

# YOU'RE INVITED

You know that SDEA provides exceptional HR advice and compliance information on-demand.

## Why not give us a call and try us out for free?

Your call will be answered by one of our HR consultants and provide you with the advice you need.

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To utilize all the great services that SDEA offers, you must be a member.

Whether you need a handbook review, Harassment Prevention Training, or you're interested in one of our Management Essentials classes, SDEA is here to help.

**Call us and start enjoying this free consultation today!**



San Diego  
EMPLOYERS  
ASSOCIATION  
HR AT WORK

[www.sdeahr.org](http://www.sdeahr.org) [info@sdeahr.org](mailto:info@sdeahr.org) 858.505.0024

# 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.



# 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 apprised 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.



## Company Information

Company Name:

Address:

City:  State:  Zip Code:

Phone Number:  Extension:

Website Address:

Business Description or Industry:

Number of Employees:

## Owner/CEO/CFO Information

Owner/CEO/CFO:

Title:  Phone Number:

Email:

Receive Emails?

## Additional Contact Information

Below please list the main contacts you would like listed on your company's account with SDEA. These are the individuals who will have access to call-in to our HR Helpline and have access to your company's SDEA account. SDEA sends out weekly emails and monthly newsletters with important HR information, law updates, promotions, and workshop and training information. If you do not want to receive these emails, please indicate below.

### Main Contact # 1:

Name:

Title:  Phone Number:

Email:  Receive Emails?

### Main Contact # 2:

Name:

Title:  Phone Number:

Email:  Receive Emails?

**Main Contact # 3:**

Name:

Title:  Phone Number:

Email:  Receive Emails?

**Main Contact # 4:**

Name:

Title:  Phone Number:

Email:  Receive Emails?

**Please check which of SDEA's services most interest you:**

- Professional Development Training
- HR Helpline
- Audits (HR, I-9, Wage & Hour, Personnel Files)
- Handbook Review/Update
- Employment Law Attorney Consultation
- HR Roundtables/Networking Opportunities
- Onsite HR Support
- Certificate Programs
- Online Training

Other

**Billing Information**

<b>Fee Total</b>	Company base fee	<b>\$ 600.00</b>	<p><i>Please fill in the requested information and either email, or mail your application with your check or credit card information.</i></p> <p>Email: info@sdeahr.org</p> <p>Address 8799 Balboa Ave. #270 San Diego, CA 92123</p> <p>Questions? Call: 858.505.0024</p>
		+	
Number of Employees:	<input type="text"/> X \$12.00 = \$	<input type="text"/>	
	Total = \$	<input type="text"/>	

Billing Contact:

Credit Card Number:  Expiration Date:  V-Code:\*

Card Type:  \*v-code refers to the three digit number on the back of your card

Card Address:

The undersigned hereby makes application to the San Diego Employers Association. It is understood that the agreements for a minimum period of one year and is continued until cancelled in writing, subject to the provision of the Bylaws. By signing this, the company agrees to abide by the Association Bylaws and to pay fees based on the number of employees as per the dues schedule fixed by the Board of Directors.

Signature:  Date:

*Please fill in the requested information and either email, fax or mail your application with your check or credit card information.*

Email: info@sdeahr.org  
Address: 8799 Balboa Ave. #270  
San Diego, CA 92123

**Thank You and Welcome to SDEA!**



San Diego  
**EMPLOYERS  
ASSOCIATION**  
HR AT WORK

# HANDBOOKS

## LET SDEA TACKLE YOUR EMPLOYEE HANDBOOK

### CREATION OR UPDATE

You are busy running the day to day business, and while you know things like handbook updates and compliance are important, they always seem to get pushed to the back burner. In order for an Employee Handbook to be effective, it must be reviewed and updated on a regular basis. That's where SDEA's HR Consultants come in. Our experienced HR professionals can complete your most arduous tasks, including a thorough handbook review and update, keeping your company culture, organizational objectives, mission and values in mind. Don't have an Employee Handbook? We can help there too.

