



SESCO's Professional Service Agreement

SESCO's original service is that of our Professional Service Agreement. We have found over our sixty-five (65) years of providing professional service that clients and human resource professionals have the need to establish a reliable and cost effective, professional relationship to discuss day-to-day people problems, compliance issues, conduct special research, review systems, provide wage data and other information and resources on a daily basis.

SESCO clients appreciate this service because they can contact us as needed without additional charges or fees. It is truly an unlimited service and therefore, it is more cost effective than hiring a human resource assistant, paying legal fees or their personal time in performing these duties.

Although the Service Agreement can be customized per the client's needs, the Service Agreement typically provides the following:

- Unlimited telephone, e-mail, research, fax consulting services on a daily or as-needed basis. We are experts in federal and state employment regulations and offer assistance in handling issues such as terminations, discipline, performance, recruitment and retention, etc.
- *The SESCO Report*, SESCO's monthly newsletter to be mailed to all managers as elected.
- A free review of the organization's employee handbook on an annual basis to ensure that it remains legally attentive and people sensitive.
- Onsite visits. These visits can be customized to include onsite compliance assessments which is an assessment of all human resource functions and systems to determine compliance to federal and state employment regulations. The assessment is also designed to review current personnel systems to determine effectiveness and efficiency.

Other visits may include management training/round tables, mini employee surveys, special project work, etc.

- One (1) set of free federal and state compliance posters.