



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

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

Within our toolkit is a very detailed, customizable employee handbook template that provides a framework for compliance, employee conduct, compensation, benefits, time off, workplace safety, technology use, remote work, and employment separation.

Visit sbam.org/hrtool for more information on how to purchase.

Mavacy

Our partner, Mavacy, can create a customized handbook and offer two options; Basic or Advanced.

\$750 Basic Handbook

- 30-minute consultation with client
- Review of client's Handbook
- Draft Handbook
- 30-minute review call with client regarding Handbook
- Up to 1 revised draft provided, as needed

\$2,250 Advanced Handbook

- 60-minute consultation with client
- Review of client's Handbook
- Draft Handbook
- 60-minute review call with client regarding Handbook
- Up to 1 revised draft provided, as needed

Visit sbam.org/legal for more information and be connected with Mavacy.

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.

Visit sbam.org/ase for more information and be connected with ASE.

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 VIP and Elite members receive a laminated combined federal and state poster for free. Premium level members receive a 20% discount.

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.