



***We are pleased to be the HR consultants
Chosen by KBA to assist their valued members***

Seay Management Consultants is a human resources management and labor relations consulting firm that has been in continual operation since 1966. We specialize in *compliance and risk management* in the employment arena. As a KBA member, you receive unlimited telephone consulting and hands-on proactive employee risk management in the following areas:

- Equal Employment Opportunity Compliance
- Affirmative Action Plans
- Resolving Discrimination Charges
- Wage and Hour Analysis
- Employee Handbooks
- Employee Opinion Surveys
- Management Development and Supervisory Training
- Salary Administration Programs
- Americans With Disabilities Act Compliance
- Preventing and Resolving Sexual Harassment
- Resolving Wage and Hour Investigations
- Other Management Services

OUR GOALS ARE TO . . .

- (1) Ensure that your business is in compliance with all of the state and federal employment regulations and guidelines which affect your company and your employees;
- (2) Eliminate your financial exposure in these areas; and
- (3) Develop the policies and systems which will help you employ and maintain a satisfied, happy and productive work force.

**KENTUCKY BANKERS ASSOCIATION MEMBERS
RECEIVE PRIORITY CONSULTING ON
HUMAN RESOURCE ISSUES**

Kentucky Bankers 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 Vice President, Kylie Luff, at no charge to you – Kentucky Bankers Association provides this service to you as a member benefit.

CONSULTING SERVICE AT NO CHARGE

As we all know, state and local governments enforce a multitude of employment regulations that have an 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 employment related matters and need an answer, simply call Kylie at **407-722-7670 or 407-697-7404** and identify yourself as a KBA member. If you prefer email communication please direct it to kylie@seay.us. She will discuss 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/her personnel file. Am I required to show it to him/her?
- 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 your priority consulting service, if you would like assistance on developing special management projects or resolving specific employee problems, we can offer projects which 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 a Kentucky Bankers Association 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.

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