#### **Handbook creation pricing starts at:**

Member	Non Member
\$695	\$895

#### **Handbook Review starts at:**

Member	Non Member
\$775	\$995

**BENEFITS**

**NEW CFRA COMPLIANCE**

**LEAVE OF ABSENCE COMPLIANCE**

**LACTATION POLICY WITH 2021 UPDATES**

**CLEARLY SPELLED OUT MEAL AND REST PERIODS**

**CALIFORNIA-COMPLAINT SEXUAL HARASSMENT POLICY**

**TELECOMMUTING POLICY FOR THE NEW REMOTE WORKFORCE**

# HUMAN RESOURCES ESSENTIALS CERTIFICATE

## HUMAN RESOURCES ESSENTIALS – CRUCIAL KNOWLEDGE TO STAY OUT OF TROUBLE

We originally planned on calling this program “HR Basics”, but as anyone who has had to deal with HR issues knows – there is nothing basic about it!

While Accounting is black and white, HR is all murky shades of gray.

So how do we know what to watch out for in this turbulent atmosphere?

The Human Resources Essentials certificate program was designed to provide you with the fundamental knowledge you need to make strategic HR decisions – and to know when to call an attorney!

Whether you are the sole **HR practitioner**, a **Bookkeeper**, an **Office Manager** tasked with the HR function, or a **Business Owner** who wants to stay out of trouble, this program will give you the boost of HR confidence you need!

## THIS 7 WEEK CERTIFICATE PROGRAM COVERS THE FOLLOWING TOPICS:

- Talent Acquisition & Interviewing
- Employment Law for HR Professionals
- HR's Documentation & Discipline
- Performance Management for HR Professionals
- Ethics & Human Resources
- Leaves of Absence & Accommodation
- HR's Role in Employee Engagement

### 7 WEEK PROGRAM

MEMBERS \$575  
NON MEMBERS \$800

### PRICE PER CLASS

MEMBERS \$95  
NON MEMBERS \$125



PROGRAM ELIGIBLE FOR 14 HRCI CREDITS  
INDIVIDUAL CLASSES ELIGIBLE FOR 2 HRCI CREDITS



San Diego  
**EMPLOYERS  
ASSOCIATION**  
HR AT WORK



## ARE YOU LOOKING TO TRAIN YOUR MANAGEMENT TEAM?

At SDEA we offer three programs that can help you take your team to the next level

A confident leader inspires trust and loyalty in their team and presents goals in a way that gets the group excited about accomplishing those goals. Designed by subject matter experts, our programs have everything you need to lead your team with confidence. All Management and Leadership training courses can be taken individually or as a series.

### Management Essentials Certificate Program

SDEA's Management Essentials Certificate is ideal for new managers, as well as those interested in expanding their leadership capabilities. Expert instructors will teach participants to leverage both technical and people skills to meet new challenges with increased confidence.

- Employee Orientation for Supervisors
- Successful Interviewing Techniques
- Time Management & Delegation
- Becoming a Confident Leader
- 5 Steps to Managing Conflict
- Fundamentals of Employment Law
- Communication Skills
- Performance Management
- Documentation and Discipline

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### Advanced Management Certificate Program

SDEA's Advanced Management Certificate Program provides optimal tools and strategies for Managers or Supervisors looking to take their teams to the next level.

The Advanced Management series helps promote even stronger communication skills, which results in solid relationships, a more diverse, inclusive, and collaborative team, and better ability to guide your team through the inevitable changes that are part of the work world.

- Communications Skills Level II
- Diversity and Inclusion
- Coaching Level II
- Employee Retention and Engagement
- Resolving Conflict Level II
- Building Effective Teams
- 8 Steps to Leading Change

*This program is the level 2 program to the Management Essentials Certificate Course. To achieve the full value of the program, we recommend attendees complete some (but not all) of the Management Essential courses from the original series.*

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### Remote Workforce Management Certificate Program

The way things are trending, it looks like a lot of companies will continue with remote work, even after things go back to "normal". Sooner or later, every manager will need this seminar! Companies are going to have to re-think the way they communicate with their employees and the way they motivate their employees all while keeping up with the legal obligations of a remote workforce.

- Remote Onboarding and Orientation
- Remote Communication
- Remote Performance Management
- Compliance for a Remote Team
- Remote Employee Morale and Engagement



## ARE YOU READY TO TAKE THE NEXT STEP IN YOUR HR CAREER?

At SDEA you have our support, we provide the programs that can help you prepare to take the HRCI certification tests

Designed by subject matter experts, our programs have everything you need to successfully pass the exam. Our curricula and materials correspond to the functional responsibilities and associated knowledge defined by the HR Certification Institute. Experienced instructors will include application exercises that develop test taking competencies and decision making skills.

