



HR Solutions at Your Fingertips

Greater Rochester Chamber members at all levels enjoy access to the Mineral HR Compliance portal at no additional cost which includes a salary tool, job description builder, federal plus one state employee handbook builder, Q&A and more.

For employers looking for affordable NYS harassment prevention training, the following upgrade option is available:

- **LEARN/All courses** - learning management system includes a sexual harassment prevention course for managers and employees for NYS and other states as well, plus many courses on customer service, safety, diversity, and more.

For employers looking for more tools, the People Risk Management package fills a critical need for businesses of all sizes, helping them build and maintain a strong culture, drive employee engagement and performance, and mitigate the people-related compliance risks that exist in every organization. Resources available in this upgrade package include:

- **LIVE** - senior SPHR and PHR certified advisors provide trustworthy guidance to help resolve challenging employee situations and compliance issues. (*similar to Greater Rochester Chamber HR Helpline*)
- **LEARN** - as referenced above, this learning management system has a wide variety of courses on topics that ensure compliance, improve safety, foster professional development, and improve employee engagement.
- **BENEFITS DOCUMENT CREATOR** - a simplified solution for the creation and ongoing maintenance of ERISA compliant Wrap, SPD, and POP documents, including policy update alerts and digital signature functionality.
- **LIVING HANDBOOK PLUS** - a multi-state compliant handbook builder that can be customized, delivers policy update alerts as laws change, provides electronic delivery and signature tracking, and one-click Spanish translation.

Questions? Contact Kathy Richmond at (585) 256-4618 or Kathy.Richmond@GreaterRochesterChamber.com.

Please complete the information below and return to [Kathy](mailto:Kathy.Richmond@GreaterRochesterChamber.com). All agreements start on the 1st of the month.

1. Main contact:

Name _____ Title _____
 Company _____ Phone _____
 Address _____ Email _____
 City, St, Zip _____ NYS County _____

2. Order Information: *(invoices will sent in advance of the upcoming month/quarter based on current headcount)*

Check one	Services	Total # of Emps	Cost per emp. per month*	Monthly Cost	Quarterly Cost
<input type="checkbox"/>	LEARN All Courses incl. NYS Harassment Prevention		\$1.00		
<input type="checkbox"/>	People Risk Management – full package		\$2.75		
				Subtotal:	
Agreement start date: _____				NYS Sales Tax (based on point of origin):	
Agreement end date: _____				Total:	

* partial months charged as full month. Employee adds/terminations will be adjusted in the next quarter's invoice.

3. Billing preference: Monthly Quarterly *(companies with less than 200 emps will be billed quarterly)*

Billing email, if different from main contact: _____

I agree to a one-year subscription for the service selected above. I understand I am responsible for payment even if I cease using the service. If I cancel my chamber membership, I will lose access to these services at the above pricing.

Signature: _____ Date: _____