

## SSSA HR HOTLINE

As valued members of Southern States Sign Association (SSSA), you have access to a complimentary HR & Employment resource through our partnership with Seay Management Consultants.

This service is available to you to provide answers to your human resources, personnel management, and employment related questions.

Hundreds of employee questions arise in day to day business and almost every one of them can be different – questions about FMLA, EEOC, ADA, and so many others.

Sometimes a simple question can turn into a complicated and/or costly concern if it's not handled properly.

When you have a question and need an accurate and concise answer, simply contact Seay Management Consultants and identify yourself as an SSSA member and we will happily assist.

## ABOUT US

Seay Management Consultants, Inc., is a full-service human resource management and labor relations consulting firm which has been in operation in Florida since 1966.

We serve more than 400 clients in various industries located throughout the United States, and we provide management services for our clients in a variety of HR areas.

Our goals are to:

Ensure compliance with all of the state and federal employment regulations and guidelines which affect employers.

Reduce or eliminate exposure in these areas.

Resolve employment problems and difficulties that arise.

Develop the employment documents, policies, systems and manuals that will help employ and retain a satisfied, happy and productive work force.

## EXAMPLES OF FAQs

- ❖ I am about to dismiss an employee, what documentation should I be mindful to have?
- ❖ One of my employees accused another employee of sexual harassment, what are some ways to resolve this situation?
- ❖ An employee wants to see his/her personnel file. Am I required to provide access?
- ❖ If a salaried employee doesn't come to work, may I deduct this from his or her salary?
- ❖ When an employee gives me a two weeks' notice, do I have to accept it? If I don't accept it, do I have to pay the employee for two weeks?
- ❖ If an employee leaves the company owing money, may I deduct this amount from the employee's final paycheck?
- ❖ If an employee is dismissed, am I required to pay accrued vacation pay?

\*Special Projects will be offered at a reduced hourly rate for SSSA members.



Headquartered in Orlando, FL