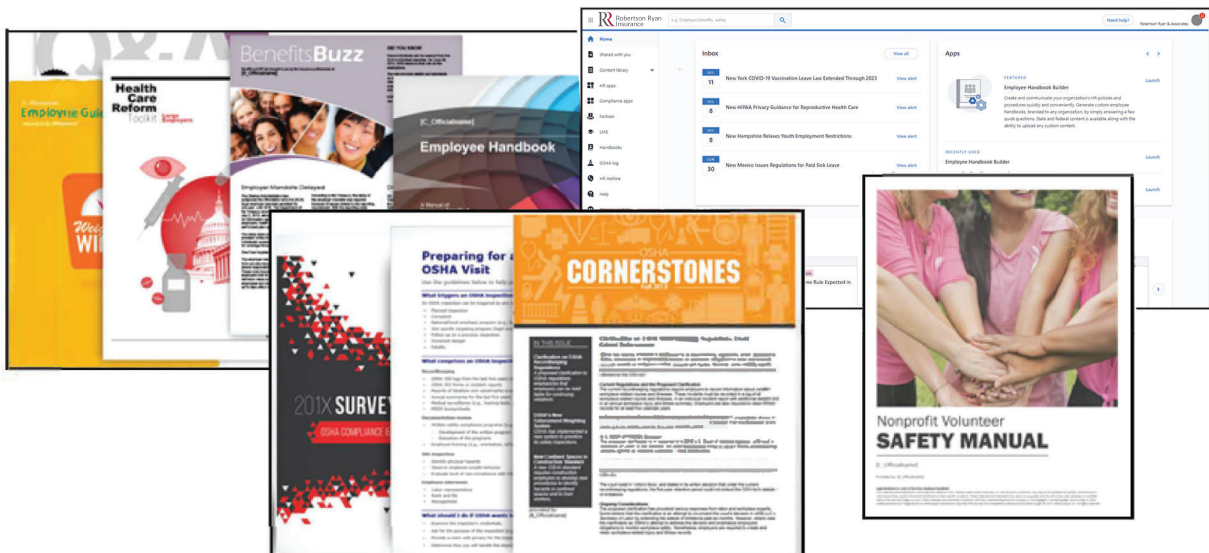


RRA CONNECT | CLIENT PORTAL

- HR policies, forms and compliance assistance
- Job descriptions and performance review tools
- Salary benchmarking and employee cost calculators
- Daily news feed set to your preferences including breaking news
- Benefits administration, communications, legislative guidance, enrollment guides, videos and forms
- Benchmarking reports
- Business continuity planning guides
- Cybersecurity training, policies and planning guides
- Compliance guidance and calendars
- Printable resources, newsletters
- Employee handbook builder and policy templates
- Employee communications, educational resources, newsletters and videos
- Wellness articles, programs and initiatives
- OSHA online log and compliance resources
- Safety manuals and state laws
- Employee safety and training resources including videos and toolbox talks
- Return to work policies and forms
- Risk management education
- Workers Compensation countrywide resources
- DOT and fleet safety programs



RRA CONNECT | APPS

Apps to help save time and assist in running your HR responsibilities, including hiring and retention, training needs and notice builders to set reminders to assure you remain compliant.

HR Apps

Custom Job Description Builder



Job descriptions are such an important tool for your employees, but developing them can be stressful. The 'Custom Job Description Builder' helps you make the most complete job description so your employees can achieve their true potential, which ultimately contributes to the success of their business.

Employee Cost Calculator



Understand the complete picture of the true cost when hiring new employees. From compensation and benefits to recruiting, training, office equipment, and other costs, this easy-to-use calculator accounts for those typical expenses you may not necessarily think about when hiring a new employee.

HR Self-Assessment Tool



Analyze your human resource competencies to ensure you are creating an environment for employees to thrive. With this tool, you can access your HR management practices, employee relations, recruiting process, training and development process and more. Once a module is completed, explanations will be provided to highlight where improvements can be made.

In-person Interview Question Builder



Build a series of questions to help you learn more about a candidate during an in-person interview. Ensure that you are asking the right interview questions, as these are key to evaluating whether a candidate has the knowledge, skills, and qualities necessary to become a successful employee.

Performance Review Builder



Performance reviews are such an important tool for motivating employees and increasing their contributions to your business, but the process can be stressful. This tool generates performance appraisals based on an employee's occupation, which can be customized with ratings and comments to describe performance issues. The customizable action plan will then help the employee improve their performance, so they can achieve their true potential while at the same time contribute to the success of the business.

