



Human Resource Compliance Manuals

SESCO Management Consultants has authored a number of administrative manuals designed to provide expert guidance in not only ensuring an understanding and compliance to key federal employment regulations, but also to provide practical resources to ensure compliance such as sample policies, checklists and staff recommendations. Additionally, SESCO retainer clients or associations that retain SESCO can contact any member of our professional staff to discuss compliance to any of these or other federal and state employment regulations.

FAMILY AND MEDICAL LEAVE ACT

This manual has been recently revised to address the revisions to FMLA as expanded by Congress in 2008. This manual is a comprehensive guide addressing all aspects of the Family and Medical Leave to include:

- Background and Introduction to FMLA
- SESCO's Administrative Guidelines, Administrative Procedures and Controls, Recordkeeping and Staff Recommendations
- A discussion of Special Issues and concerns such as Intermittent Leave, Retro Designation, FMLA and COBRA, etc.
- Specific Employer Circumstances to include Coverage, Full and Part-time Employees, Benefit Issues.
- Appendices to include SESCO's Sample Letters, Policy Guidelines and Forms.

The provisions of the Family and Medical Leave Act were expanded by Congress in January 2008. The legislation amended FMLA to require that employers provide up to 12 weeks of FMLA leave to an employee whose immediate family member is called to active duty. Also, the amendment to the Act provides up to 26 weeks of unpaid leave in a single 12-month period for a spouse, child, parent, or nearest blood relative to care for a service member recovering from a military-related injury.

Cost to Members: \$45.00 / each

Cost to Non-Members: \$65.00 / each

FAIR AND ACCURATE CREDIT TRANSACTIONS ACT (FACTA)

The Fair and Accurate Credit Transactions Act of 2003 (FACTA) is a federal law promulgated by Congress as an amendment to the Fair Credit Reporting Act and likewise falls under the administration of the Federal Trade Commission. The Act is intended primarily to help consumers fight the growing trend of identity theft by defining the accuracy of Consumer Credit Report information, privacy, limitations of information sharing and new consumer rights.

Among the issues addressed in the manual are the following:

- Who is Covered by FACTA
- Disposal Rule
- Privacy Rule
- Truncation of Credit/Debit Cards
- Negative Information in a Consumer Report
- Medical Information in Consumer Reports
- Red Flag Rules
- Twenty-Six Red Flat Triggers
- Sample Policies and Forms and Training Guidelines

Cost to Members: \$40.00 / each

Cost to Non-Members: \$65.00 / each

AMERICANS WITH DISABILITIES ACT AS AMENDED

This complete resource will assist your organization in complying with this most difficult piece of legislation. The ADA was also amended in 2008 further complicating compliance. The basic purpose of ADA was to prohibit discrimination against individuals with disabilities. Since, it has been greatly expanded to include the definition of a disability.

Among the topics addressed in this important compliance manual are the following:

- What is Considered to be a Disability Under the New Amendments?
- What Interviewers Can and Cannot Ask Applicants?
- What Restrictions are on the Screening/Hiring and Employment Process?
- What is Defined as a "Reasonable Accommodation" for Qualified Disabled Persons?
- Sample Policies, Forms and Staff Recommendations to Ensure Compliance

Cost to Members: \$45.00 / each

Cost to Non-Members: \$65.00 / each

HOW TO COMPLY WITH FEDERAL WAGE AND HOUR REGULATIONS

(With customized versions for Retail, Healthcare, Funeral Homes, Plumbing and Service Contractors, Motor Carriers, Automobile Dealers and others)

There are few federal regulations which have as profound an impact on business as the Fair Labor Standards Act. Originally enacted in 1937, virtually 100% of all non-supervisory employees in America are now covered by the FLSA which has been frequently amended.

In addition to trying to keep pace with the statutory amendment, employers have to follow a multitude of interpretive bulletins issued by the Administrator of the Department's Wage and Hour Division. As if that were not enough, the courts have required employers to adjust to a multitude of precedent-setting decisions, one after another. Additionally, Wage and Hour trends include civil action through plaintiff lawsuits providing for double damages including attorney fees.

Key topics include:

- Coverage for Non-Exempt Employees
- Full Discussion of Exempt Employees and the White-Collar Classifications
- Staff Recommendations Covering a Number of Key Topics including Hours Worked, Overtime, Travel, Meal Periods, Bonuses and Commissions, Independent Contractors, Call-Out Time, etc.
- A Review of the Fluctuating Workweek Method of Payment
- Complete Wage and Hour Exemption Tests
- Recordkeeping Guidelines

Cost to Members: \$45.00 / each

Cost to Non-Members: \$65.00 / each

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT

Congress passed the landmark Consolidated Omnibus Budget Reconciliation Act (COBRA) in 1986. Since, the legislation has been revised to include recent revisions as required by the stimulus bill passed in 2009. COBRA provides for continuation of group healthcare coverage that otherwise might be terminated when an employee separates or experiences a reduction in hours.

Topics included in the administrative manual include:

- What an Employee Must Do to Comply With the Law
- The Definition of Gross Misconduct
- Uniformed Service Members' Rights
- Required COBRA Notices

- Qualified Beneficiary Notification Responsibilities
- SESCO's Suggested Administration System to Include Forms, Letters and Notices

Cost to Members: \$45.00 / each

Cost to Non-Members: \$65.00 / each

HOW TO MAINTAIN A DRUG-FREE WORKPLACE

Organizations are facing a challenge unlike we've never had to encounter before -- the very real problem of illegal drug use and abuse of prescription drugs within the workplace. It's a severe problem that may involve as many as one (1) in five (5) employees; 73% of drug abusers hold full-time jobs. No organization is exempt from this systemic problem.

