



2024 Webinar Schedule

Covering a variety of risk management topics, NIA’s educational webinars are presented to help you learn how to identify and mitigate key risks across your organization. A FREE resource for you as a member of Nonprofits Insurance Alliance!

The interactive format of the live sessions allows for questions from the participants and responses from the expert(s). Whether you attend a live broadcast or prefer to watch an on-demand session, you will gain valuable risk management knowledge.

Live Broadcasts

- All regular sessions are free to our members.
 - Special sessions may have a fee, which will be discounted for our members.
- You need a unique login for each computer accessing the session.
- Registration links are posted on our [Member Portal](#) approximately 30 days in advance of the broadcast date.
 - After you log in, [use this link](#) to be directed to the webinars page.
- Sessions start at 11:00am Pacific Time unless indicated otherwise.
 - Most sessions are one hour in length.
 - Sessions running 30 minutes are annotated with a star (*).

On-Demand Recordings

- We have many on-demand recorded sessions, some of which will not be repeated in a live format.
- Utilization helps us determine if a session should be maintained or retired, so we ask that each individual have a unique registration for on-demand sessions.
- Visit our [Member Portal](#)
 - After you log in, [use this link](#) to be directed to the webinars page
 - View on-demand sessions directly from the Member Portal, or register to receive a link to view later

There is a listing by category for all sessions (live and on-demand) starting on page 9.

If you have any questions or need additional information on our webinar series, send an email to RMS@insurancefornonprofits.org.

MEMBER RESOURCE SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Member Risk Management Services		14			8			7			6	
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RISK MANAGEMENT SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
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DESCRIPTIONS: Live and On-Demand Recorded Sessions

Category	Title	Description
Human Resources	Accommodating Disabilities: A Closer Look at Mental Health & Physical Limitations at Work	Whether an employee has limitations from a disability affecting their physical health or mental health, an employer has an obligation to provide reasonable accommodations that remove barriers in the workplace and allow them to perform the job they were hired to do. This session will explore how to identify a request for accommodation, how to navigate the interactive process, and how to implement and monitor the effectiveness of accommodations.
Operations	Avoiding Copyright Infringement in Your Marketing & Communications	This session provides an overview of the most common ways people get sued when using the creative works of others (images, designs, marks) in their marketing, communications, building their web site and using social media, and how to avoid those mistakes. The session begins with an overview of copyright law and the rights created by that law. It then details common ways an organization ends up using copyrighted works improperly, which creates liability. Finally, it covers alternatives that do not create liability but still get the desired business result. These alternatives include finding sources that provide licenses consistent with your intended uses, creating the work yourself, and learning how to provide proper attribution to the copyright holder.
Human Resources	Best Practices in Documenting Employment Matters	If it's not documented, it didn't happen! How often have you found yourself with a legitimate need to make an employment decision based on historical factors, but none of those factors exist in writing? In this webinar we present best practices for documenting common employment decisions, such as disciplines, terminations, investigations, or responses to leave, and disability accommodation requests, so you are well-prepared to defend your nonprofit should you be faced with legal action against your organization. The discussion also touches on certain document retention requirements, including litigation holds and preservation of information whether paper or electronic format. This webinar provides information on how to mitigate risk to your nonprofit by effective documentation and recordkeeping.
Human Resources	Best Practices in Hiring and Onboarding	This popular and engaging webinar provides valuable information for nonprofits of all sizes about implementing an efficient and compliant hiring program. Topics covered include advertising, interviewing, and background checks. The webinar will also present ways to onboard new hires and increase employee retention.
Human Resources	California Employment Law Update 2024	California nonprofits are facing sweeping employment law changes effective in 2024. This webinar will cover changes to laws, regulations, and new requirements for topics including paid sick leave, drug testing, religious accommodation, pregnancy, and retaliation. Join us for this practical, information-packed session presented by NIA Labor & Employment Risk Managers.
Human Resources	California Family Rights Act	The California Family Rights Act (CFRA) applies to California employers of five or more, providing up to 12 weeks of unpaid leave for qualified employees. In this session, we will cover eligibility, leave administration, and case studies.

