

# Order Form (A written Purchase Order is acceptable in place of this order form.)

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Company \_\_\_\_\_ County \_\_\_\_\_  
 Address (No P.O. Box) \_\_\_\_\_  
 E-mail \_\_\_\_\_

Publication	Corporate and Partner Members	Business Builder Members	Basic & Future Members	Total
Custom Cut Annual Wage & Salary Survey (local) <i>(for participants and purchasers of full survey only)</i>	\$125	not available	not available	
Health & Human Services Annual Wage Survey (local)	\$245	\$395	\$500	
Manufacturing Annual Wage & Salary Survey (local)	\$245	\$395	\$500	
Nonexempt Annual Wage & Salary Survey (local)	\$245	\$395	\$500	
Professional / Managerial Annual Salary Survey (local)	\$245	\$395	\$500	
Policies and Benefits Survey (local and national)	\$350	\$550	\$790	
National Executive Compensation Survey <i>(includes Rochester line of data where applicable)</i>	\$350	\$550	\$790	
Health Benefits Survey	\$50	\$75	\$100	
Employer's Guide to New York State Labor Law	No charge - PDF Hard copy - \$10 Update; \$25 Complete Guide	No charge - PDF Hard copy - \$10 Update; \$25 Complete Guide	\$30 Annual Update \$145 Full Guide	

Note: All surveys sent in PDF format. Hard copy available upon request.

**Payment Method (choose one):**

Enclosed is a check in the amount of \$ \_\_\_\_\_ payable to *Greater Rochester Chamber of Commerce.*

Please invoice PO# \_\_\_\_\_

Credit Card: \_\_ Amex \_\_ Discover \_\_ Visa \_\_ MasterCard

\*Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security code \_\_\_\_\_

Print Name \_\_\_\_\_  
*(as it appears on credit card)*

Signature \_\_\_\_\_

CC Billing Address \_\_\_\_\_

**\*\*Shipping & handling waived for PDF orders.**

Shipping & Handling**	+ \$6.95
Publication Subtotal	
NYS Sales Tax (based on point of delivery)	
Total Amount Due	

Basic and future member orders are shipped upon payment.

**Mail completed form to:**  
 Greater Rochester Chamber of Commerce  
 Attention: Jennifer Suppé or Kathy Richmond  
 150 State Street, Suite 400,  
 Rochester, NY 14614-1308  
**or Fax to:** (585) 244-4864, **or Email:**  
[Jennifer.Suppe@GreaterRochesterChamber.com](mailto:Jennifer.Suppe@GreaterRochesterChamber.com)  
[Kathy.Richmond@GreaterRochesterChamber.com](mailto:Kathy.Richmond@GreaterRochesterChamber.com)

\*for security, please fax credit card orders or email form without credit card info (check CC box) and we will call to get it

## HR Services Contacts

**Kathy Richmond** ..... 585-256-4618  
 Sr. Director, Human Resource Services  
[Kathy.Richmond@GreaterRochesterChamber.com](mailto:Kathy.Richmond@GreaterRochesterChamber.com)

- ❖ HR Helpline
- ❖ Surveys and Research Reports
- ❖ Senior HR Executive Forums
- ❖ GovDocs Discounted Labor Law Posters
- ❖ ThinkHR Comply
- ❖ Consulting Referrals
- ❖ Custom Wage, Benefits, EOS Surveys
- ❖ Safety Solutions Guide

**Jennifer Suppé, PHR, MSHRD ... 585-256-4608**  
 Sr. HR Services Specialist  
[Jennifer.Suppe@GreaterRochesterChamber.com](mailto:Jennifer.Suppe@GreaterRochesterChamber.com)

- ❖ HR Helpline
- ❖ Surveys and Research Reports
- ❖ Employer's Guide to NY State Labor Laws
- ❖ Benefits and HR Professional Forums

## Other Department Contacts

**Burt Parks** ..... 585-256-4639  
 Sr. Director of Business Services  
[Burt.Parks@GreaterRochesterChamber.com](mailto:Burt.Parks@GreaterRochesterChamber.com)

- ❖ Temporary and Direct Hire Placement
- ❖ Payrolling
- ❖ Business and Employee Insurance

**Dominic Oliveri** ..... 585-256-4628  
 Manager, Background and Reference Checking  
[Dominic.Oliveri@GreaterRochesterChamber.com](mailto:Dominic.Oliveri@GreaterRochesterChamber.com)

