



603/225-2841  
800/698-2364

OCTOBER 15, 2016

**UNEMPLOYMENT COMPENSATION PROGRAM**  
**MEMBER CONTRIBUTION SUMMARY**  
**JANUARY 1, 2017 through DECEMBER 31, 2017 RENEWAL**

MEMBER: Allenstown, Town of  
MEMBER NUMBER: 103

CY 2016		CY 2017	
Member Contribution	\$3,253	Member Contribution	\$2,603

Your 2016 Taxable Wages (CY 2014)	\$500,433
Your 2017 Taxable Wages (CY 2015)	\$542,205
Change in Taxable Wages	8.3%
Your 2015 Loss Ratio	0%
Your 2016 Loss Ratio (through June 2016)	0%
Your 2016 Unemployment Rate	0.65%
Your 2017 Unemployment Rate	0.48%
Change from 2016 to 2017:	
Contribution Amount Change	-\$ 650
Contribution Percent Change	-20.0%

Please contact the Primex<sup>3</sup> Member Services Team  
if you have any questions or comments.

Invoices will be mailed around January 1, 2017.

# Legal and HR Services: We're Here To Help

We're pleased to announce the roll-out of a loss prevention group that combines our existing consulting capacity with additional legal support to assist with the workplace challenges of our membership. This group will continue our longstanding commitment, and the hard work of many dedicated staff, to control the pool's employment practice coverage liability.

Legal and HR Services will work directly with member's management, attorneys and other representatives to assist with HR best practices and legal loss prevention. When issues implicate management practices, training needs, risk management, member service needs, or claims management considerations, the group will integrate in-house expertise to recommend a collaborative, multi-disciplinary solution. Our work is focused on the pool's insured risk and will not replace the comprehensive services members should be receiving from their local legal counsel, a resource we strongly recommend and work with regularly so that coverage and local considerations are addressed in a coordinated manner.

Legal and HR Services will also continue Primex<sup>3</sup>'s efforts to be helpful in other areas, such as reviewing the insurance related sections of member contracts, reviewing premises liability issues, reviewing general liability matters, providing helpful tools and resources to members, and supporting education and training initiatives.

**We encourage you to contact us for assistance at 800-698-2364 x 305.**

**Primex<sup>3</sup>**  
NH Public Risk Management Exchange

Trust. Excellence. Service.

## Legal and HR Staff

Holly Soriano, Coordinator  
and Legal Assistant

Carol Kilmister, HR Consultant

Kate Spillane, Staff Attorney

Mike Ricker, General Counsel





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(603) 225-2841  
(800) 698-2364

www.nhprimex.org

October 15, 2016

Cindy Baird, Administrative Assistant  
Town of Allenstown  
16 School Street  
Allenstown, NH 03275

**RE: CY 2017 Unemployment Compensation Program Renewal**

Dear Cindy,

As you prepare your budget for the coming year, we thank you for your continued trust and partnership in our Unemployment Compensation Program. Our goal in all of our programs is to provide our members with the best service, value, and coverage through our core values: **Trust. Excellence. Service.**

Enclosed is your CY 2017 Unemployment Compensation Member Contribution Summary. The intent of the Summary is to build awareness of your member contribution and how performance and payroll changes affect your contribution. Invoices will be mailed around January 1, 2017.

**Important Changes to the Unemployment Compensation Program for 2017:**

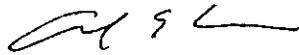
- **Quarterly Wage Reporting:** As of April 2017, all Primex<sup>3</sup> UC Members will be directly reporting their quarterly wages to the State rather than through Primex<sup>3</sup>. The State requires that you report detailed UC Quarterly Wages, but we only need to collect limited payroll information that is solely used for the purposes of rating and determining your contribution. We decided to make this change to collect only the essential information, and not additional confidential information.
- **Legal and HR Services:** For members in the Property & Liability Program, we offer Legal and HR Services that deliver a more effective focus on loss prevention and consultation prior to termination. Time invested up-front on disciplinary and employment matters can create more positive outcomes, instead of reacting to a UC claim after the fact, once a termination occurs. Property & Liability members who use the Legal and HR Services will more easily navigate the UC claims process.

***Please see the enclosed flyers for more details on the Quarterly Wage Reporting process and Legal and HR Services.***

The Primex<sup>3</sup> Membership Agreement and Public Entity Coverage Document have a 45-day written notice requirement in the event that you elect to terminate membership in the Unemployment Compensation Program. **This notice must be provided on official letterhead to the Chief Executive Officer of Primex<sup>3</sup> by 4:30 PM on November 17, 2016 and must specify a final decision regarding your participation in the program.** Please carefully review your Public Entity Coverage Document, General Conditions, Section L, regarding notice of termination.

Please contact your Member Services Consultant or me if you have any questions regarding your contribution and performance in the Unemployment Compensation Program.

Sincerely,

A handwritten signature in black ink, appearing to read 'Carl Weber', written over a horizontal line.

Carl Weber  
Director of Member Services