Phone Interview Question Builder



Build a customized set of phone interview questions to help you narrow your pool of job applicants. Ensure that you are asking the right interview questions, as these are key to evaluating whether a candidate has the knowledge, skills, and qualities necessary to become a successful employee.

Salary Benchmarking



Using this tool, you can search compensation and pay structure reports either annually or by the hour. What's more, salary benchmarking survey information can be viewed and compared nationally, by state or within a state (narrowed by region or metro area). You will have access to salary data on over 800 job positions right at your fingertips.

Sample Job Descriptions



A well-written job description is one of the main ways you connect qualified applicants to positions at your organization. Using sample job descriptions, you can effectively and accurately highlight an employment opportunity to potential candidates.

Total Compensation Statement Builder



It's easy for your employees to think of total compensation simply in terms of salary, but it's so much more than that. This step-by-step tool generates a total compensation statement for you in minutes, which, in turn, helps you educate employees on the value of their benefits.

Compliance Apps

ACA Reporting



Simply generate Forms 1094/1095 by importing your completed workbooks. With ACA Reporting, you can even print your forms and file with the IRS or distribute to your employees—streamlining ACA compliance in three simple steps.

FMLA Advisor



Easily understand your rights and responsibilities under the federal Family and Medical Leave Act (FMLA). The FMLA Advisor can assist in understanding notice requirements, valid reasons to leave, which employees are required to provide FMLA leave, which employees are eligible to take FMLA leave, and more.

Federal Poster Advisor



Whether your company is small or large, the U.S. Department of Labor (DOL) requires that you display a number of different posters in the workplace. Simply identify the required posters and generating a list of federal laws administered by the DOL, along with links to download printable posters with the Federal Poster Advisor.

Multi-State Laws Comparison Tool



This tool is a convenient way for you to view and download labor laws in different states. If you have locations in multiple states, you may be concerned about which state labor laws apply to your business. This easy-to-use resource will generate side-by-side charts that you can use to compare and contrast state laws.

Notices

COBRA Notices Generator



Satisfying your COBRA notice obligations does not have to be challenging. In 3 easy steps, create all 6 required COBRA notices.

Compliance Notice Builder



Produce custom benefits notices for any size company, saving hours of time and effort. When laws or corporate circumstances change, simply update the information and generate a new notice instantly. With Compliance Notice Builder, you'll have the notices you need in minutes, plus distribution guidelines.

Health Plan Compliance Calendar



Just by answering a few questions about your health care plan, you can generate your own customized compliance calendar. Featuring a rolling list of federal compliance dates, monthly reminders and supplementary resources, you will have everything you need to remain informed, meet upcoming deadlines and generate the applicable notices.

HR Assistant

HR Hot Line



HR Hotline is a free service found in your client portal that is staffed by professionals and accessible via phone, email or chat 24/7. In addition to answering pressing HR questions, the HR professionals will refer you to relevant content to help you execute on their expertise.

OSHA

OSHA Log



A turnkey solution that helps you track incidents, generate OSHA mandated reports and create forms—all in a secure, cloud-based environment with 24/7 access.

Handbooks

Employee Handbook Builder



Create and communicate your organization's HR policies and procedures quickly and conveniently. Generate custom employee handbooks, branded to any organization, by simply answering a few quick questions. State and federal content is available along with the ability to upload any custom content.

Comprehensive Online Training LMS

Zywave Learning



Zywave Learning™ is an innovative Learning Management System, delivering high-quality, on-demand courses. All courses feature easy-to-understand, professionally produced training content with interactive quizzes. In addition, many courses are available in English and Spanish, and all courses are mobile-friendly. All of these features allow for a quality, engaging learning experience.



Your Comprehensive Training Solution

Take advantage of an innovative Learning Management System, delivering high-quality, on-demand courses. All courses feature easy to understand, professionally produced training content with interactive quizzes.

In addition, many courses are available in English and Spanish, and all courses are mobile friendly. All of these features allow for a quality, engaging learning experience.