Category	Title	Description
Human Resources	California Meal and Rest Period Compliance	The strict requirements for meal and rest breaks in California make scheduling non-exempt/hourly employees a challenge. This webinar will present an in-depth overview of meal and rest break laws found in the Labor Code and Industrial Welfare Commission Wage Orders. We will discuss mandatory breaks for employees, the timing and recording of breaks, what is expected of an employer pertaining to breaks, and the penalties if meal or rest breaks are missed. We will also discuss the limited circumstances that permit a meal period waiver or on-duty meal period agreement, as well as the special rules for certain group home direct care staff. This webinar is helpful for both HR and payroll staff.
Human Resources	California Paid Sick Leave	California's paid sick leave law presents significant changes in 2024. This webinar will help prepare nonprofit employers to implement compliant, paid sick leave policies and manage them effectively. Topics include accrual and lump-sum methods, carry-over provisions and eligibility requirements.
Human Resources	California Pregnancy and Baby Bonding Leave	<p>This webinar provides a detailed overview of California's family friendly leave laws that support and protect pregnant workers and those with new children.</p> <p>We review Pregnancy Disability Leave (PDL), the California Family Rights Act (CFRA) and discuss employers' duty to reasonably accommodate the physical work limitations of pregnant workers. Financial benefits will also be covered, specifically wage-replacement benefits under the EDD's Short-Term Disability and Paid Family Leave programs, as well as new city-specific laws requiring employers to supplement wage-replacement benefits.</p>
Human Resources	California Timekeeping and Payroll Compliance	California wage and hour laws are the most detailed in the nation, with unique rules for determining what constitutes "hours worked" and how time worked must be tracked. This webinar, appropriate for HR and payroll staff, discusses best practices for documenting timekeeping, calculating workweeks, meal and rest break compliance, overtime, and penalties. Reviewing the California Wage Orders and Labor Code, we will also discuss the rules about the timing of regular payroll, accounting of paid leave, pay stub contents and final pay requirements.
Human Resources	Cannabis – The New Legal Environment	As more and more states legalize recreational and medical marijuana use, employers need to be prepared for what restrictions they can impose on employees in the workplace, including drug-free workplace policies and drug testing. Changing political and social opinions complicate the issue. During this webinar, we will walk through the legal landscape of recreational and medical marijuana use as it exists today, including potential ADA issues.
Human Resources	Criminal Background Checks in California	The California Fair Chance Act, also known as the "Ban-the-Box" law, prohibits pre-offer inquiries into criminal history and also specifies the process for employers to follow when conducting criminal background checks. Recent regulations specify the factors employers must consider when performing the mandated "individualized assessment" to determine whether the applicant's criminal history is acceptable. We will discuss the factors an employer can use to justify denying an applicant the position based on the criminal history, and the changes to the process required in these recent regulations.

