



# HUMAN RESOURCES SOLUTIONS



**Affordable services to help you manage routine HR tasks.**

## HR Toolkit

Our affordable, easy-to-navigate toolkit is packed with customizable templates, guides, and checklists to simplify every stage of the employee lifecycle - from job postings and onboarding to performance reviews and employee handbooks.

- Elite Members - \$125
- VIP Members - \$175
- Premium Members - \$225
- Basic Members - \$275
- Starter Members - \$500

## Ask an Expert

Access our online Ask An Expert service at any time during your Premium, VIP and Elite membership and experience the benefit of having professional and trustworthy HR support for you and your business. Simply log in to submit your questions and receive a response via email.

**(800) 362-5461**  
**[sbam.org/hrsolutions](http://sbam.org/hrsolutions)**

## Employee Handbooks

Foster a clear and consistent communication channel between you and your employees and ensure everyone is aware of your company's values, code of conduct, and employment guidelines.

You can choose from the following resources depending on your budget and needs.

**SBAM HR Toolkit** - a customizable employee handbook template along with additional documents to support your company's onboarding and hiring process and procedures.

**Mavacy** - Our legal partner will create either a basic or advanced handbook including one-on-one consultation time and draft revision.

**American Society of Employers** - For an in-depth handbook, ASE will audit your organization's policies, identifying compliance and content weaknesses for correction and recommend a complete set of policy statements that clearly state your company's policies and procedures.

## Workplace Posters

Displaying a labor law poster is a legal requirement, ensuring that employees are aware of key information such as minimum wage laws, workplace safety guidelines, and discrimination policies. Failure to display these posters can lead to fines and legal consequences. SBAM Premium members receive the combined federal and state poster at 15% off. VIP and Elite members receive the poster for free

## Pre-Employment Screening

Make informed hiring decisions and mitigate potential risks by verifying the accuracy of applicants' credentials, assess their criminal history, and ensure a safer and more reliable workforce, contributing to the overall integrity and success of the business. Our partner, American Society of Employers provides thorough background checks and drug screening for your new hires.