

## Check Out Your Employment Practices Liability Risk Management Toolkit from PeopleSystems

**FREE EMPLOYMENT PRACTICES LIABILITY (EPL) HELP LINE**

**1-888-811-4182**  
(8:00AM to 7:30PM Eastern time)

If a Human Resource (HR) consulting firm offered you their time and expertise for **FREE**, would you lock their phone number and email address in a drawer and never call? Of course not! Do you have questions such as:

- ▶ What are the current Federal and state employment laws I need to know?
- ▶ What are “wage & hour” regulations? What does “exempt” versus “non-exempt” mean?
- ▶ How should I handle terminating, suspending or warning an employee?
- ▶ What type of HR policies should I have in place?
- ▶ How should I properly document performance issues and disciplinary actions in an employee’s file?
- ▶ What are appropriate and inappropriate questions to ask during an employment interview?
- ▶ What guidelines should I use to investigate a complaint of discrimination or harassment?

PeopleSystems is just a **FREE** phone call or email away! The hotline is staffed with professional HR consultants, well-versed in providing practical advice to businessowners.

**NEW ONLINE HUMAN RESOURCES CENTER**

<http://www.peoplesystems.com/USLI>

To access the USLI-policyholder features, click on “**Request for client login**” and complete with your information, including your policy number.

- ▶ [Option to e-mail your HR questions](#)  
You can email your questions via this web portal or call the hotline. Your choice!
- ▶ [HR News Center and recent employment law changes](#)  
The News Center keeps you up to date with recent changes in state and federal employment laws and what they mean to you as well as pertinent articles on employment issues you need to know about.
- ▶ [Human Resource Manual & Employment forms](#)  
You will find “Best Practices” helpful for handling common HR issues. Issues may include conducting employee evaluations and understanding employment laws such as FLSA, FMLA and COBRA.
- ▶ [HR Recommendations](#)  
You will also find sample HR policies regarding Discrimination, Harassment, Employment At-Will and Electronic Communications.

