

**1-800-GOT-JUNK?**<sup>®</sup>  
THE WORLD'S LARGEST JUNK REMOVAL SERVICE

**Learning Management System & HR Resources:  
Creating stronger employees**



PRESENTED BY:  
LIBERTY INSURANCE AGENCY

**Jason Rigby, CRM**

## YOUR LIBERTY TEAM



**Kevin Heher**  
CPCU, ARM,  
AFSB, AAI  
**PRESIDENT**

Kevin is President of Liberty Insurance Agency, a family owned business established in 1950. We work for our clients and strive to be their go-to trusted advisor for insurance & risk management strategies and solutions.



**Jason Rigby, CRM**  
**SENIOR VICE  
PRESIDENT, PROPERTY  
& CASUALTY**

Jason joined Liberty Insurance Agency as a Broker/Producer in 2013. Jason's focus has been to bring his knowledge and understanding of enterprise risk management to employers who wish to better understand and more aggressively manage the quality and cost of their risk management program. As Senior Vice President of the Commercial Property & Casualty Department, Jason has worked to deliver a higher level of value to Liberty's clients through innovative strategies aimed at expanded support to Human Resource Directors.

## YOUR LIBERTY TEAM



**Steve Pcsolar, CISR**  
**ACCOUNT MANAGER**

Steve's primary role is to assist with day-to-day account service activities and requests, including correspondences, account file maintenance, certificate requests, MVR reports, etc. Steve has over 8 years of property-casualty experience and completed the Certified Insurance Service Representative (CISR) designation in 2015. To further expand his service capabilities he is working towards his Certified Risk Manager designation.



**Anthony Viola**  
**CLAIM MANAGER**

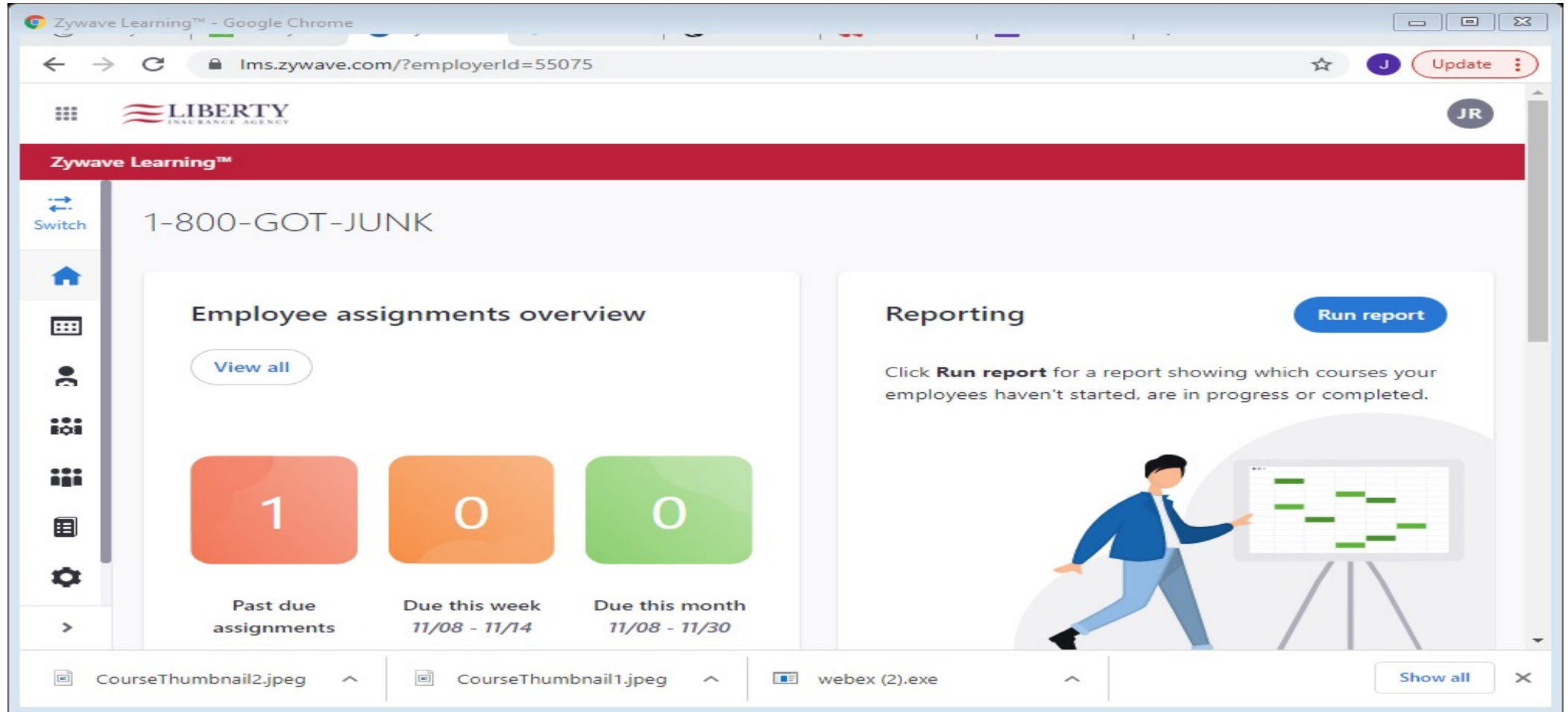
Anthony is responsible for coordinating the claims handling process. Anthony has over 20 years of property & casualty experience working as a multi-line claims adjuster with Travelers Insurance. Anthony serves as an advocate to the client to achieve the best optimal outcome. He monitors the performance of the carriers to ensure the highest level of customer service and participates in claim review meetings.



