

Program Leaders Webinar Series

Risk Management & Compliance

Hosted by the
CAELI Community-Based Partner Innovation Hub
and AEOE

May 28, 2024





Who we are & what we do:

- We strengthen environmental education in CA
- We are a network of individuals and organizations across the state committed to environmental change
- We act as the California affiliate of NAAEE

aeoe.org

Association for Environmental & Outdoor Education (AEOE)



CALIFORNIA ENVIRONMENTAL LITERACY INITIATIVE



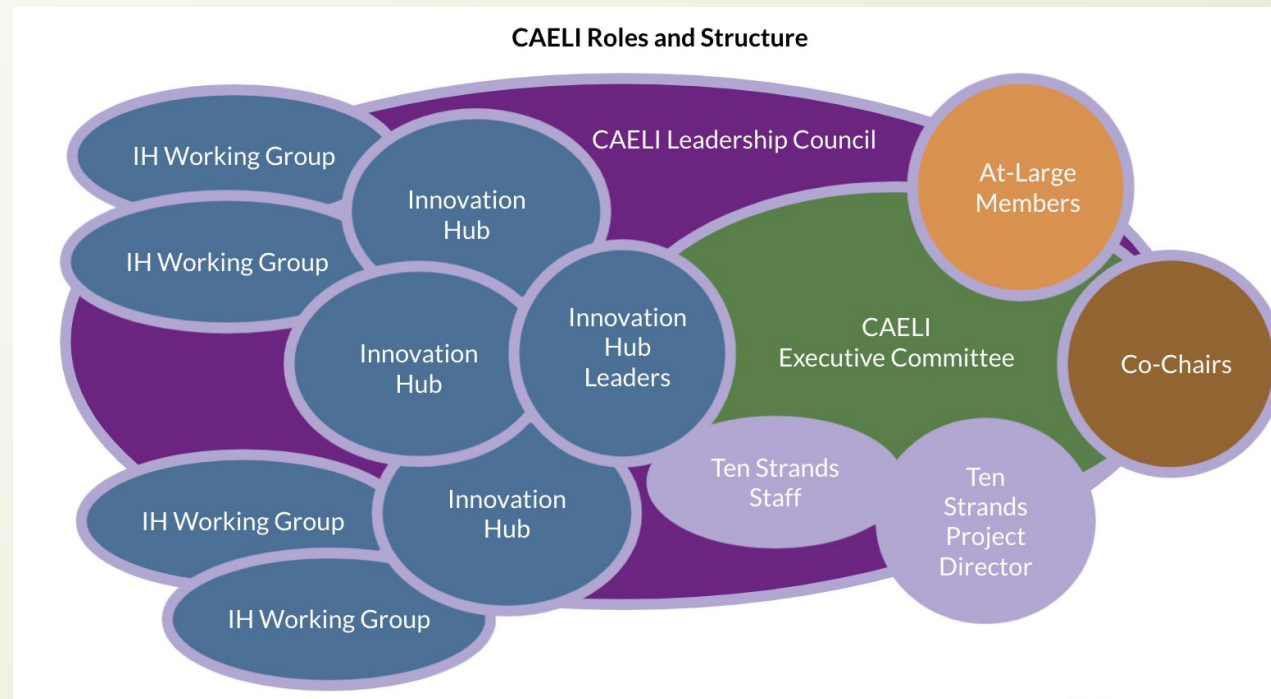
Increasing access to impactful environment-based learning for all of California's TK-12 students.

Innovation Hubs

- Community-Based Partners
- County Offices of Education
- Districts
- Equity
- Green Career Education
- Policy and Advocacy
- Professional Learning

Program Leaders Webinar Series

The California Environmental Literacy Initiative (CAELI) is a collective action network that seeks to ensure access to high-quality environment-based learning for all California's TK-12 students.



Program Leaders Webinar Series

CAELI Community-Based Partners Innovation Hub Goals

- Convene a broad range of community-based partners across the state working in support of environmental literacy.
- Elevate the importance of environmental literacy CBPs in California.
- Strengthen the pathways between formal education and CBPs.
- **Increase the capacity of CBPs to better serve students with high-quality, culturally relevant programs.**
- Determine additional field-level priorities, which may include policy, funding coordination, tools and resource development, and innovations in environmental education to better address equity and inclusion and align with the needs of formal K-12 education.

<https://ca-eli.org/innovation-hubs/community-based-partner/>



Program Leaders Webinar Series

Presenters:

Tori Barnes Adams, Risk Control Specialist-
Camp, Sports, and Outdoor Recreation with
Church Mutual Insurance Company

Lesley Davidson, Human Resources Director,
NatureBridge



How Did We Get Here & Expected Impacts



Frequency
and
Severity

Rising
Costs
Inflation &
Social
Inflation

Natural
Disasters

Reinsurance

Trends

01

Peer to Peer Abuse

- Awareness of Grooming Behaviors
- Reporting & Addressing Concerning Behaviors
- Identification & Supervision of High Risk Areas
- Communication & Contact Outside of Program

02

Training & Rehearsal

- In-Service / Continual Education
- Ropes Course
- Aquatics
- Boat Driving

03

Transportation

- Distracted Driving
- Golf Carts
- Risk Transfer with Leased Vehicles

04

Conflict Resolution

- Mediation
- Trauma Informed Care
- Parent / User Group Policies/Orientation
- Code of Conduct

What Can We Do?