BENEFITS

- Set up your employees in minutes
- More than 150 courses available, including sexual harassment prevention and workplace safety courses
- Provide separate courses to employees, managers or other groups you create
- Easy-to-use dashboard allows for easy tracking of employee course completion
- System issues certificates of completion per course to each employee



Contact Us

800-258-0277

LEARNING MANAGEMENT SYSTEM (LMS) COURSE LIST

Chemical & Environment Safety

- Stormwater Pollution Awareness for Employees

Construction Safety

- Caught-Between Hazards: One of Construction's Fatal Four (*English*)*
- Caught-Between Hazards: One of Construction's Fatal Four (*Spanish*)*
- Cold Stress Prevention for Construction Employees*
- Crane Signal Person Basic Training for Construction Employees
- Crystalline Silica Safety for Construction Employees (*English*)
- Crystalline Silica Safety for Construction Employees (*Spanish*)
- Fall Hazards: One of Construction's Fatal Four (*English*)*
- Fall Hazards: One of Construction's Fatal Four (*Spanish*)*
- Hand And Power Tool Safety In Construction Environments (*English*)
- Hand And Power Tool Safety In Construction Environments (*Spanish*)
- Industrial Crane Safety
- Personal Fall Arrest Systems Training for Construction Employees (*English*)*
- Personal Fall Arrest Systems Training for Construction Employees (*Spanish*)*
- Safety Orientation for Construction Employees*

Coronavirus Prevention & Response

- COVID-19: Staying Safe at Work for Employees*
- COVID-19: Staying Safe at Work for Managers*
- Remote Employees: Safety, Health and Security*

Cybersecurity

- Data Privacy & Information Security*
- End User Cyber Security Fundamentals Series – Browsing
- End User Cyber Security Fundamentals Series – Mobile Devices

Diversity & Ethics

- Common Sense & Critical Thinking: Tolerance, Diversity & Stereotypes
- Discrimination & Workplace Sensitivity
- Diversity & Inclusion Training for Employees*
- Workplace Code of Conduct*

Drugs & Alcohol

- Drugs and Alcohol in the Workplace (*English*)*

Employee Success

- Common Sense & Critical Thinking: Mental & Physical Health
- Communicating Effectively
- Customer Service: Difficult Customers
- Customer Service: How to Excel
- Customer Service: Skills Required
- Mastery of Self-Awareness

* Denotes that course has closed captioning or built-in transcript available.

Last updated on April 2023

- Sleep Management Techniques for Employees*
- Social Media Behavior*
- Stress Management Techniques for Employees

Ergonomics

- Adjusting Workstations & Postures
- Back Injury Prevention Tips for Employees *(English)**
- Back Injury Prevention Tips for Employees *(Spanish)**
- Ergonomics Basics for Employees*
- Industrial Ergonomics for Employees
- Lifting Safety for Employees*
- Material Handling Safety for Employees *(English)*
- Material Handling Safety for Employees *(Spanish)*

Fiduciary Basics

- Fiduciary Basics - Defined Benefit Pension Plans
- Fiduciary Basics - Health Plans *(English)*
- Fiduciary Basics - Health Plans *(Spanish)*
- Fiduciary Basics - Retirement Plans

Fire Safety

- Fire Extinguisher Tips for Employees*
- Fire Prevention & Response Tips for Employees
- Fire Prevention Tips for Hot-Work Employees*
- Fire Safety for Industrial Employees*
- Fire Safety for Office Employees

General Workplace Safety

- Accident Investigation Techniques for Managers
- Compressed Air Safety for

- Employees*
- Compressed Gas Cylinder Safety for Employees
- Electric Shock Prevention Tips for Employees
- Electrical Safety for Non-Electrician Employees*
- Electrical Safety Related Work Practices and the 2021 NFPA 70E for Electrical Workers*
- Emergency Response *(English)**
- Emergency Response *(Spanish)**
- Emergency Response Tips for Employees*
- First Aid Response for Employees
- Good Housekeeping Tips for Employees *(English)**
- Good Housekeeping Tips for Employees *(Spanish)**
- Heat-Related Illness Prevention for Employees *(English)*
- Heat-Related Illness Prevention for Employees *(Spanish)*
- Ladder Safety for Employees*
- Office Injury Prevention for Employees
- Safety Awareness for New Employees *(English)**
- Safety Awareness for New Employees *(Spanish)**
- Safety Essentials for New Employees *(English)**
- Safety Essentials for New Employees *(Spanish)**
- Safety Responsibility for Employees*
- Slip, Trip & Fall Prevention for Employees *(English)**
- Slip, Trip & Fall Prevention for Employees *(Spanish)**
- Top 10 Causes of Workplace Injuries
- Utility Knife Safety for Employees*
- Walking & Working Surface Safety for Employees*

- Winter Walking Safety for Employees*

Hazard Communication & GHS

- Hazard Communication & GHS Training for Employees*

Health Care Safety

- Back Safety for Health Care Employees

Hiring & Termination

- Interview Compliance & Fair Hiring

Labor & Privacy Compliance

- HIPAA Compliance for Managers and Employees*
- Wage & Hour Training – California
- Wage & Hour Training - Fair Labor Standards Act