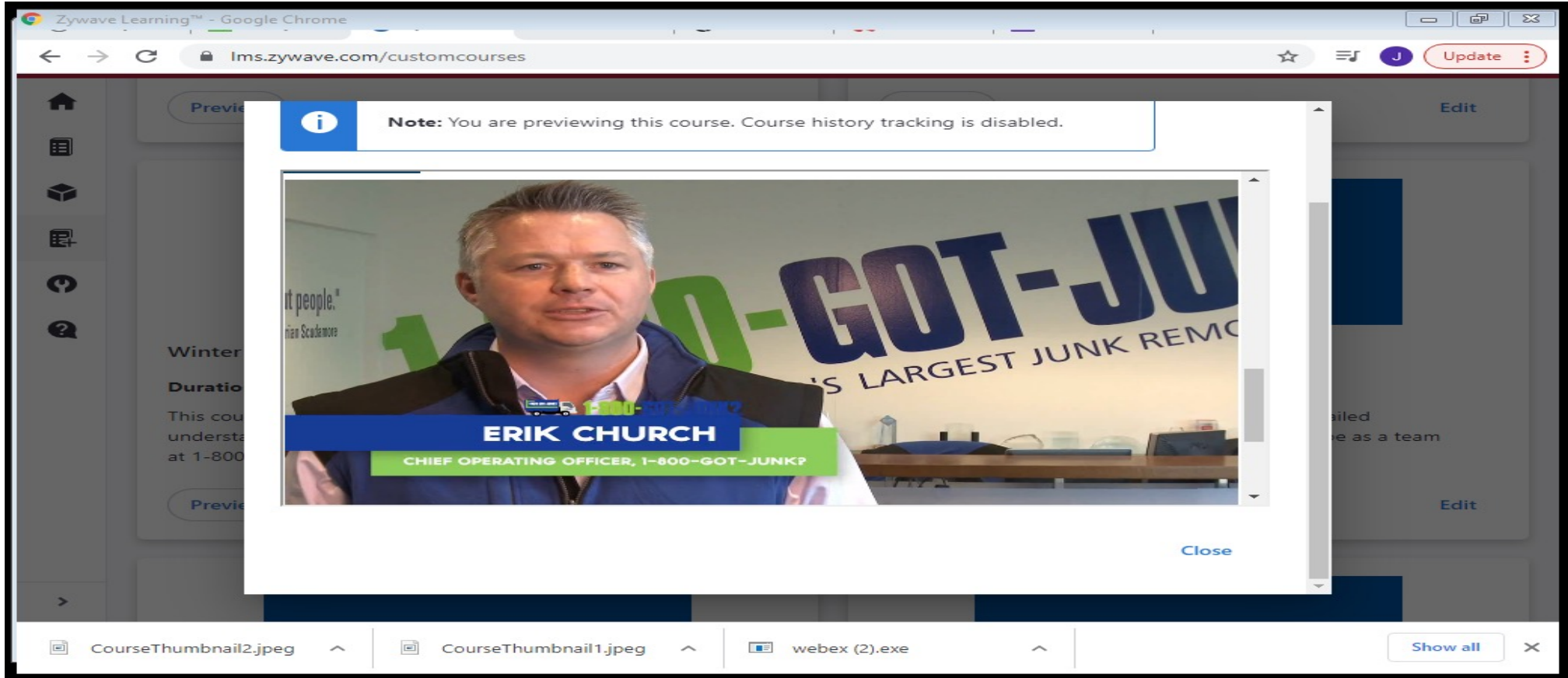
## Agenda

- **LMS : Learning Management System for Employee Training Overview**
- **LMS : 1-800-GOT-JUNK? Created Training Material Available**
- **LMS : Custom Created Content for Your Franchise**
- **HR Connections: HR Tools and Resources**
- **HR Connections: Handbook Builder & Employee Engagement Tools**





**Our online training platform allows you to remotely manage employee training, while providing the ability to respond to employee training needs immediately.**



**1-800-GOT-JUNK? Created Training Material provided by the Junktion uploaded for your use. As new content is created, our site and your unique company portal will be updated accordingly.**



## - Custom Created Content for Your Franchise



Note: You are previewing this course. Course history tracking is disabled.

**LIBERTY** **1-800-GOT-JUNK?** **Winter Driving Hazards**

- Fallen Leaves/Cinders
- Animals
- Rain & Ponding Water
- Snow / Fog
- Black Ice
- Potholes