Insurance Coverage

The marketplace is complex. You should be preparing for your renewal 6 months prior.

CA Fair Plan

<https://www.cfpnet.com/>

- Tell Your Story!
- Understand your risk exposures
- Preserve documentation
- Comprehensive data on your current risk management strategies

Rehearsal

Written policies are foundational, but human errors can be minimized when there is sufficient practice and rehearsal of policies and procedures.

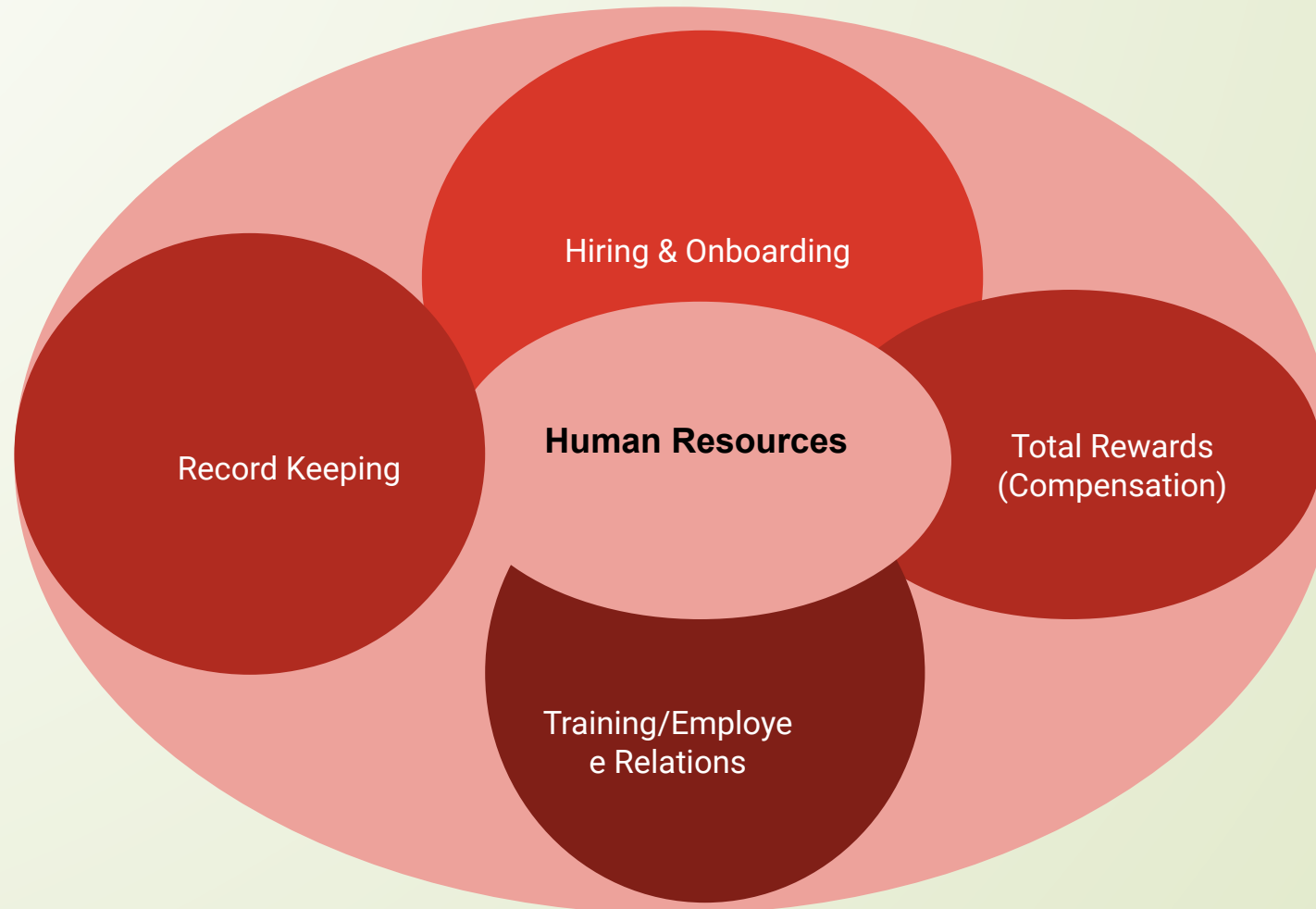
- 2 hours of inservice monthly
- Culture of advocating for rest & breaks
- Updated emergency action plans

Culture of Safety

[Article](#)

- Tell Your Why!
- Safety committee
- Internal audits / self assessments
- Multiple avenues of reporting
- Duty to Warn

Risk Management from the Human Resources Perspective



Hiring and Onboarding Risks

Inconsistent Treatment of Candidates

- Interview questions and processes should be consistent
- Track candidates
- Limited feedback
- Have all applicants complete applications


Poor Communication

- ATS can be set to send auto responses to acknowledge receipt of application
- Once interaction with the candidate and a staff member is established, close the loop

Don't ghost candidates; Once you have hired, follow up with other interviewees with regrets, either by phone or email

Reference Checks Background Checks

- References should be done prior to an offer being made
- Background checks can only be done after an offer has been extended; determine your tolerance for what you might learn
- Avoid credit checks unless the person is going to handle more than \$10,000 of the organization's money



Record Keeping - What should be Tracked?