Manager Success

- ADA Americans with Disabilities Act*
- Conflict Resolution
- Discipline in the Workplace
- Employment Law Training – The Essentials for Managers*
- First-Time Manager Tips
- HR Compliance Essentials for Managers*

OSHA Compliance

- Bloodborne Pathogen Awareness for Employees*
- Confined Space Entry Tips for Employees
- How to Avoid OSHA's Top 10 Violations
- Lockout/Tagout Steps for Employees *(English)**
- Lockout/Tagout Steps for Employees *(Spanish)**
- Machine Guarding & Operation Safety for Employees*

Personal Protective Equipment (PPE)

- Eye Injury Prevention Tips for Employees*
- Hearing Loss Prevention Tips for Employees
- Personal Protective Equipment (PPE) Overview for Employees*
- Respiratory Protection Tips for Employees *(English)*
- Respiratory Protection Tips for Employees *(Spanish)*
- Respiratory Protection Training for Employees*

Powered Industrial Trucks & Aerial Lifts

- Ensuring Safety Around Forklifts*
- Forklift Operation Tips for Employees
- Forklift Operator Certification Series: Classification, Refueling & Recharging*
- Forklift Operator Certification Series: Loading & Operation*
- Forklift Operator Certification Series: Operator Training & Pre-Operational Inspection*
- Forklift Operator Certification Series: Stability*
- Mobile Elevating Work Platforms*
- Safe Use and Operation of Order Selectors*
- Supported Scaffolding Safety In General Industry And Construction Environments *(English)*
- Supported Scaffolding Safety In General Industry And Construction Environments *(Spanish)*

* Denotes that course has closed captioning or built-in transcript available.

Transportation Safety

- Defensive Driving Tips for Transportation Employees *(English)*
- Defensive Driving Tips for Transportation Employees *(Spanish)*
- Distracted Driving Prevention for Transportation Employees*
- DOT Training: HAZMAT Security Awareness
- Texting & Driving Prevention for Transportation Employees
- Winter Driving Tips for Transportation Employees

Workplace Harassment & Violence: California

- Active Shooter Attack Survival Training for Employees *(English)*
- Active Shooter Attack Survival Training for Employees *(Spanish)*
- Anti-Bullying Training for Employees*
- Preventing Workplace Violence for Employees*
- Preventing Workplace Violence for Managers*
- Responding to Complaints*
- Sexual Harassment Prevention Training for California Employees *(English)**
- Sexual Harassment Prevention Training for California Employees *(Spanish)**
- Sexual Harassment Prevention Training for California Managers *(English)**
- Sexual Harassment Prevention Training for California Managers *(Spanish)**

Workplace Harassment & Violence: Connecticut

- Active Shooter Attack Survival Training for Employees *(English)*
- Active Shooter Attack Survival Training for Employees *(Spanish)*
- Anti-Bullying Training for Employees*
- Preventing Workplace Violence for Employees*
- Preventing Workplace Violence for Managers*
- Responding to Complaints*
- Sexual Harassment Prevention Training for Connecticut Employees *(English)**
- Sexual Harassment Prevention Training for Connecticut Employees *(Spanish)**
- Sexual Harassment Prevention Training for Connecticut Managers *(English)**
- Sexual Harassment Prevention Training for Connecticut Managers *(Spanish)**

Workplace Harassment & Violence: Delaware

- Active Shooter Attack Survival Training for Employees *(English)*
- Active Shooter Attack Survival Training for Employees *(Spanish)*
- Anti-Bullying Training for Employees*
- Preventing Workplace Violence for Employees*
- Preventing Workplace Violence for Managers*
- Responding to Complaints*
- Sexual Harassment Prevention Training for Delaware Employees *(English)**
- Sexual Harassment Prevention Training for Delaware Employees *(Spanish)**

- Sexual Harassment Prevention Training for Delaware Managers *(English)**
- Sexual Harassment Prevention Training for Delaware Managers *(Spanish)**

Workplace Harassment & Violence: Illinois

- Active Shooter Attack Survival Training for Employees *(English)*
- Active Shooter Attack Survival Training for Employees *(Spanish)*
- Anti-Bullying Training for Employees*
- Bystander Intervention Training - Chicago*
- Preventing Workplace Violence for Employees*
- Preventing Workplace Violence for Managers*
- Responding to Complaints*
- Sexual Harassment Prevention Training for Chicago Employees*
- Sexual Harassment Prevention Training for Chicago Managers*
- Sexual Harassment Prevention Training for Illinois Continuing Education Credit - Employees*
- Sexual Harassment Prevention Training for Illinois Continuing Education Credit - Managers*
- Sexual Harassment Prevention Training for Illinois General Industry Employees *(English)**
- Sexual Harassment Prevention Training for Illinois General Industry Employees *(Spanish)**
- Sexual Harassment Prevention Training for Illinois General Industry Managers *(English)**
- Sexual Harassment Prevention Training for Illinois General Industry Managers *(Spanish)**

