

Protect Yourself & Your Company

An Investment in NAE is an investment in YOUR Business!

NOW more than EVER, your Human Resources Department **MUST BE** up to date on Labor/Employee Relations and all new and pending Federal & Local Legislation. NAE has been providing assistance in all facets of Human Resources to members of all sizes and varieties of business for over 70 years!



MEMBERSHIP

- HR Hotline – unlimited access to speak with a live representative
- Legislative Updates
 - EFCA
 - FMLA
 - R.E.S.P.E.C.T. Act
 - Healthy Families Act
 - Working Families Flexibility Act
 - Employee Misclassification Prevention Act
 - ADA
 - Employment Non-Discrimination Act
- Employee Handbook
- Employment Applications
- Members Only Rates
 - Training Classes
 - Story Law Group
- No. NV Pay Survey
- No. NV Healthcare Survey
- No. NV Benefit & Personnel Practices Survey
- Policies & Procedures
- Job Descriptions
- Required Posters
- Monthly Newsletter
- HR Breaking News Alerts
- Reference Library
- Conference Rooms



TRAINING

HRCI Approved Classes

- HR Essentials
- Proper Record Retention
- FMLA
- Workplace Safety
- Discrimination & Harassment
- ADA
- Workers Compensation
- Interviewing Skills
- Employee Handbooks
- Communicating w/Hispanics
- Train the Trainer

Additional Training

Classes

- Teambuilding
- Resume Writing
- Coaching Tools
- Front Line Core Skills
- Legislative Insanity
- Staff Morale
- Spanish Skills
- The “GO” System
- Hispanic Supervisory Skills
- Career Serendipity
- Employee Relations
- Conflict Resolution
- Company Benefit Programs
- Delegating for Results
- Interpersonal Communication



CONSULTING

Unemployment Insurance Administration Program

- Claims Administration
- Appeals Hearings/Board of Review Hearings
- Charge Statement and Tax Rate Notice Audits
- Staff has decades of experience in UI

Employee Opinion Surveys

- Identify key organizational strengths & weaknesses
- Involve employees in continuous improvement
- Plan cost effective corrective and/or preventative actions
- Helps determine union vulnerability
- Confidential

HR Assist

- Includes initial consultation
- HR specialist assigned to your company
- Predetermined number of hours
- Compliance with state & federal regulations
- Recordkeeping
- Selection & Hiring
- Interviewing
- Policies & Procedures