



AMERICAN COUNCIL OF ENGINEERING COMPANIES OF OREGON
*Serving the business needs of engineering companies in Oregon
and Clark County, Washington for more than 50 years.*

Announcing a new membership benefit... **Human Resource Services & Support**

ACEC Oregon is pleased to partner with AmeriBen/IEC Group to provide the **Strategic HR Partner Program** at a 15% discount for members.

Services will include ongoing support to help your firm respond and comply with complex HR issues and challenges:

- * A current and accurate employee handbook
- * An updated employment application
- * A compliance hotline which tracks all 50 states in regulations and compliance
- * Job description templates
- * Access to a salary database of over 5,700 job titles for benchmark salary information in most metropolitan areas in the United States
- * Discipline and termination guidelines
- * Compliance support on wage and hour and overtime guidelines
- * Management training
- * Preventing harassment and sexual harassment in the workplace
- * 24/7 access with HR library
- * Health & Wellness websites for your company and employees

For more information, please refer to page 2. You may also call 1-800-536-1444 for a 15-minute informational meeting.

ACEC Oregon members receive one complimentary call to HR hotline

AmeriBen/IEC Group is also offering a complimentary call to their Resource Center Hotline by any ACEC Oregon member firm on an HR topic. Just call their toll free number at 1-888-716-4482 or email their staff at resourcecenter@iecgroupp.com. Be sure to identify yourself/your firm as an ACEC Oregon member.



ACEC Oregon Strategic HR Partner Program

Customized To Your Company's Specific Needs

For more information, contact us at (800) 536-1444.

Features

- **Human Resource Assessment**—This assessment is provided to you as a written report. It is designed to help you identify and prioritize HR programs, policies and issues in your organization, and is also a risk management assessment.
- **Resource Center Hotline**—Our Resource Center Hotline is available to assist designated management from your company with FMLA, ADA, managing worker injuries, wage and hour, harassment, discrimination, drug and alcohol issues, hiring/firing, unemployment, workers' compensation, benefits, I-9, handbook policies, garnishments, discipline, and other HR issues.
- **Explorer Email Service**—This timely information keeps subscribers up-to-date on the latest legislation, case decisions, trends and tips.
- **Handbook & Employment Application Review**—Both of these important documents are reviewed for you each year (for WA, OR, ID, AZ & UT). IEC provides a sample handbook and employment application for your reference.
- **www.ameribeniecgroupp.com**—Clients have access to all areas of the IEC website, including access to over forty sample forms and posters for your personnel reporting. Register on-line for one of our outstanding training programs.
- **BNA Website Link**—24/7 access to Bureau of National Affairs Human Resource Library which covers all 50 states: laws, regulations, compliance, policies, procedures & white papers.
- **Supervisory Guidance Manual**—A comprehensive policy and procedure manual for assisting and supporting supervisors and communicating important information.
- **Salary Database**—Access to a database of over 5,700 job titles for benchmark salary information in most metropolitan areas in the United States.
- **Training Programs**—Clients receive training credits each year (25% of annual fees) to use towards IEC's training programs and seminars. **All training programs have been pre-approved by the HR Certification Institute for eligibility for recertification for PHR, SPHR and GPHR.**
- **Forums & Briefings**—You will be able to attend periodic forums and briefings to receive timely information on new legislation, hot topics and human resource trends.
- **IEC Additional Services**—IEC Consultants can also provide additional management consulting services, training and project work to assist your organization. We have the ability to provide **HR consulting and training in Spanish** to better meet our client's needs.
- **Supplemental Resources**—Through our strategic alliances with other organizations, we have access to a variety of other services to include: background checks, drug testing, behavioral assessments, employee assistance services, confidential employee reporting, safety, identity theft, language interpretation, sales training and insurance brokerage services.

