2025 UC TRUST RISK CONTROL INCENTIVE PROGRAM

The UC Trust Risk Control Incentive Program was created to provide members with an opportunity to earn up to five percent credit toward each of their four quarterly contributions. The credits are applied in the year succeeding the year in which the credits are earned (e.g., credits earned in 2025 will be applied to 2026 contributions). This document outlines the ways in which UC Trust Members can earn those credits!

There are three major risk control related activities that can have a positive impact on the cost of unemployment compensation claims and administration: 1) training and education, 2) policy and procedure development and 3) implementation and timely reporting of unemployment compensation related information. By providing a vehicle for members to better manage these activities, the Trust will be able to reduce its costs and pass those savings on to the membership.

CREDITS AVAILABLE

Each activity available for credit is outlined below. **Activities must be completed between January 1 and December 1 of each year**. Previous years' activities will not be accepted for credit, with the exception of policy and procedure submissions.

Training and Education – One to Three Percent Credit

Eligibility Requirement: Two Parts!

1. **Online Training (one percent credit)**

   A minimum of one employee who is responsible for unemployment claims administration OR one department supervisor must successfully complete **three courses** offered by LocalGovU. There is no cost for this training. **The three online courses MUST be from the list of approved courses provided on page 3 of this document.** Only training completed in 2025 will be credited towards the 2025 CCAP UC Trust Risk Control Incentive Program.

2. **Onsite Training (two percent credit)**

   One or more representatives from the member entity must attend at least **four separate 2025 UC Trust sponsored training workshops.** These sessions may be attended in person or virtually, as they may be offered in different formats. The UC Trust sponsors several risk control training workshops throughout the year providing free or reduced registration fees on employment-related topics.

   Onsite training workshops can be found online via this link: **GLIMPSE**. If the onsite training workshop says that it is **FREE to UC Trust Members**, it is an approved onsite training for the incentive program.

   Other onsite training options include the 2025 CCAP County Administration Conference and the 2025 SCHRPP Annual Conference. Each of these events will be counted as two UC Trust sponsored training workshops if employees attend both days.

Policies and Procedures Implementation or Review – One Percent Credit

Eligibility Requirement: Most members have submitted their policies and procedures in previous years. Please review your policies and procedures and update them as needed. If you have made updates to your policies and procedures, please resubmit them to the Trust by emailing Desiree Nguyen at *dnguyen@pacounties.org*.

Timely Reporting of Unemployment Related Information – One Percent Credit

This credit will be tracked internally. No self-reporting is required.

Eligibility Requirement: Two Parts!

1. **CCAP Reporting**: All quarterly contribution reports must be completed online; payroll information must be uploaded to our online site in PDF format and a check or ACH must be sent to the Trust on or before 30 days following the end of the quarter. Please contact Sara Sheaffer at *ssheaffer@pacounties.org* if you require assistance with the reporting.

2. **Claims Administration Reporting**: Claim related documentation must be completed and submitted to Experian by the due date specified by them.

Upon completion of some or all the activities mentioned above, each member will be required to submit an ACTIVITY REPORT to verify participation. Activity Reports must be submitted electronically using the following link: 2025 ACTIVITY REPORT.

Activity Reports should reflect all activities completed (or to be completed) between January 1, 2025 and December 1, 2025. An online Activity Report must be submitted by Friday, September 5, 2025 for any credits to be earned.

IMPORTANT NOTICE

Supplemental data may be required to validate any of the above activities. The Trust will track workshop attendance, the online training program and timely reporting. However, members are required to maintain all Certificates of Completion from attended training courses, both online and onsite, to verify participation. Additionally, members are responsible for submitting policies and procedures for review. Approval of policies and procedures for credit will be at the discretion of the Trust.

QUESTIONS

If you have any questions about the CCAP UC Trust Risk Control Incentive Program, please contact Desiree J. Nguyen at *dnguyen@pacounties.org.*

Online Training through LocalGovU

Please note: Each member must successfully complete three (3) courses listed below to receive the online training credit of one percent. If you are a registered LocalGovU user, follow **this link** to complete three courses. If you need to register, contact Andrew Smith at *asmith@pacounties.org*.

