly lawsuits.

Is there a limit to the number of calls I can make?

No. There is no limit on the number of calls you can make, and all conversations are privileged and confidential. In fact, PDRMA encourages early and proactive intervention which is key to minimizing liability and maximizing a successful outcome.