

IDLA MEMBERS RECEIVE TELEPHONE CONSULTING ON HUMAN RESOURCE ISSUES

The Illinois Dental Laboratory Association retains Seay Management Consultants, Inc. to answer your questions about employment issues such as compensation, wages and hours, hiring, dismissal, and more. As a member, you are entitled to call and talk with one of Seay Management's professional consultants at no charge to you -- IDLA provides this service to you as a benefit of membership.

Telephone Consulting Service At No Charge

As we all know, state and local governments enforce a multitude of employment regulations that have a huge impact on how you hire your employees, what you do with them while you have them, and what you do when they leave, whether they leave voluntarily or involuntarily. When you have a question about these employment matters and need an answer, simply call **407-426-9484**, identify yourself as an IDLA member and ask to speak to a consultant. They will talk with you about your specific situation, answer your question, and provide you with advice and recommendations to resolve the issue. Here are some examples of the kinds of questions you might ask . . .

- I am about to dismiss an employee. Do I have a proper reason, is it properly documented, and will it stand up if it is challenged by a government investigator?
- One of my employees has accused another employee of sexual harassment. How do I resolve this situation?
- An employee wants to see his personnel file. Am I required to show it to him?
- May I pay my employees a commission or incentive? Do I have to pay overtime to them?
- May I deduct from a salaried employee's pay if he did not come to work?
- An employee says that I must give them a 15 minute break in the morning and afternoon. Is this really required?

You can imagine hundreds more employee questions which can arise in the day-to-day business of managing your workforce and almost every one of them can be different -- questions about COBRA, FMLA, EEOC, ADA and so many others. Sometimes, a simple solution can turn into a complicated catastrophe if it's not handled properly and what's logical isn't always what's legal.

Special Management Projects For Members

In addition to the telephone service, if you would like assistance on developing special management projects or resolving specific employee problems, **Seay Management Consultants, Inc.**, will provide you with this service on a priority basis. Some of these projects include . . .

- Conducting a HR Audit of your timecards, pay plans, personnel files, forms, and other information to ensure that you're up to date and in compliance with state and federal employment regulations;
- Writing an employee handbook which includes all of the policies you need, or reviewing your current employee handbook and providing you with written recommendations;
- Conducting sexual harassment and other training programs.

In summary, as an IDLA member, you receive this vital management service that will answer your critical employment questions at no charge to you. In addition, you have a resource for your human resources management projects.

CALL 407-426-9484