



Exclusive Human Resource Consulting Services for NPA Members

As a valued member of NPA, the following professional human resource management consulting services are available to you through SESCO's human resource management consulting and legal staff.

- **Telephone, E-mail and Research Assistance** – A hotline is provided with no maximum time limit to discuss HR/Employment Law questions and needs. 423-764-4127; jamie@sescomgt.com
- **SESCO Communications** – You will receive SESCO's newsletter, SESCO's weekly updates and other timely and proactive communications on management and human resource matters.
- **Attorney Analysis and Review of Your Personnel Policies, Work Rules and Employee Handbooks.** \$250.00 – includes a thorough follow-up report with staff recommendations.

The following is a sample listing of SESCO services that are available on a per diem or quoted fee basis for NPA members:

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| <ul style="list-style-type: none">• Healthcare Accreditation• ADA (Americans With Disabilities Act) Compliance Services• Affirmative Action Programs• Applicant Screening -- Workplace Reference Checks• Audio-Visual Communications (Orientation - Benefits - Handbooks)• Benchmarking• COBRA Compliance Reviews• Compensation Systems• Management Union Avoidance/ Communication Campaigns• EEOC Investigations• Employee Opinion Survey Programs• Employee Benefits Communication• Employee Coaching/Counseling• Employee Discipline Programs• Employee Orientation Programs• FMLA (Family and Medical Leave Act) Compliance Services• Federal Wage-Hour Investigations• Grievance/Complaint Procedures• Handbooks for Employees | <ul style="list-style-type: none">• Handbooks for Supervisors• Job Descriptions/Job Evaluation• Labor Negotiations• Leadership Development• Applicant Assessments/Testing• Management Assessment and Appraisal Programs (MAAP)• Management Development Seminars and Workshops• Certified Management Training• NLRB Investigations• Organizational Development/Team Building• Outplacement Counseling• Performance Appraisal Systems• Personnel Forms Development• Personnel Policy/Procedures Manual• Pre-Employment Screening, Background Checks, Recommendations and Instruments• Sexual Harassment Awareness Training/ Investigations• Employee Retention System• Team Development/Conflict Resolution• Union Vulnerability Audits• Wage-Benefit Surveys |
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SESCO Management Consultants
P.O. Box 1848 • Bristol, TN 37621 • Telephone (423) 764-4127 / Fax (423) 764-5869
www.sescomgt.com • sesco@sescomgt.com