



EASC Workshop Registration Form

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HUMAN RESOURCES POLICIES AND EMPLOYEE HANDBOOKS

Dates: March 2, 2017 and September 27, 2017

Fee: EASC members - \$195.00 per person • Non-members - \$235.00 per person

Target Audience: HR professionals and other managers with responsibility for developing and applying company policies and practices.

CLASS OVERVIEW: Do you find yourself struggling to remember “how we did it the last time” when faced with a sticky employee discipline problem? Managing company HR policies and practices can be difficult and legally risky when trying to do it by memory. State and federal employment laws require accurate interpretation as well as equal and consistent application. Well-written employee handbooks serve as a guide to employees about the company’s work rules; about the company’s culture and management philosophy; and about the company’s pay practices and fringe benefits. Most employees have a desire to follow company rules to the best of their ability – if they only knew what the rules are. All employees, especially new employees, have a need to know what the company’s expectations of them are.

After completing, fax to: 803.783.3216

COMPANY: _____

MAILING ADDRESS: _____ CITY, STATE, ZIP: _____

PHONE: _____ E-mail: _____

NAME _____ NAME _____

PAYMENT INFORMATION OUR FEDERAL ID: 57-0845061

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This course is available as an in-house program conducted on your site. An in-house program gives you the ability to customize and combine any of our courses to fit your needs. The end result is training that is strictly tailored to meet your requirements.