**LIBERTY** **1-800-GOT-JUNK?** Jason Rigby

Close

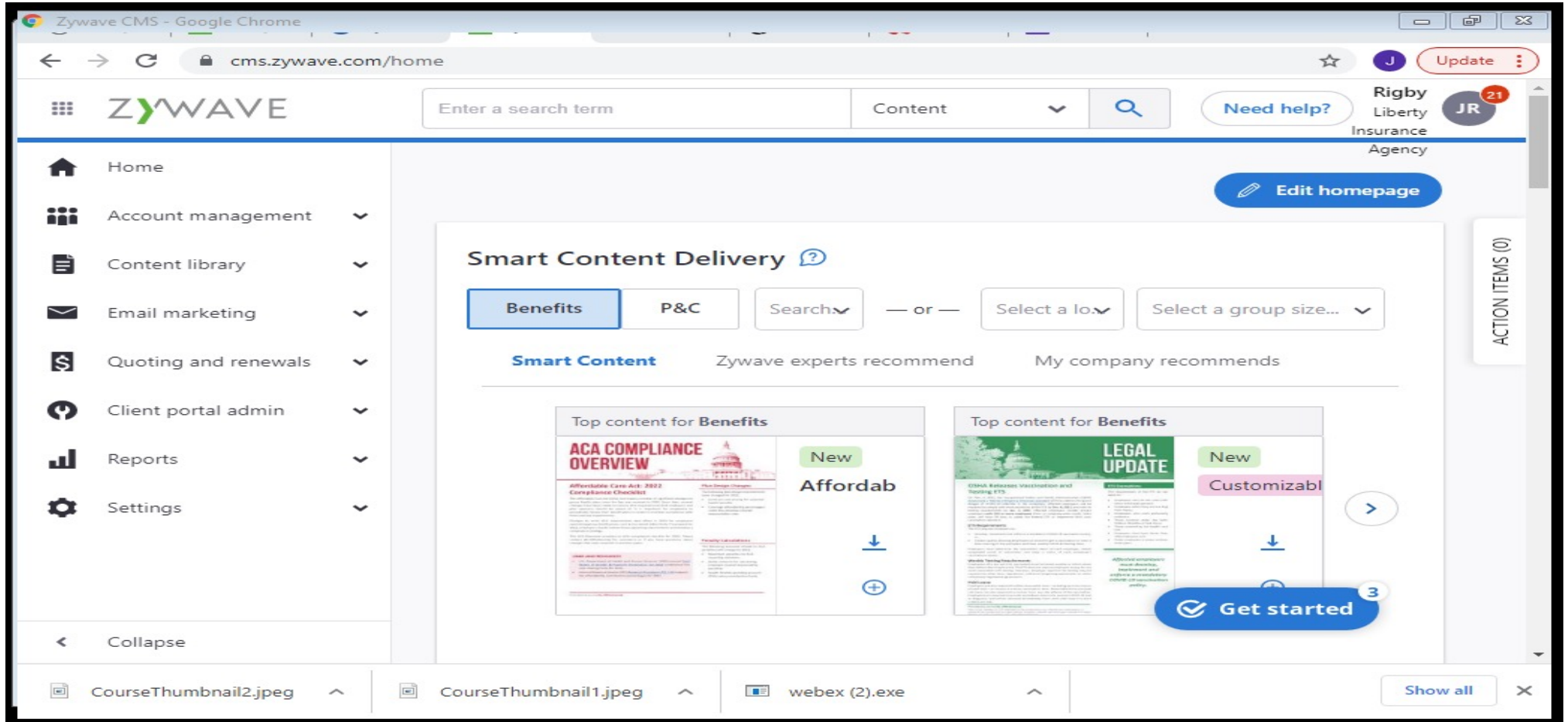
CourseThumbnail2.jpeg CourseThumbnail1.jpeg webex (2).exe Show all

**Liberty Insurance is proud to provide monthly training for all of our franchise partners on subjects meaningful to your operations. Every training is then available for all clients of Liberty on your unique Learning Management System Portal.**