- Active Shooter
- ADA Compliance in Business
- An Introduction to Requests for Proposals
- Anti-Harassment in the Workplace
- Budgeting for Local Government
- Building an Effective Organization
- Business Continuity
- Coaching with Character
- Computer Security Basics
- Conflict and Dispute Resolution
- Crisis Management
- Cybersecurity Threat to Public Entities
- Dealing with Angry Employees
- Dealing with the Media
- Developing Effective Communication Skills
- Developing Leadership
- Discipline and Termination
- Diversity in the Workplace
- Drug and Alcohol Awareness
- Emergency Preparation and Egress
- Emotional Intelligence for Leaders
- Employee Recognition
- Employee Retention
- Enhancing Work Relationships
- Ethical Behavior for Corrections Officers
- Ethical Behavior for Elected Officials
- Ethical Behavior for Local Government
- Family and Medical Leave Act (FMLA)
- FMLA Training for Supervisors
- Generational Differences
- Goal Setting Skills
- How to Avoid Becoming a Cyber Security Victim – Matt Meade and Jeff Birnbach
- HR for Small Communities, 2024
- HR Recruitment and Selection Process
- Implicit Bias
- Interviewing Skills for Managers: Conducting an Interview
- Investigating Incidents for Local Government
- Leadership vs. Management
- Managing a Remote Workforce
- Meeting Management
- Navigating the Work Environment
- Performance Management
- Protection from Ransomware and Phishing Attacks
- Reasonable Suspicion Training for Supervisors
- Recruiting Excellent Employees
- Retaining Talent
- Risks of Social Media in the Workplace
- Science of Employee Engagement
- Sexual Harassment for Managers
- Sexual Harassment Prevention – Local Government
- Shaping an Ethical Workplace Culture
- Stress and your Health
- Stress Management for Corrections Officers
- Successful Customer Interactions
- Supervisor Skills
- The Aging Workforce: Leveraging the Talents of Mature Employees
- The LGBQT Community
- The Rise of Cyber Crime
- Time Management Skills
- Training for Small Communities
- Transition from Peer to Supervisor
- Understanding Anxiety Disorders, OCD and PTSD
- Understanding Behavior, Burnout and Depression
- Vendor Risks, Weak Links in your Security Chains
- Violence in the Workplace
- Why You Think You're Right, Even If You're Wrong
- Work Environment Flexibility
- Working from Home
- Workplace Bullying
- Workplace Ergonomics
- Workplace Stress Resiliency

Policy and Procedure Requirements

Eligibility Requirement: Most members have submitted their policies and procedures in previous years. Please review your policies and procedures and update them as needed. If you have made updates to your policies and procedures, please resubmit them to the Trust by emailing Desiree Nguyen at *dnguyen@pacounties.org*.

Please note, your policies and procedures should be reviewed by your Solicitor and/or legal counsel prior to submission to the UC Trust. We recommend that the policies and procedures address the following elements:

1. Technology Appropriate Use
   - Use of internet
   - Personal use of county equipment
   - Downloading software

2. Drugs and Alcohol-Free Workplace
   - Program elements
   - Procedural guidance
   - Authority/responsibility

3. Workplace Violence/Harassment
   - Overview of prohibited conduct to include but not limited to discrimination, harassment, sexual harassment, and consensual sexual relationships
   - Procedural guidance
   - Retaliation and confidentiality

4. Progressive Discipline
   - Outline of procedures
   - Appeal process
   - Issues not subject to progressive discipline
   - Documentation

5. Separation of Employment
   - Types of separation to include but not limited to resignation, retirement, job abandonment, termination, reduction in workforce, release and automatic termination
   - Out-processing to include but not limited to return of property and exit interview
   - Termination of benefits
   - Rehire

Program History and Overview

Since 2009, the CCAP UC Trust has been offering the Risk Control Incentive Program to recognize the annual risk control activities conducted within each member county and county related entity. Properly implemented risk control activities, such as education, updated policies and procedures and timely reporting, can help reduce the costs of unemployment charges before a separation even occurs. Members have the opportunity to earn credits, a maximum of five percent, towards their quarterly contributions to the Trust upon satisfactory completion or implementation of qualified risk control related activities. This document outlines the Trust's expectations, defining satisfactory completion and implementation.

Members must be in good standing (all quarterly contribution payments received and accounted for) to participate in the CCAP UC Trust Risk Control Incentive Program.

PROGRAM CYCLE

The CCAP UC Trust Risk Control Incentive Program became effective January 1, 2009. Fully executed risk control activities conducted within the first year of the program resulted in a credit towards the next year's quarterly contributions to the Trust. This cycle continues each year at the discretion of the Trust who oversees the program and monitors its effectiveness.

CALCULATION OF CREDITS

Credits earned will be applied to the member's four quarterly contributions of the year succeeding the year in which the credits are earned (e.g., credits earned in 2025 will be applied to 2026 contributions). Credits earned will appear on the member's quarterly contribution form and can be calculated as follows:

STEP ONE: Multiply your taxable payroll by your contribution rate.
STEP TWO: Multiply the product of step one by the percentage of credits earned.
STEP THREE: Subtract the product of step two from the product of step one and this is your new
                quarterly contribution amount.

Example: In 2025, Sample County successfully completes all risk control activities and receives a five percent credit toward their 2026 quarterly contributions to the Trust. Sample County's 2026 contribution rate is three percent, and its first quarter taxable payroll is $1,000,000.

Taxable Payroll:	$1,000,000
Contribution Rate:	x 0.03
Contribution Before Credit:	$30,000
Credit:	x 0.05
Credit In Dollars:	- $1,500
Actual Contribution:	**$28,500**