



Complete Human Resource Staff and Services for ASA Members

As a member of ASA your organization receives the following services:

- **Member Service Agreement** – Individual members can establish a service agreement with SESCO to provide ongoing professional services. **The monthly agreement ranges from \$100 to \$200 per month** which provides ongoing consulting services at no additional charge as well as onsite assessments as requested.
- **Free Telephone/E-mail Consultation** – The SESCO staff is available to answer your human resource questions on a daily basis at no charge. Whether it be a federal or state employment compliance question such as wage and hour, FMLA, COBRA, INS, Equal Employment, etc., the SESCO staff stands ready to assist you. In addition, the staff assists in research, handling difficult people problems such as terminations, disciplinary actions, substance abuse or other day-to-day issues that arise. The only cost is the cost of long distance and, of course, e-mail is at no charge.
- **Free Handbook Review** – The SESCO Staff will review and analyze your current employee handbook or policies to ensure compliance with federal and state employment regulations, as well as to ensure the employee handbook is effective as it is the cornerstone communications tool of any employer-employee relationship.
- **The SESCO Report** – SESCO's monthly newsletter is available to ASA members online through ASA's or SESCO's website.
- **Human Resource Compliance Manual** – The SESCO staff has prepared a custom compliance manual for ASA members and the industry. It is well over 200 pages and contains sample policies, forms and SESCO staff recommendations. It is a complete human resource management compliance guide and is an excellent reference manual for your HR and Management Team. Buy this manual at the special discount price of \$99.00.
- **Discounted Consulting Services** – The SESCO staff is available to provide consulting services as requested which include:
 - Management Development and Training
 - Online Management Training
 - Personnel Opinion Surveys
 - Compensation Administration
 - EEOC Charges
 - Personnel Forms
 - Online Recruitment Tools
 - Employee Handbooks
 - Affirmative Action Programs
 - Criteria-Based Job Descriptions
 - Performance Management Systems
 - Employee Benefit Statements
 - Screening and Hiring Systems
 - Employee Retention Systems
 - Team Development
 - Organizational Change/Development
 - Strategic Planning
 - Labor Relations

(Please call for a full description of SESCO's professional services or utilize the Fax Request Form on the backside of this brochure.)



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Please FAX this form to: (423) 764-5869
Attention: Jamie Hasty

YES I would like to find out more about how SESCO's systems and services can assist in managing my organization's human resources.

Please send me information on the following SESCO service(s):

- **Leadership Development**
 - SESCO Leadership Series
 - Vital Learning Training
 - Vital Online/E-Learning
 - Audio Seminars
 - Customized Training Development
 - Train the Trainer
 - EEO
- **Human Resource Management Systems**
 - Customized Employee Handbooks
 - Compensation Systems
 - Performance Management/Appraisal
 - Career Pathing/Succession Planning
 - Criteria-based Job Descriptions
- **Workplace Culture**
 - Culture Assessments/Identification
 - Satisfaction Surveys/Benchmarking
 - Transition Plans
 - Diversity Awareness Training
 - Change Management
- **Forms and Publications**
 - Personnel Forms
 - Employment Kits
 - Federal and State Posters
 - "Human Resources Guide for the Industry"
 - Compliance Manuals
- **Employment Law Compliance**
 - Compliance Assessments
 - Representation Before Department of Labor and EEOC
 - Required Training (Sex Harassment)
 - Wage-Hour Investigations
 - Affirmative Action Programs
- **Recruitment and Retention**
 - Turnover Analysis
 - Screening and Hiring Systems/Training
 - Industry Specific Applicant Assessment Tools
 - Employee Satisfaction Surveys (On/Offsite)
 - Retention Strategies
- **Organizational Development**
 - Team Development
 - Individual Assessment/Coaching
 - Management Assessment/Appraisal
 - Benchmarking
 - Family Business
- **Service Agreement**
 - Telephone/E-mail Hotline/Research
 - HR Compliance Assessments/Consulting Onsite
- **Labor Relations**
 - Union Vulnerability Assessments
 - Union Campaigns (96% Win Ratio)
 - Labor Contract Negotiations
 - Prevention/Management Training

Name _____
 Title _____
 Organization _____
 Address _____
 City/State _____ Zip/Postal Code _____
 Phone () _____ Fax () _____
 E-mail _____ Web site _____

Please have a SESCO Consultant contact me today!