

## HR Comply's Reference System

### **Comprehensive**

- Explanation of how to comply with all federal and state employment laws and regulations
- Practical information on hiring, harassment and discrimination, FMLA, policy handbooks and other challenging tasks HR professionals face everyday
- Wage & Hour Manual/Essential Payroll Guide, federal coverage plus your state's information
- Text of major Federal laws and relate regulations

### **Tools**

- Weekly email newsletter of HR articles to keep you informed of new rulings and best practices
- Federal and state forms and templates

### **Reliable**

- Co-edited by the Society for Human Resource Management (SHeRM) and Jackson Lewis, the nations leading workplace law firm
- The online site is continually updated to ensure you have the latest information

### **Bookstore**

- Federal Employment Law Manual – book, CD-ROM and Online for one low member price
- The Complete Wage and Hour Manual – a 50 state/federal guide – the essential manual for understanding Florida and Federal compliance issues
- CompData Surveys – complete pay and benefits information in one affordable resource with discounted member pricing

**Call 800-643-5999 to order today!**

## Real Solutions for Your Business

**HR Solutions Center  
HR Comply Reference System  
HR Helpline  
Ceridian Powerpay Payroll**



**From your Chamber, HR Comply, Ceridian, and  
American Chamber of Commerce Publishers**

Visit [www.tampachamber.com](http://www.tampachamber.com) to receive your FREE HR resources.

## Florida and Federal Employment Law Manual

For anyone who has ever been unsure about how to deal with critical personnel issues like these, the new *Florida and Federal Employment Law Manual* is a must!

**Hiring** Basic tips for recruiting, interview question dos and don'ts, background checking procedures, legal issues surrounding AIDS, new INS documentation requirements, and more.

**Family and Medical Leave Act** Explores coverage and eligibility requirements, employer and employee responsibilities, record keeping requirements, compensation and insurance coverage requirements during leave, and state specific regulations.

### Keeping Employee Complaints Out of Court

**Alternative Dispute Resolutions (ADA)** A look at various grievance procedures, including and the implementation of a formal arbitration plan.

**Termination Provides** an overview of at-will employment vs. employment contracts, a termination decision checklist, sample separation agreements, and things you can do to avoid wrongful discharge lawsuits

**Discipline** How to conduct an investigation, interview employees and witnesses, maintain records, communicate decisions and conduct appeals.

**Discrimination** An in-depth look at what constitutes discrimination, protected status, EEOC procedures, zero-tolerance policies, and more.

**Expert Legal Commentary** For less than what you'd pay for an hour's consultation with a lawyer, you can have clear, "plain-English" explanations of hundreds of current state and federal employment laws at your fingertips. The comprehensive *Florida and Federal Employment Law Manual* maps out all the rules and regulations, helps eliminate confusion, and saves you countless hours of law interpretation. It's also filled with advice from professionals that will save you time and money!

## The Complete Wage and Hour Manual

Wages and hours responsibilities can be confusing and a single misstep can be costly! Knowledge is power in avoiding violations and penalties.

The Complete Wage and Hour Manual, A 50 State/Federal Guide is a clear, complete compliance guide to all aspects of the federal and individual state laws and regulations governing minimum wage, overtime, wage payment, garnishment, and other pay issues.

**Your complete satisfaction guaranteed  
Order your Manual today!  
800-643-5999**

## State and Federal Combined Posters

**The laws never looked so good** Find all the standard State and Federal Labor Laws and OSHA regulations on one laminated poster. Order today and chamber members pay just \$29.95

## HR Solutions Center

Log on to the Chamber web page and click on the HR Solutions Center button. Welcome to your one-source center to help you with a variety of critical HR issues. HR Solutions Center provides links to valuable information that is just a click away.

As a member, your HR Solutions Center is designed to offer you an incredible assortment of tools to help you manager your business. AND, you get more than \$1,000 worth of free information.

- Essential posters and forms
- Model employee handbook and sample policies
- Payroll filing calendars
- Weekly email newsletter
- Job descriptions

## Powerpay Payroll Services

Ceridian HR Comply offers an exciting new payroll services through the HR Solutions Center. Take advantage of Powerpay, providing fast, secure, convenient ways for your company to submit payroll data for processing through the internet, phone and fax. Benefits of this service include free first month payroll with no set up fees.

## And More .....

The Chamber, in conjunction with the Florida Chamber Federation, is continually looking for more human resource products and services to offer through HR Solutions Center to help you keep your business in compliance at a fraction of the cost in other areas. Check it out today. Go to the chamber's website and click on the HR Solutions Center icon to find many more ways to help you do business.

