



# SEAY MANAGEMENT CONSULTANTS NPMA MEMBER HR HOTLINE

As valued members of the National Pest Management Association, you have complimentary access to a human resources professional in partnership with Seay Management Consultants.

This resource is available to provide answers to your HR, personnel management and employment related questions.

Many types of employment questions arise in daily business operations – topics such as payroll, leave of absence, discrimination, discipline, workers' compensation, and disabilities.

Sometimes a simple question can turn into a complicated and/or costly concern if it is not handled properly. When you have a question and need an accurate and concise answer, contact us by phone or email and identify yourself as an NPMA member.

Email: [admin@seay.us](mailto:admin@seay.us)

Toll Free: 888-245-6272

### It is our goal to:

1. Help 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. Help 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.

Seay Management provides Human Resources Management and Labor Relations consulting services. Seay Management does not provide legal advice and does not engage in the practice of law. If you need an attorney, we'll be glad to recommend one to you.

### Examples of FAQs

- I am about to dismiss an employee. Do I have a proper reason, is it properly documented, and will it stand up if challenged by a government investigator?
- One of my employees 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 provide access?
- If a salaried employee doesn't come to work, may I deduct this from his or her salary?
- When an employee gives me a two weeks' notice, do I have to accept it? If I don't accept it, do I have to pay the employee for two weeks?
- If an employee leaves the company owing money, may I deduct this amount from the employee's final paycheck?
- If an employee is dismissed, am I required to pay accrued vacation pay?

\*Special Projects will be offered at a reduced hourly rate for NPMA members.



Please contact us with any of your HR needs ▶ ▶ ▶

Website: [www.seay.us](http://www.seay.us)