This administrative manual is designed to provide employers with the necessary background, information and tools to develop a drug-free workplace program.

Contents include:

- History including Statistics
- Drug testing – Issues and Risks
- Suggested Policy and Implementation Guidelines
- Intervention and Rehabilitation Programs
- Pre-employment Documentation including Applicant Testing Consent Forms
- Staff Recommendations

Cost to Members: \$15.00 / each

Cost to Non-Members: \$30.00 / each

IMMIGRATION REFORM AND CONTROL ACT

One of the most frequently neglected functions of the human resources department is the proper completion and appropriate retention of I-9 forms. It is unfortunate because the I-9 is extremely simple to fill out and properly retained. With enforcement measures being stepped up, employers must ensure compliance to the Immigration Reform and Control Act.

Key topics of this manual include:

- The Immigration Reform and Control Act – SESCO Staff Administrative Guidelines
- Why Employers Must Verify Employment Eligibility of New Employees
- Developments and New Regulations
- Sample I-9 Form as Revised
- Unlawful Discrimination Provisions
- Questions and Answers Regarding Common Issues

Cost to Members: \$15.00 / each

Cost to Non-Members: \$30.00 / each

SESCO'S EMPLOYMENT LAYOFF ADMINISTRATION MANUAL

Within this economy, most employers are finding the need to layoff employees. This manual is designed to provide very straight forward recommendations on how to assess employees for layoff, how to communicate layoffs, coordinating layoffs with state agencies and other practical challenges.

Areas included in this administrative manual include:

- Reduction in Workforce Considerations
- Selecting Employees for Layoffs to include Assessment Forms
- Implementing a Layoff

- Severance Agreements and Releases
- Compliance to Federal and State Reduction in Workforce Laws – WARN

Cost to Members: \$35.00 / each

Cost to Non-Members: \$69.00 / each

HUMAN RESOURCE COMPLIANCE GUIDE

(With customized versions for Retail, Healthcare, Funeral Homes, Plumbing and Service Contractors, Motor Carriers, Automobile Dealers and others)

The purpose of this Human Resource Guide is to provide organizations with a complete, full guide for a myriad of government regulations and HR restrictions that apply to all organizations.

This manual is a comprehensive guide including sections:

- Fair Labor Standards Act
- EEO/OFCCP
- Immigration Reform and Control Act
- Personnel Systems and Practices including hiring, progressive discipline, separations and layoffs
- Profitable Employee Relations/Labor Relations Act
- OSHA
- Employee Insurance Legislation
- Family and Medical Leave Act
- Handling Federal and State Employment Investigations

The manual is comprehensive to include staff recommendations, policies and recommended forms.

Cost to Members: \$99.00 / each

Cost to Non-Members: \$149.00 / each

HOW TO PREVENT AND COMBAT UNIONIZATION SUCCESSFULLY

This updated resource manual provides your organizations and managers with an overview of current as well as proposed labor legislation as well as staff recommendations relating to labor organizations, prevention as well as organizing techniques. This manual is based upon a 65-year history of practical, hand-on experience in assisting employers in remaining union free. SESCO is considered as national experts on labor relations as well as in developing a pro-company, pro-employee culture, thereby removing the need of unionization.

Topics of interest include:

- History of Unionization including Current Statistics
- Proposed legislation including the Employee Free Choice Act
- Union Tactics – Past vs. Present
- Recommendations for Management and Supervisors Discussion Realities of Unionization With Employees
- Management Do's and Don'ts (TIPS)
- Union Vulnerability Audit Checklist
- Proactive SESCO Staff Recommendations

Cost to Members: \$45.00 / each

Cost to Non-Members: \$65.00 / each

FAMILY BUSINESS SUCCESSION PLANNING

The independent family business is the vital force in today's economy. About 90% of all U.S. businesses are family-owned or controlled to include one-third (30%) of the Fortune 500 firms. Therefore, our economy greatly depends on the continued success of the family business. However, it is most unfortunate, even alarming, that less than one-third (30%) of family businesses survive the transition from the first generation to second generation ownership. Of those, only 15% survive the transition from the second to the third generation.

This manual provides family businesses with the necessary tools to ensure a successful transition from one generation to the next as well as develop successful family business teams wherein one or more generations are working in the business together.

This manual contains sections on the following:

- Is Your Business Prepared to be Transitioned?
- Helping the Owner Prepare for Transition
- Communication and Planning Recommendations including Family Retreats and Business Strategic Planning
- Promoting Stewardship Among the Next Generation
- SESCO Sample Checklists, Policies and Staff Recommendations

Cost to Members: \$45.00 / each

Cost to Non-Members: \$65.00 / each

FEDERAL AND STATE POSTERS

- **Federal 5-in-1 Poster (for less than 50 employees)** – Laminated poster includes these required federal posters:
 - Fair Labor Standards Act (minimum wage)
 - Equal Employment Opportunity
 - OSHA
 - USERRA (military leave)
 - Employee Polygraph Protection Act

Cost to Members: \$12.95 / each

Cost to Non-Members: \$14.95 / each

- **Federal 6-in-1 Poster (for 50 or more employees)** – Laminated poster includes these required federal posters:
 - Fair Labor Standards Act (minimum wage)
 - Equal Employment Opportunity
 - OSHA
 - USERRA (military leave)
 - Employee Polygraph Protection Act
 - Family and Medical Leave Act (FMLA)

Cost to Members: \$12.95 / each

Cost to Non-Members: \$14.95 / each

- **State Poster Kit** – Posters are available as a packet of individual posters that the state requires employers to post. All states are available.

Cost to Members: \$12.95 / each

Cost to Non-Members: \$14.95 / each

To order, please complete the attached order form and return to SESCO Management Consultants or call Jan Fleenor at (423) 764-4127.