 **Online training will provide new tools to manage the employee onboarding process.**

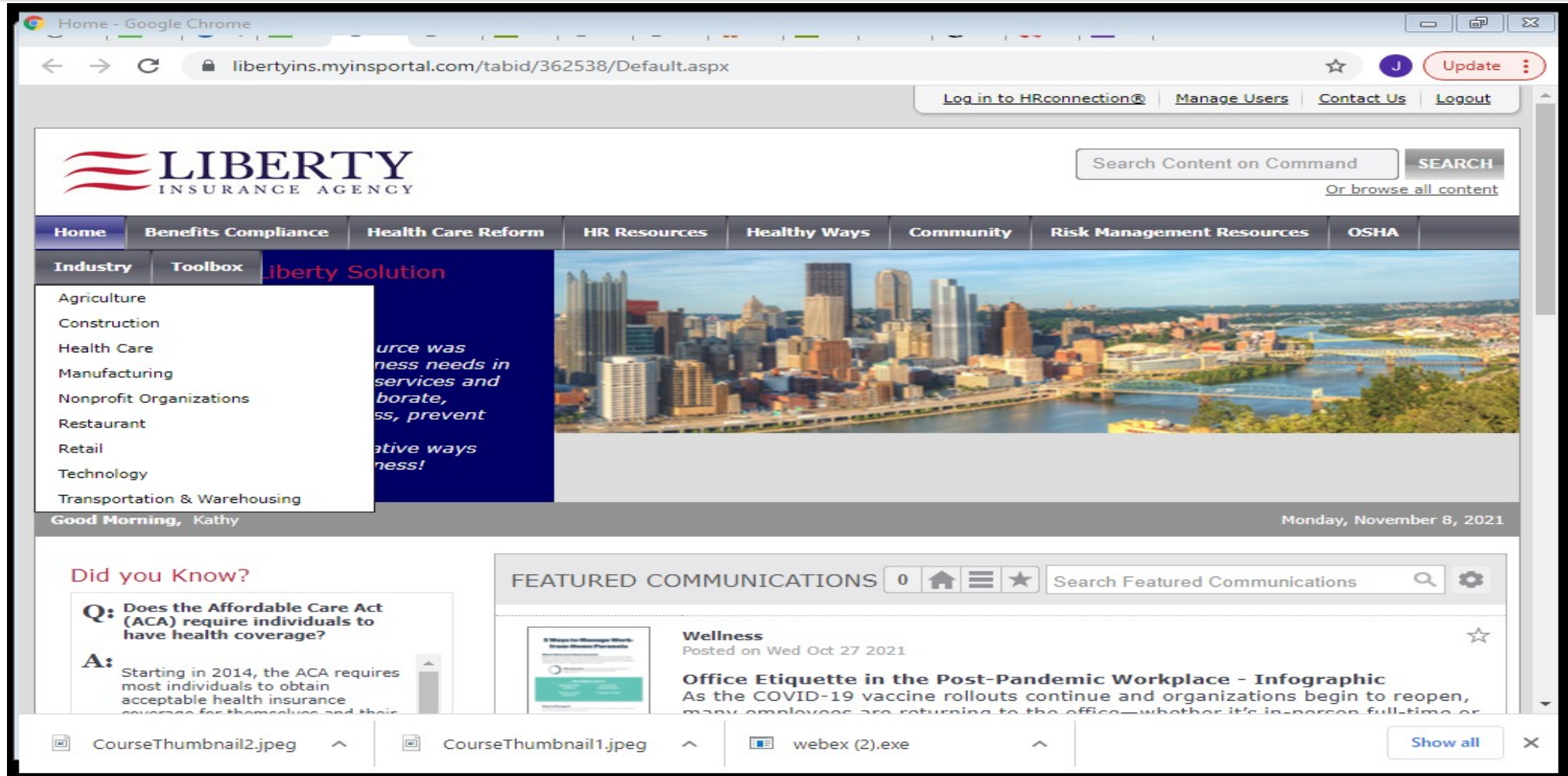
- **Training can be assigned to employee candidates prior to hire as an assessment tool.**
- **Training can be done outside of normal working hours, allowing for greater productivity.**
- **Training can be used to address employee performance related issues.**
- **All training is tracked, and employees cannot finish training until they pass.**
- **All trainings are timed; you can pay employees when they complete the training based on the exact time of the training module.**
- **Custom trainings can be made specifically for your franchise.**





The screenshot shows the Zywave CMS interface. The top navigation bar includes the Zywave logo, a search bar, and user information for 'Rigby Liberty Insurance Agency'. The left sidebar lists various management tools. The main content area is titled 'Smart Content Delivery' and features filters for 'Benefits' and 'P&C'. It displays two content cards: 'ACA COMPLIANCE OVERVIEW' and 'LEGAL UPDATE', both marked as 'New'. A 'Get started' button is prominently displayed at the bottom right of the content area.