Category	Title	Description
Human Resources	Data Privacy for HR and Business Records (including HIPAA and PII)	With an increase in data sharing, whether for ease of administrative tasks, more secure retention goals, or as may be legally required, protection of that data is paramount for employee, client and nonprofit security. In this webinar, we address the benefits of sharing information internally and externally, tips to protect against personal and organizational risk of mis-sharing, and certain obligations above and beyond common sense that exist under various federal statutes. This webinar is appropriate for anyone sharing data or training a workforce on safety and security of data sharing (PHI and PII).
Operations	Defamation - What It Is and How to Avoid It in Your Nonprofit	Many nonprofits communicate about people or other organizations in the process of spreading their message. When you advocate for your organization and those you serve, raise money, engage new clients, and secure volunteers, each communication carries risk that someone else may object to your nonprofit's communication and feel harmed. When this happens, your nonprofit may find itself defending its words in a defamation claim. This webinar covers the meaning of defamation and how to safely make statements or otherwise communicate. We explore case studies around defamation, with takeaways on how to avoid costly missteps in your nonprofit's communications while still relaying your important messaging.
Operations	Developing a Risk-Aware Culture	When it comes to risk management, an aligned culture and strategy work together to enhance the success of one another. Even an impressive new risk management policy may be "DOA" if determined staff and volunteers have a "workaround" plan in play before the ink on the new policy is dry. This session will explore practical strategies for inspiring a deep and lasting commitment to safety and mission-protection in your nonprofit.
Fleet/Auto	Essential Elements of a Fleet Safety Program	Whether your nonprofit manages a fleet of owned autos or simply has employees and volunteers driving personal vehicles on the organization's behalf, implementing a Motor Fleet Safety Program can greatly reduce the risks your clients, volunteers, employees, and their families face. This webinar will cover the essential elements of a vehicle safety program, including developing written policies and procedures and how to implement a program that fits your organization's needs.
Human Resources	Federal FLSA Overtime Exempt Duties and Salary Tests	The federal Fair Labor Standards Act (FLSA) has a three-prong test to be overtime exempt. Department of Labor issued regulations effective July 1, 2024, increasing the overtime exempt salary minimum. Our webinar will discuss this significant change, any pending litigation challenging the regulation, as well as the rules for being paid on a salary basis, and the duties test for exempt status.
Human Resources	FMLA: Advanced Topics	The Federal Family Medical Leave Act applies to employers with 50 or more employees. During this session we will go beyond the basics and explore advanced topics, including administration of the leave and how it interacts with other types of leaves.
Human Resources	FMLA: The Basics	During this webinar, we will look at the FMLA starting with the basics. Join us for an introduction to this Federal medical leave law, including eligibility requirements and administration of the leave.

Category	Title	Description
Human Resources	Hostile Work Environments: Preventing and Responding to Sexual Harassment & Abusive Conduct Allegations	<p>While the term “Hostile Work Environment” has a very specific legal definition that arises from workplace harassment, HR professionals have heard the term used by employees inaccurately. This webinar will discuss what a hostile work environment really looks like, how to properly use the term and how to train supervisors to respond to allegations of a hostile work environment.</p> <p>In addition, we will cover the laws that apply to workplace sexual harassment, how to handle and respond to complaints, including investigations and fashioning remedies when a complaint is substantiated. Attendees will learn more about creating effective policies, with a focus on zero-tolerance policies for sexual conduct, abusive conduct in the workplace, and how such policies assist in handling complaints properly.</p>
Insurance	How Does the Liability Flow: A Discussion on Additional Insureds and Contractual Liability	<p>When negotiating contracts, do you know when to name your organization as an additional insured on someone else’s policy? Are you aware of when another party should be named as an additional insured on yours? Did you know that additional insured status does not extend the same coverage and protection afforded to the named insured? Considering all factors can be overwhelming, this webinar will help you get a better sense of what to notice when negotiating a contract. You will learn (1) what additional liability you are accepting when adding an additional insured; (2) when you should be named as an additional insured versus adding your business partner [consultant, contractor, etc.] as an additional insured; and (3) the importance of reading and understanding certain provisions of the contracts you have with your business partners, including contracts with government entities and service providers.</p>
Human Resources	Independent Contractors: A Federal Perspective	<p>The Department of Labor recently announced the final rule outlining specifying criteria for properly classifying a worker as an independent contractor under the Fair Labor Standards Act. This rule is effective March 11, 2024. In this webinar, we will discuss the distinction between an employee and an independent contractor, and the potential employer liabilities for misclassification.</p> <p>We’ll focus on the DOL’s return to a totality-of-the-circumstances analysis of the economic reality test, applying it to common nonprofit jobs.</p> <p>Note: This webinar will address the federal legal test, not state laws — which may be more restrictive.</p>
Human Resources	Key Employment Policies for California Employers	<p>Do you know which policies your nonprofit is required to have, and which are optional? Employee handbooks can be an employer’s greatest resource, but if they are incorrect, they can be their worst enemy. Join us for a review of key employment policies for California employers and the essentials of employee handbooks. This is also a great “refresher” on key California employment laws.</p>
Human Resources	Leaves of Absence in California	<p>California has always led the nation in the adoption of laws recognizing the right to job-protected leave for various purposes. This past year saw major changes to the California Family Rights Act, and Crime Victim leave. In this webinar we go through these changes as well as the dozens of existing leave laws in California, including Healthy Workplace Healthy Families Sick Leave, military leave, and all the others. We discuss best practices for managing employees on these various leaves and provide sample policies and leave forms.</p>

