

Human Resources Guidance – Website Source **NEW!**

HR Navigator: HR Policies, News, Laws and Forms

This web portal is the place to start when looking for guidance on benefits and compensation; compliance issues; employee relations; performance and productivity; recruiting, selection, and staffing; and safety and health. The product also provides law summaries, ready-to-use model policies and forms, fast answers on hundreds of questions faced every day by HR practitioners, and news and trends. HR Navigator is powered by BNA®. Since 1929, over 125,000 professionals across industries have been relying on the Bureau of National Affairs (BNA) for the market's most accurate, most current, most comprehensive HR policies, forms, laws and procedures.

Featured Content

- **Fast Answers™** - a Web-based tool consisting of concise answers to hundreds of questions faced every day by HR practitioners.
- **Research Chapters** provide exclusive editorial analyses, summaries, and guidance from BNA's team of lawyer-editors and outside specialists.
- **Law Summaries** - See at a glance what your statutory and regulatory requirements are with easy-to-use summaries of state and federal labor and employment laws.
- **Model HR Policies and Forms** - a collection of model policies and forms that you can review, download and modify for your own use.
- **Latest News** - Check here regularly for the latest information on HR news and trends so you can keep up with this changing world.
- **State Compliance Alert and Library Updates** - Get compliance, laws and policy updates delivered right to your email box. You can customize to state specific regulatory changes, or cover a broader area.

Human Resources Guidance - Telephonic Service

Seay Management Consultants, Inc.

This firm has been retained to answer your questions about employment issues such as compensation, wages and hours, hiring, dismissal, personnel policy and others. As a client, you are entitled to call and talk with one of Seay Management's professional consultants at any time.

Here are some examples of the kinds of questions that can be answered:

- I am about to dismiss an employee. Do I have a proper reason, is it properly documented, and how will it end 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?
- I have heard that one of my employees has AIDS -- what should I do?
- An employee wants to see his personnel file. Am I required to show it to him?
- May I pay my employees a commission? Do I have to pay overtime to them?
- Some of my employees receive "incentive compensation" in addition to their hourly rate -- am I required to pay overtime on this, in addition to their regular pay?
- May I deduct from a salaried employee's pay, even if he did not come to work?
- One of my employees has been absent for a week. May I place him on Family and Medical Leave and count this past week toward the 12 weeks?