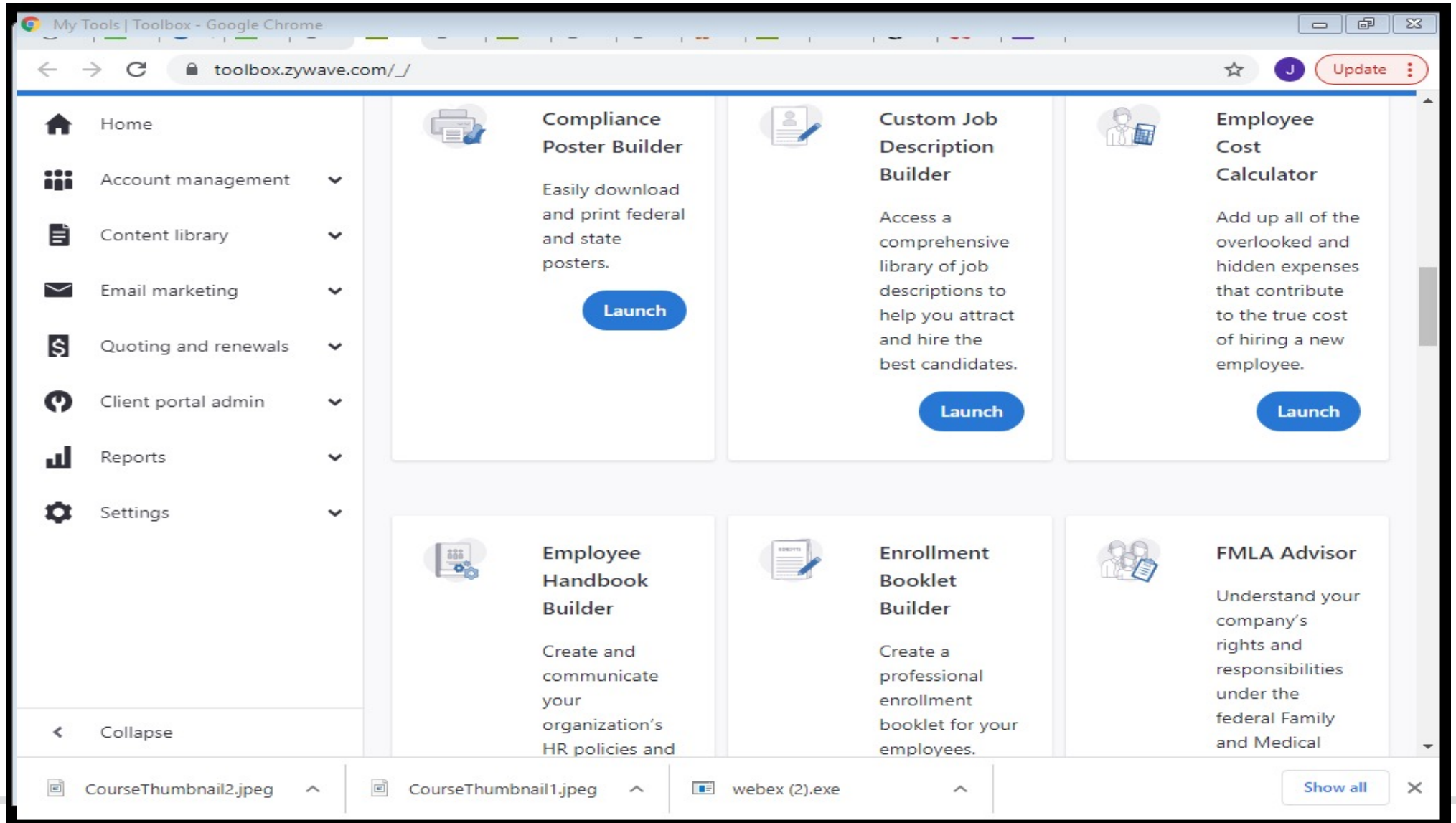
- **HR Connections: HR Tools and Resources provide additional training tools and employee management options for your franchise.**



The screenshot shows a web browser window displaying the Liberty Insurance Agency MyWave Elements portal. The browser address bar shows the URL: `libertyins.myinsportal.com/tabid/362538/Default.aspx`. The page features the Liberty Insurance Agency logo at the top left and a search bar on the top right. A navigation menu includes links for Home, Benefits Compliance, Health Care Reform, HR Resources, Healthy Ways, Community, Risk Management Resources, and OSHA. A dropdown menu is open under 'Industry', listing various sectors such as Agriculture, Construction, Health Care, Manufacturing, Nonprofit Organizations, Restaurant, Retail, Technology, and Transportation & Warehousing. The main content area displays a cityscape image and a 'Did you Know?' section with a question about the Affordable Care Act (ACA). A 'FEATURED COMMUNICATIONS' section is also visible, featuring an infographic titled 'Office Etiquette in the Post-Pandemic Workplace'. The taskbar at the bottom shows several open files, including 'CourseThumbnail2.jpeg', 'CourseThumbnail1.jpeg', and 'webex (2).exe'.