### PHR® SPHR®

Topics include:

- Business Management
- Workforce Planning and Development
- Human Resource Development
- Compensation and Benefits
- Employee and Labor Relations
- Risk Management



### Program investment

\$1,095	\$1,295
Members	Non Members
10 week program starts:	

### PHRca® *New updated materials for 2021!*

Topics include:

- Employment and Employee Relations
- Compensation / Wage and Hour
- Benefits and Leaves of Absence
- Health, Safety and Workers Compensation
- Compliance and Risk Management



\$750	\$975
Members	Non Members
9 week program starts:	

### aPHR®

Topics include:

- Health, Safety and Security
- HR Development and Retention
- Compensation and Benefits
- Employee Relations
- Recruitment and Selection
- HR Operations



\$995	\$1,295
Members	Non Members
8 week program starts:	



# DIVERSITY AND INCLUSION

This training is intended for companies that want to commit to making changes in their companies or for those who want to continue to support diversity and inclusion amongst their staff.

SDEA's Diversity and Inclusion training is not a "check the box" training class. This class is intended to be engaging and interactive and allow for real conversations in a comfortable setting.

For those who are looking to improve on what they already have or for those who may realize that more work needs to be done, this class will serve as a great jumping off point.

## Topics:

- Why Diversity and Inclusion are Essential to a Workplace
- Unconscious Bias - Where We Learn it and Can We Unlearn it
- Collective Accountability
- Dispelling Assumptions and Stereotypes
- How to Take Action - Make a Commitment

Many companies are making this training mandatory.

You can be proactive in showing your employees your commitment to social responsibility.

*At San Diego Employers Association, we stand against racism and inequality.*

*We wholeheartedly believe that lasting change requires ongoing action and education in the important work around social justice.*

*We are committed to fostering an equitable and inclusive community that reflects and amplifies diverse voices and we know that statements alone don't bring about change.*



Kimberly Parker  
Business Owner, Consultant



Jennifer Jacobus, PHR, PHRca  
Director of HR Services



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# HARASSMENT PREVENTION TRAINING

EFFECTIVE JANUARY 1, 2019, SB 1343 EXPANDS THE MANDATE TO EMPLOYERS WITH FIVE OR MORE EMPLOYEES.

California law now requires businesses with 5 or more employees provide professional harassment prevention, discrimination, and retaliation training to all employees. SDEA offers this training which can be delivered in person or via webinar, and in Spanish.

SDEA offers a two-hour session for managers and a one-hour session for all other employees. Our classes address the differences between intent and impact; how to recognize and address bullying in the workplace and hostile work environment as well as personal liability and much more.

BULLYING  
DIVERSITY  
INCLUSION  
ANTI BIAS  
RETALIATION  
GENDER IDENTITY  
RACIAL PROFILING  
SEXUAL HARASSMENT



## PRICING

Harassment Prevention Training classes and webinars:  
Supervisors/Managers - 2 hour training  
Non Supervisors - 1 hour training

Member Cost  
\$49/person  
\$25/person

Non Member Cost  
\$79/person  
\$40/person

Harassment Prevention Training Onsite at your Company:  
Supervisors/Managers - 2 hour training  
Non Supervisors - 1 hour training

Member Cost  
\$1,149  
\$575

Non Member Cost  
\$1,599  
\$799

# HR ON LOAN

## LET SDEA TACKLE YOUR IMPORTANT HR PROJECTS!

You are busy running the day to day business, and while you know things like job descriptions and performance management programs are important, they always seem to get pushed to the back burner. That's where SDEA's HR Consultants come in. Our experienced HR professionals can complete your most arduous HR tasks, keeping your company culture, organizational objectives, mission and values in mind.

Ask our HR Consultants how we can help you get these checked off your list in 2021!

ONBOARDING  
JOB DESCRIPTIONS  
REFERENCE CHECKS  
TALENT ACQUISITION  
PERFORMANCE MANAGEMENT PLANS  
LEAVE OF ABSENCE ADMINISTRATION

