

## PIA HUMAN RESOURCES MANAGEMENT SERVICE

**PROBLEM:** Today's printing manager is faced with a complex tangle of federal and state HR laws and issues. FMLA, ADA, sexual harassment, union organizing . . . the list goes on and on. How do we stay in compliance while maintaining a positive and productive workforce?

**SOLUTION:** Printing Industries Alliance Human Resource Management Services

Printing Industries Alliance has long been a recognized leader in the development and implementation of proactive human resource management programs tailored to the needs of its members. Services are specifically geared to non-union or unionized members of any size and emphasize effective management techniques proven to help member companies. And, should the need arise, the program is backed up by effective legal representation with years of experience in representing the interest of Printing Industries Alliance members.

HR Services are provided by PIA Staff, Ferrara, Fiorenza, Larrison, Barrett & Reitz, PC, an upstate NY labor law firm and the Delacroix Consulting Group, LLC. The following is an overview of the services offered by the Printing Industries Alliance Human Resources Management Service.

### ON CALL CONSULTANTS

Printing Industries Alliance members are assured that they always have access to labor relations counsel who will advise them on diversified matters such as the proper way to handle workforce discipline, how to comply with various equal opportunity law requirements, etc. Most simple phone conversations are provided at no cost beyond Association dues. Either through a toll free call to the Association office, or a direct call to Association Counsel, members can receive telephone consultations on the "nuts and bolts" issues that affect day-to-day human resource management. Printing Industries Alliance members have the benefit of a staff attorney, often at no charge above basic Association dues. If more involved assistance is required, or on-site consulting is needed, services will be offered at a discounted, member's only, hourly rate.

### COST EFFECTIVE LEGAL RESOURCES

Employment law matters faced by our members are often too complex to be resolved with a general telephone conference. Because of this, the Association makes available the services of legal counsel familiar with all aspects of employment law in the graphic arts industry. Our counsel will provide a full range of legal services at an hourly rate reduced from the law firm's traditional fee structure, for PIA members only.

### HUMAN RESOURCES CONSORTIUM

Your comprehensive "Human Resource Department" – a personnel management system available through Printing Industries Alliance and Delacroix Consulting Group. The Printing Industries Alliance HR Consortium is a turnkey HR package ready for implementation at your firm. Consortium participants receive a full package of products including a preliminary audit, development and implementation of appropriate policies, an employee handbook and appropriate training. The HR Consortium is ideal for companies who wish to add a professional HR presence without the expense of hiring the staff to do so. Additional fees are required for this service.

### HUMAN RESOURCE DOCUMENTS AND FORMS

These documents and forms can serve as the foundation for effective human resource policies and protocols. When coupled with available follow-up training and related services, the materials in this binder can tremendously enhance your company's human resource capabilities. They are provided to Printing Industries Alliance members at no cost, as a benefit of membership in PIA. Sample documents and forms are included in this binder to assist you in your hiring practices, performance appraisal, COBRA notification and in evaluating policies contained in your current employee handbook or forming the basis for a new handbook.

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## **ANNUAL HR CONFERENCE, WORKSHOPS AND ROUNDTABLES**

Printing Industries Alliance holds regular programs for owners, managers, HR managers and supervisors on a variety of topics. All programs are practical and hands-on. Printing Industries Alliance also holds an annual Human Resource Conference featuring nationally-recognized speakers on cutting-edge topics.

## **MEMBER COMMUNICATIONS**

Printing Industries Alliance members receive regular communication on cutting-edge industry topics through a variety of newsletters and bulletins including the *PIA Signature*, the *HR Management Review*, provided by Delacroix Consulting Group LLC, *e-Signature* (Printing Industries Alliance's electronic newsletter), National PIA's *The Magazine*.

## **PRINTING INDUSTRIES OF AMERICA'S HR DEPARTMENT**

Need to know what to do in case of disasters or emergencies? Can't figure out which state and federal employment laws affect your company? Then look no further; Printing Industries of America's HR Department is here to help you find industry specific solutions to your HR questions and issues. Services are provided by Jim Kyger, SPHR, Director of Federal Employment Compliance Assistance for Printing Industries of America.

## **UNITED INSURANCE COMPANY LIMITED**

Endorsed by Printing Industries Alliance, United Insurance Company's (UIC) Employment Related Practices Liability Insurance (ERPL) protects you against claims for wrongful discrimination, sexual harassment, wrongful termination and a myriad of other charges. ERPL covers you for defense costs, judgments, awards and settlements, including punitive damages. The ERPL program can be an important part of your overall business insurance package, protecting your company from a threat that is every bit as dangerous to your bottom line as fire or theft. UIC also offers Strike Insurance and Union Organizing Defense Insurance.

## **LENDING LIBRARY**

Printing Industries Alliance maintains an up-to-date library on the latest industry publications and also training videos on a wide variety of subjects. A list of available items is available on our website at [www.PIAAlliance.org](http://www.PIAAlliance.org).

## **NETWORKING**

Many of our members say the most important, yet most intangible, benefit of PIA membership, is the opportunity to meet, network and form relationships with other printers. Printing Industries Alliance provides an ongoing program of meetings, social events and committees that provide unlimited networking opportunities.

## **JOB BANK**

Printing Industries Alliance maintains active files of potential employees looking for work in the printing industry. Candidates range from press operators, prepress, bindery to management, estimators, etc. Often members can fill job openings without resorting to costly newspaper advertising. View resumes and post job openings at [www.PIAAlliance.org](http://www.PIAAlliance.org) at no charge. Click on "Find an Employee".

## **WAGE & SALARY SURVEY**

Printing Industries Alliance conducts periodic wage surveys. Published results are free to participants and are made available so your firm's wage and salary structure can be checked against the industry in this region.

## **MINI-SURVEYS**

Need some quick information on what a six-color press operator makes in your area or how printers handle a specific situation? Call Printing Industries Alliance! We can do a quick anonymous survey, either via phone or fax and get you the information you need, often within hours.

## **HOLIDAY SURVEYS**

Interested in what your competitors are doing for an upcoming holiday? Printing Industries Alliance conducts periodic surveys of holidays, which are published to participants.