Category	Title	Description
Human Resources	Managing the Virtual Workforce	As the country moves beyond stay-at-home orders, it's clear that remote work is here to stay. This webinar covers issues relevant to the completely virtual workplace as well as addressing best practices for workplaces with some telecommuting, including onboarding, managing performance and productivity, and hours of work.
Human Resources	Navigating Requests for Religious Accommodation	The right to religious freedom extends to the workplace but navigating the specifics has always been tough for employers. A 2023 US Supreme Court case has resulted in significant changes to employers' potential liability for religious discrimination claims. Nonprofit leaders, human resources professionals and managers will learn practical steps for responding to requests for religious accommodation.
Member Resources	NIA Member Resources: PurchasingPoint® Discount Purchasing Program	This webinar will provide an overview of PurchasingPoint®, an exclusive member benefit. It demonstrates the program's simple sign-up process and tours the extensive list of vendors offering great discounts in a range of categories – including office supplies, express shipping, food, facility maintenance supplies, technology, and much more. This is a tremendous opportunity to lower overhead expenses and direct more money toward your mission-related work. Join us to learn how to start saving money with PurchasingPoint®!
Member Resources	Nonprofits Insurance Alliance Member Risk Management Services	We are sensitive to the often-tight budgets and limited resources of many of our nonprofit partners, but NIA has you covered! The value NIA provides for members extends beyond reasonably priced insurance to risk management and loss control resources. In this webinar, learn about the many free, discounted, and subsidized risk management services available to nonprofits insured by NIA.
Human Resources	Oregon Paid Leave Program	Oregon recently joined 21 other states that have established wage replacement benefit plans to support workers unable to work due to their own non-work-related serious health condition and those caring for a family member or new child. We'll discuss the details of Oregon Paid Leave (PLO) and cover eligibility for leave, the right to job protection, and the mechanisms for funding. We will also delve into how the PLO intersects with other leave laws including OFLA, FMLA and Paid Sick Leave.
Human Resources	Pre-Employment Inquiries: Accommodating Disabilities Through the Hiring Process	What happens when an employee has a visible disability or mentions physical or mental impairments during a job interview? What questions can the employer ask to ensure the candidate can perform the job without engaging in discriminatory questioning? Are accommodations required before an applicant is offered a job? During this webinar, we walk through the hiring process and look at what questions and steps are appropriate (or prohibited) at the various stages. From job posting to pre-employment inquiries, permissions, and obligations change. Following this session, participants should have a clear understanding on how to properly vet candidates for employment while avoiding risk of discrimination.

