



## FCCFA MEMBER BENEFIT: HR & EMPLOYMENT HOTLINE



As valued association members of the Florida Cemetery, Cremation & Funeral Association, you have unlimited access to a complimentary HR & Employment HOTLINE through our partnership with Seay Management Consultants. This HR & Employment HOTLINE is available to you at NO COST and will provide answers to your human resources, personnel management and employment related questions.

Hundreds of employee questions arise in day to day business and almost every one of them can be different – questions about COBRA, FMLA, EEOC, ADA, and so many others. Sometimes a simple

question can turn into a complicated or costly concern if it's not handled properly.

When you have a question and need an accurate, straight forward answer, simply contact Seay Management Consultants and identify yourself as an FCCFA member.

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**SEAY** | MANAGEMENT CONSULTANTS

**HR & EMPLOYMENT HOTLINE**

Email: [admin@seay.us](mailto:admin@seay.us) / Toll Free: 888-245-6272

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### HUMAN RESOURCES SPECIAL MANAGEMENT PROJECTS\*

Employee Handbooks

Affirmative Action Plans

Equal Employment Opportunity

Resolving Discrimination Charges

HR Audits

Wage and Hour Analysis

Employee Opinion Surveys

Management Development

Supervisory Training

Compensation Management

Salary Administration Programs

Developing Job Descriptions

Americans With Disabilities

Employee Conflict Resolution

Sexual Harassment Prevention

Wage and Hour Investigations

HR Workshops and Presentations

*\*Special Projects will be offered at a reduced hourly rate for clients of APA.*

# FREQUENTLY ASKED QUESTIONS:

- 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?
- I have heard an employee has a communicable disease – what should I do?
- An employee wants to see his personnel file. Am I required to show it to him or her?
- Some of my employees receive “incentive compensation” in addition to their hourly rate. Am I required to pay overtime on this incentive, in addition to their regular pay?
- If a salaried employee doesn’t come to work, may I deduct this from his or her salary?
- If an employee handles money and has a cash shortage, may I deduct this amount from the employee’s pay?
- If an employee leaves the company owing money, may I deduct this amount from the employee’s final paycheck?
- One of my employees has been absent for a week. May I place the employee on Family and Medical Leave Act (FMLA) and count this past week towards (FMLA) and count this past week towards the 12 weeks?
- 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 is dismissed or resigns, do I have to pay the employee immediately?
- If an employee is dismissed, am I required to pay accrued vacation pay?

# OUR GOALS ARE TO:

- 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;
- Help eliminate your financial exposure in these areas; and
- 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.

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