



# PAL

## (Personnel Assistance Lifeline)

### TERMINATIONS ARE YOUR GREATEST EMPLOYMENT RISK!!!

Employee terminations can be costly. If a city or town terminates an employee and a lawsuit results, the Arizona Municipal Risk Retention Pool (AMRRP) may pay any legal obligations incurred. *However, you remain responsible for the following:*

- ◆ The time and cost of collecting and providing copies of documents.
- ◆ The time and cost of staff interviews or depositions.
- ◆ The loss of staff productivity while they spend time at a court trial.

AMRRP estimates for every dollar paid on your behalf, *your city or town incurs an additional administrative expense of 25 cents.*

Although many laws exist to protect employees from discrimination and unlawful discharge, this does not mean an employee cannot be terminated. A municipality must take steps to protect itself from a lawsuit by following proper termination procedures.

◆◆ So, what's a municipality to do? ◆◆

### USE THE PERSONNEL ASSISTANCE LIFELINE (PAL)

**PAL** offers AMRRP Members up to one hour of free legal advice per personnel matter. To access **PAL**, call Kevin Buchanan or Jim Gill, Southwest Risk Services (888) 309-4339.