- Your gateway to a vast array of HR and Employee management tools.

# - Handbook Builder & Employee Engagement Tools



The screenshot displays a web browser window titled "My Tools | Toolbox - Google Chrome" with the URL "toolbox.zywave.com/". The interface features a left-hand navigation menu with the following items: Home, Account management, Content library, Email marketing, Quoting and renewals, Client portal admin, Reports, and Settings. The main content area is a grid of six tool cards:

- Compliance Poster Builder**: Easily download and print federal and state posters. Includes a "Launch" button.
- Custom Job Description Builder**: Access a comprehensive library of job descriptions to help you attract and hire the best candidates. Includes a "Launch" button.
- Employee Cost Calculator**: Add up all of the overlooked and hidden expenses that contribute to the true cost of hiring a new employee. Includes a "Launch" button.
- Employee Handbook Builder**: Create and communicate your organization's HR policies and procedures. Includes a "Launch" button.
- Enrollment Booklet Builder**: Create a professional enrollment booklet for your employees. Includes a "Launch" button.
- FMLA Advisor**: Understand your company's rights and responsibilities under the federal Family and Medical Leave Act. Includes a "Launch" button.

At the bottom of the browser window, the taskbar shows three open applications: "CourseThumbnail2.jpeg", "CourseThumbnail1.jpeg", and "webex (2).exe". A "Show all" button is visible in the bottom right corner of the taskbar.



The screenshot shows a web browser window with the URL `toolbox.zywave.com/handbookbuilder/home`. The page header includes the Liberty Insurance Agency logo, a "Need help?" button, and a user profile for Jason Rigby. A left sidebar menu lists navigation options: Home, Account management, Content library, Email marketing, Quoting and renewals, Client portal admin, Reports, and Settings. The main content area features a "Build a new handbook" section with an illustration of a notebook and a pencil, and a "Manage handbooks" table.

Status	Name	Date created	Actions
	Handbook 2021	09/09/2021	...

Below the table, a disclaimer states: "The materials in this Handbook are intended to provide a general reference or resource only. The matrix of federal, state, and local laws governing employment are too complex to create a 'one-size-fits-all' Handbook. These materials are not to be construed as providing legal, accounting, or any other professional service or advice. We strongly advise that you work with experienced legal counsel to..."



Do you know all of the "hidden" costs associated with hiring a new employee? From recruiting expenses, to compensation and benefits (including paid vacation and time off), to office equipment, the 'Employee Cost Calculator' can help you get a more complete picture of the true cost to your company.





**Practically every type of company policy or procedure is available in a template format that can be easily modified for your specific needs.**



- **Simply email myself or Steve Pcsolar with your interest, and we will get you set up with a log-in.**
- **Provide names of all managers you would like to have set up with access.**
- **Once you have been granted permissions, take a test drive of the site and features.**
- **You can either follow training programs on the site, or reach out to us directly to set up a personal training for your team.**



- **As part of our promise to you are valued 1-800-GOT-JUNK? franchise partners, we are here to support all aspects of your operations.**
- **Preventing claims and running a safe organization, has direct ties to increased profitability.**
- **Used in conjunction with your existing training programs, our training platform and HR tools provide you with the resources you need to stay BEST IN CLASS!**



Thank you!

**Liberty Insurance Agency is your trusted advisor and here to service your account! Please do not hesitate to contact Jason or Steve directly with any questions or concerns.**

We will be breaking down the topics in this training to focus specifically on the areas where you can make improvements if needed. While every 1-800-GOT-JUNK? operation should be considered Best-In-Class, we take great pride in making sure this message is sent loud and clear to the carriers writing your policies.