Category	Title	Description
Operations	Protecting the Intellectual Property Created by Your Nonprofit	Nonprofits spend enormous time, energy and money building relationships that are often built into a database, address book, or other repository. This information about donors, clients, volunteers, and vendors, is often the greatest asset of the nonprofit. Protecting this asset is done within the legal framework of intellectual property (IP) generally, and trade secret more specifically. The law requires you to do what is customary and economically reasonable to protect trade secrets. This means having confidentiality agreements in place and only providing access to data on a need-to-know basis. This session details the most common assets held by nonprofits, the most common threats to those assets, the legal protections available, and the steps to take to make sure your nonprofits IP is protected.
Operations	Risk Management Basics	Risk is anything that can derail your nonprofit from accomplishing its mission. Risk management is a discipline for identifying risk, assessing the severity of a risk, and determining ways to avoid or minimize harm and financial loss. Risk management is not some mystery: Enlightened risk-taking requires awareness of the potential downsides of a new approach or program, thoughtful planning for positive outcomes, and ensuring that there is a soft landing when a venture doesn't work out as planned. We will provide simple frameworks for organizing and implementing basic risk management practices in a nonprofit organization; share the most common risks facing nonprofits based on 30+ years of claims history; and look at some specific areas of risk to identify what nonprofits can and should do to minimize their exposure.
Human Resources	The Bermuda Triangle of Leaves: The ADA, FMLA and Workers' Compensation	Employers are often left scrambling to determine when FMLA applies if an employee is on leave due to a work-related injury, or how to consider a medical leave when an employee exhausts or not eligible for FMLA. This webinar will walk through various scenarios to help you untangle the web of uncertainty in how the ADA, FMLA, and Workers' Compensation interact.
Human Resources	The HR Implications of Cyber Fraud	<p>Everyone is aware of the ever increasing, and often successful examples, of "phishing" scams, identity theft, and many other methods of cyber fraud, that attempt to exploit your nonprofit, its resources, and your employees. It is critical that everyone needs to be prepared for inevitable attempts that these hackers will make to penetrate your electronic infrastructure.</p> <p>This presentation focuses on ways to protect your agency from these fraudulent schemes and their often-devastating consequences. Topics include identifying the signals that your agency is being targeted, responding to fraudulent attempts to exploit your computer systems, and strategies to deal with the effect of these schemes on employees, both from a financial and a human resources perspective.</p>
Human Resources	Top Nonprofit Employment Law Mistakes (and how to avoid them!)	Employment law compliance is tricky, and many nonprofits think they are safe just doing what all the other employers are doing. Advising hundreds of nonprofits every year, Ellen Aldridge, NIA Labor & Employment Risk Manager, has a unique perspective on the HR issues commonly faced by the sector. This webinar touches on material appropriate for the HR novice as well as experienced practitioners, including wage and hour compliance, administering leave laws, worker misclassification, disability accommodation and supervisor training.

Category	Title	Description
Fleet	Understanding Non-Owned Auto Liability	There are many situations that present a potential for your nonprofit to be held accountable for the actions of your employees and volunteers while they are driving their own vehicles. Join us to learn about non-owned auto liability, how it can impact your nonprofit through a review of some actual claim examples, and ways to minimize your exposure.
Human Resources	Workplace Investigations	Employers are required to investigate specified allegations of misconduct in the workplace. This session will review how to conduct effective investigations that are prompt, thorough and neutral.

Alphabetical by Category

FLEET/AUTO	Essential Elements of a Fleet Safety Program
	Understanding Non-Owned Auto Liability
HUMAN RESOURCES	Accommodating Disabilities: A Closer Look at Mental Health & Physical Limitations at Work
	Best Practices in Documenting Employment Matters
	Best Practices in Hiring and Onboarding
	California Employment Law Update 2024
	California Family Rights Act
	California Meal and Rest Period Compliance
	California Paid Sick Leave
	California Pregnancy and Baby Bonding Leave
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	Leaves of Absence in California
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	The Bermuda Triangle of Leaves: The ADA, FMLA and Workers' Compensation
	The HR Implications of Cyber Fraud

HUMAN RESOURCES	Top Nonprofit Employment Law Compliance Mistakes (and how to avoid them!)
	Workplace Investigations
INSURANCE	How Does the Liability Flow: A Discussion on Additional Insureds and Contractual Liability
MEMBER RESOURCES	NIA Member Risk Management Services: Discount Group Purchasing Program – PurchasingPoint®
	Nonprofits Insurance Alliance Member Risk Management Services
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	Defamation - What It Is and How to Avoid It in Your Nonprofit
	Developing a Risk-Aware Culture
	Protecting the Intellectual Property Created by Your Nonprofit
	Risk Management Basics