- Sexual Harassment Prevention Training for Illinois Hospitality Employees *(English)**
- Sexual Harassment Prevention Training for Illinois Hospitality Employees *(Spanish)**
- Sexual Harassment Prevention Training for Illinois Hospitality Managers *(English)**
- Sexual Harassment Prevention Training for Illinois Hospitality Managers *(Spanish)**
- Sexual Harassment Prevention Training for Illinois Restaurant & Bar Employees *(English)**
- Sexual Harassment Prevention Training for Illinois Restaurant & Bar Employees *(Spanish)**
- Sexual Harassment Prevention Training for Illinois Restaurant & Bar Managers *(English)**
- Sexual Harassment Prevention Training for Illinois Restaurant & Bar Managers *(Spanish)**

Workplace Harassment & Violence: International

- Active Shooter Attack Survival Training for Employees *(English)*
- Active Shooter Attack Survival Training for Employees *(Spanish)*
- Anti-Bullying Training for Employees*
- Preventing Workplace Violence for Employees*
- Preventing Workplace Violence for Managers*
- Responding to Complaints*
- Sexual Harassment Prevention Training for Canadian Employees*
- Sexual Harassment Prevention Training for Canadian Managers*

* Denotes that course has closed captioning or built-in transcript available.

- Sexual Harassment Prevention Training for International Employees (*English*)*
- Sexual Harassment Prevention Training for International Employees (*Spanish*)*
- Sexual Harassment Prevention Training for International Managers (*English*)*
- Sexual Harassment Prevention Training for International Managers (*Spanish*)*

Workplace Harassment & Violence:

Maine

- Active Shooter Attack Survival Training for Employees (*English*)
- Active Shooter Attack Survival Training for Employees (*Spanish*)
- Anti-Bullying Training for Employees*
- Preventing Workplace Violence for Employees*
- Preventing Workplace Violence for Managers*
- Responding to Complaints*
- Sexual Harassment Prevention Training for Maine Employees (*English*)*
- Sexual Harassment Prevention Training for Maine Employees (*Spanish*)*
- Sexual Harassment Prevention Training for Maine Managers (*English*)*
- Sexual Harassment Prevention Training for Maine Managers (*Spanish*)*

Workplace Harassment & Violence:

New York

- Active Shooter Attack Survival Training for Employees (*English*)
- Active Shooter Attack Survival Training for Employees (*Spanish*)

- Anti-Bullying Training for Employees*
- Preventing Workplace Violence for Employees*
- Preventing Workplace Violence for Managers*
- Responding to Complaints*
- Sexual Harassment Prevention Training for New York Employees (*English*)*
- Sexual Harassment Prevention Training for New York Employees (*Spanish*)*
- Sexual Harassment Prevention Training for New York Managers (*English*)*
- Sexual Harassment Prevention Training for New York Managers (*Spanish*)*

Workplace Harassment & Violence:

Washington

- Active Shooter Attack Survival Training for Employees (*English*)
- Active Shooter Attack Survival Training for Employees (*Spanish*)
- Anti-Bullying Training for Employees*
- Preventing Workplace Violence for Employees*
- Preventing Workplace Violence for Managers*
- Responding to Complaints*
- Sexual Harassment Prevention Training for Washington (WA) Employees (*English*)*
- Sexual Harassment Prevention Training for Washington (WA) Employees (*Spanish*)*
- Sexual Harassment Prevention Training for Washington (WA) Managers (*English*)*
- Sexual Harassment Prevention Training for Washington (WA) Managers (*Spanish*)*

Workplace Harassment & Violence:

Other States

- Active Shooter Attack Survival Training for Employees (*English*)
- Active Shooter Attack Survival Training for Employees (*Spanish*)
- Anti-Bullying Training for Employees*
- Preventing Workplace Violence for Employees*
- Preventing Workplace Violence for Managers*
- Responding to Complaints*
- Sexual Harassment Prevention Training for Employees (*English*)*
- Sexual Harassment Prevention Training for Employees (*Spanish*)*
- Sexual Harassment Prevention Training for Managers (*English*)*
- Sexual Harassment Prevention Training for Managers (*Spanish*)*

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