- New Hire & Exit Paperwork
- Employee Evaluations
- Notes regarding employee incidents or performance problems
- Benefit Selections
- Pay (know what's required to be on a paycheck or pay stub) - see link below
Required certification or trainings
- Ideally use an HRIS for Applicant Tracking and Record Keeping

[Pay Stub Requirements in California](#)

[How to Select an HRIS](#)

Total Rewards/Compensation

PAY

Pay Parity

FLSA

Exempt/Non-exempt status & Wage Theft

Benefits

Benefits and Paid Time Off

- **Pay Equity should be evaluated on an ongoing basis**
- Pay Data Reporting is required in California
- Provide accurate deductions and accruals on employee pay stubs.

Ensure your employees are classified correctly

1. What do they make?
2. How much of their work is “white collar” management
3. Do they exercise independent judgment in performance of their duties

Know and understand the new requirements for exemption thresholds, federal, state and local

- **Work with your broker to ensure benefits are equitable among staff and meet the requirements of the Affordable Care Act.**
- If in San Francisco, follow the HCSO guidelines for employees who are ineligible for, or decline benefits
- Ensure you are providing **sick leave** accrual to ALL employees



Important Information Regarding Pay

As of **July 1, 2024**, wage requirements for an employee to be considered exempt from overtime rules:

\$844 per week, annualized to **\$44,888** (\$21.58/hour for a 40 hr work week)

As of **January 1, 2025**, wage requirements for exemption:

\$1128 per week, annualized to **\$58,656** per year (\$28.20/hour for a 40 hr. week)

If you have employees who are currently classified as exempt below these thresholds, you will have two choices:

1. Re-classify as non-exempt and account for possible overtime during the budget process
2. Increase pay to meet the threshold. Keep in mind that these amounts are likely to go up again, so you would have to prepare for that when budgeting.



Training - a big key to avoiding risk!

In California, **anti-harassment training** is required at the employee and supervisor level every two years.

If you are a **mandated reporter** (you work with children or elders) that training should be provided on a rolling basis.


California is now mandating a training and policy regarding **prevention of Violence in the workplace by July 1, 2024**. The policy can be an add on to your existing Injury in the Workplace Prevention Program (IIPP)

Good resources for help in training include:

- California Chamber of Commerces
- Society for Human Resources Management (SHRM)
- If you work with a law firm, they should be able to provide guidance as well

For more information around Preventing Violence in the Workplace:

<https://www.dir.ca.gov/dosh/Workplace-Violence/General-Industry.html>



Contact Information for Lesley Davidson

ldavidson@naturebridge.org

[LinkedIn Profile](#)

I am located in the East Bay (Northern California)

Happy to collaborate or answer questions



Q & A

Scenario Practice

Program Leaders Webinar Series

Appreciations
Announcements
Closing

ENVIRONMENTAL EDUCATOR CERTIFICATION PROGRAM

About the Program

California's Environmental Educator Certification Program (EECP) brings together passionate individuals dedicated to environmental education. Through participation in the 11-month certification program, educators reflect deeply on their practice, access new resources, create and present a community action project, expand their professional networks, and learn more about career opportunities within the field. Certification serves as a declaration that an individual can effectively teach about the environment in a professional setting. This is an online certification program, conducted primarily online. Course requirements and meeting times are designed with the expectation that individuals are actively working in the field of EE. The program runs from August through June every year. Scholarships are available.

What to Expect

Cohort Participation: EECP candidates participate in monthly 1.5 hour cohort meetings over Zoom.

Online Assignments: Candidates submit monthly assignments aligned to the NAAEE Guidelines for Excellence, with supplementary components based on California's ecology and the diverse needs of our state.

Capstone Project: The program culminates with a final community action project and presentation that showcases the skills and knowledge acquired.

Professional Mentorship: Each participant is placed in a small group with whom they meet on a monthly basis to set professional learning goals and discuss the capstone project. These groups are led by past participants and leaders with a wide range of experiences.

Program Testimonials

"While enrolled in AEOE's Environmental Educator Certification Program, our staff developed the skills, experience, and self-confidence needed to use their own voice and creative ideas to help us reach new audiences and bring fresh perspectives to our curriculum. As a small organization this has been an incredibly helpful and cost-effective way to train our staff in contemporary and relevant naturalist techniques and pedagogy."

– 2020-21 EECP Participant Supervisor

"I learned so much that can be applied to my work and was able to build long lasting networks..."

– 2020-21 EECP Participant



Contact

Info@aeoe.org
aeoe.org/EECP
@caeoe



Program Leaders Webinar Series

Thank you!

