# MEMBERSHIP BENEFITS

## WE SUPPORT OUR MEMBERS BY OFFERING THE FOLLOWING SERVICES AT NO ADDITIONAL CHARGE:

• **Unlimited Consultation with our Staff of HR Experts** • Our HR experts are available to SDEA members by phone or email to offer guidance, resources, and information to answer your HR questions and concerns.

• **Consultation with an Employment Law Attorney** • SDEA has partnered with the employment law firm Ogletree Deakins to provide members with up to one hour per month of legal consultation. (Upon referral from one of our HR Consultants).

• **Employment Practices Review (complimentary for first-year members)** • This onsite review is critical in identifying areas of immediate need for your company's HR function, establishing an action plan to avoid potential HR compliance issues, and providing recommendations for best practices, state-mandated training, and professional development.

• **HRCI Re-certification Credits & Other Benefits** • SDEA's partnership with HRCI allows SDEA members to receive up to 12 re-certification credits per renewal cycle, register for HRCI exams at discounted rates, access a specialized Re-certification HRCI Concierge, and more.

• **Documents and Templates** • Members have exclusive access to SDEA's document and template database to easily find required employment documents, compliance checklists, and sample communications on a wide variety of HR topics.

## PLUS, MEMBERS RECEIVE ACCESS TO ADDITIONAL SDEA SERVICES AT DISCOUNTED RATES:

• **Employee Handbook Audit and Creation** • SDEA's HR experts will review and perform a comprehensive update of your company's employee handbook to ensure compliance and relevance. We also offer employee handbook creation services, which allow for the implementation of a fully compliant document tailor-made to fit your unique company culture.

• **HR on Loan** • Our experienced HR Consultant will assist you with tough HR issues, including employee relations, conflict management, manager/staff coaching, performance management development, leave of absence administration, onboarding, and talent acquisition support. We will discuss the specific situation with you and develop a strategy for resolving your concerns and/or completing your project.

• **Professional Development Training** • Our leadership and professional development workshops, seminars, and Roundtable lunch events are ideal for everyone. The training is offered at SDEA, by webinar and/or onsite at your location.

• **Spanish Translation and Training Services** • Whether you're looking to offer just a few documents in Spanish or you'd like to make your entire employee handbook dual language, SDEA is your one-stop Spanish language translator.

• **Annual Employment Law Update Event** • SDEA's annual Employment Law Update offers insights from three of San Diego's top attorneys, each presenting on different areas of the most current and relevant employment law topics.

San Diego EMPLOYERS ASSOCIATION
YOUR HR PARTNER

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# MEMBERSHIP FAQS

**What makes SDEA different from other HR Consulting services?**

SDEA staff prides itself on building personal relationships. When you call into SDEA, you are not calling a Call Center, you do not have to leave a message with your "account number" or talk to someone who has no idea who you are. SDEA is local to San Diego and has been operating as a not-for-profit consulting firm for over 100 years. We are here to research an issue for you, to provide guidance on employee relations concerns or if you just need to talk through a problem with someone who is well-versed in California employment law. And because we are a membership organization, we are appraised of updates in a multitude of industries.

**What is included in the SDEA membership?**

- Unlimited consultation with a staff of experts
- Consultation with an employment law attorney (Chris Olmsted from Ogletree Deakins), up to one hour a month (with SDEA referral)
- Employment Practices Review – must be completed within first year of joining
- Documents and Templates via SDEA's "Members Only" site
- Discounted or complimentary training, management training, certification prep, roundtables, and webinars
- Discounted project work such as handbook reviews or creation, onboarding, leave of absence administration, performance management plans or talent acquisition.

**What kinds of companies does SDEA help?**

Any company that has employees can be a member of SDEA. SDEA may work directly with the owner or president of a small company, an Office Manager who has been delegated the HR Role or in a partner relationship with the member's own HR professional. SDEA assists members of all sizes and in all industries.

**What kinds of questions can I ask the SDEA consultants?**

SDEA fields all sorts of questions. Most common questions are related to discipline and termination, leaves of absences and accommodations, conflict resolution, performance management, interpretation of employment law and compliance.

**What is the cost for additional project work?**

It varies on the project. SDEA may charge an hourly rate or a flat rate. Members will never be surprised with additional costs.

**Am I limited to the number of calls I can make?**

Nope! The calls (or emails if that is your preference) are unlimited. There is no cap on the number of calls or the number of hours that a member can contact us for guidance.

# MEMBERSHIP FAQS Continued

**If I leave a message, when will someone get back to me?**

SDEA prides itself on quick turnaround when it comes to returning calls or emails. Unless there are some extenuating circumstances, SDEA consultants will return calls and emails within the same day, typically within an hour or two during regular business hours.

**Am I assigned a specific consultant?**

No. When you call in, unless you ask for a specific consultant, you will be given to the team member that is available to take your call. Over time, you may prefer to talk to one specific consultant, or it may make sense to talk to the same person regarding an ongoing issue.

**What background/experience do the consultants have?**

SDEA consultants have a combined 50+ years of human resources experience; they are nationally certified by the Human Resource Certificate Institute which requires on-going re-certification. SDEA consultants regularly attend training themselves to keep up with the ever-changing employment laws.

**Will my employees be allowed to call and ask questions that can hurt the company?**

No. Members provide the names of those company representatives that will have access to SDEA consultants. SDEA is an employer's association and unless requested specifically by the member, we do not consult with employees.

**Can I call the attorney directly?**

Not normally. An SDEA consultant is usually the one to make the connection between the member representative and the attorney. This is done once the SDEA consultant determines that attorney consultation is necessary.

**Will the attorney represent me if necessary?**

The SDEA membership includes consultation only, typically via the phone. Document review, creating a policy or any sort of representation, falls outside of the scope of consultation. If the member chooses, they can retain the attorney on their own, outside of the scope of SDEA membership. Members will always be apprised of any additional costs prior to work being done.

**Why do I have to pay extra for certain projects and training?**

SDEA keeps our membership pricing low. That way, employers can decide where to spend their money and what is most important or relevant to their needs, rather than packaging everything together in one price and charging for services that are not needed.