- ❖ Background and Reference Checks

**Kevin Donahue** ..... 585-256-4651  
 Director of Membership  
[Kevin.Donahue@GreaterRochesterChamber.com](mailto:Kevin.Donahue@GreaterRochesterChamber.com)

- ❖ Member Recruitment and Retention
- ❖ Membership Upgrades

Rev. 1/31/19



# Human Resource Services

[www.GreaterRochesterChamber.com](http://www.GreaterRochesterChamber.com)

Greater Rochester Chamber of Commerce conducts the most comprehensive annual HR benchmarking surveys available in the Rochester area. Only Corporate and Partner members may participate in these valuable surveys and those that do receive free results as a benefit of membership. Members are also eligible to schedule a time to come in and view the local surveys (both Corporate and Partner members) and national surveys (viewing only available to Partner members).

## SURVEYS - LOCAL

Local compensation surveys include:

- ❖ **Professional/Managerial:** Over 120 positions for finance, HR, engineering, IT, marketing, purchasing, legal, sales, etc.
- ❖ **Nonexempt:** Close to 95 office/clerical, finance, maintenance, technical and warehouse positions.
- ❖ **Manufacturing:** Over 40 (industry specific) positions including assemblers, skilled trades and machine operators.
- ❖ **Health and Human Services:** More than 50 (industry specific) nonexempt and exempt positions.

**Research Reports** published annually include:

- Health Benefits Survey
- Holiday Closing Report
- Turnover/Absenteeism Survey
- Pay Trends Survey (merit increases, etc.)

## SURVEYS - NATIONAL

Rochester Chamber, in conjunction with employers' associations nationwide, conducts surveys to provide employers with a national benchmark.

- ❖ **National Executive Compensation Survey:** Results include wage and benefits data for 47 key executives and various breakouts, including Rochester data.
- ❖ **Policies & Benefits Survey:** A comprehensive biennial survey of human resource policies and benefits, which includes both national and Rochester data on more than 300 questions.

## SURVEYS - CUSTOMIZED

**Custom Surveys:** Using our extensive survey experience, we will design and conduct custom wage, benefit, and employee opinion surveys to meet your needs.

**Custom Data Cuts:** Gather more specific data using custom cuts. Members choose the companies they want from the list of participants for the survey(s) of interest. All jobs are included. Custom cuts are in the same format and design as the Annual Wage & Salary Surveys.

## PUBLICATIONS

**Employer's Guide to New York State Labor Laws** is provided in PDF format to Business Builder, Corporate and Partner members as a benefit of membership each April. The Guide is updated annually by Nixon Peabody LLP and covers any changes in NYS labor laws from the previous legislative year. It provides information on the most commonly asked labor law questions in an easy-to-read format including:

- ❖ More than 120 pages of essential information.
- ❖ Complete table of contents and detailed index for quick reference.
- ❖ Clear and concise explanations of each law, including compliance requirements and penalties.
- ❖ Contact information for the government department or agency that regulates each law.
- ❖ Reference table outlining employer posting requirements under New York State Law.

**Safety Solutions Guide** is available for purchase and contains the tools and information needed to educate your workforce and manage your daily safety processes including- guidance, best practices, procedures, training outlines, and more. *(call Kathy for a preview guide)*

**Labor Law Posters** are available through GovDocs. Members at **all tiers** of Rochester Chamber membership receive a 10% discount on labor law posters and other items purchased. *(call Kathy or Jennifer for code)*

## FORUMS/WORKSHOPS/SEMINARS

❖ **Senior Human Resource Executive Forums:** These forums join you with your counterparts from local organizations of similar employment size, allowing you to share concerns and solutions to human resource problems and discuss critical topics that affect the success of your company.

❖ **Benefits Forum:** This forum provides experienced benefits professionals with the opportunity to benchmark and network on benefit trends and issues.

❖ **HR Professional Forum:** This forum provides mid-level human resource professionals the opportunity to benchmark and network with each other on a variety of HR topics.

\* *Forums open to Corporate & Partner members only*

❖ **Friday HR Briefings:** These complimentary meetings are open to **all tiers** of membership and feature presentations from HR consultants or attorneys, who provide information on timely human resource issues. Members have an opportunity to network with one another before and after the meetings, and learn about topics critical to employer success.

❖ **Workshops:** When topics arise that need to be addressed in more detail than what is covered in the Friday HR Briefings, Rochester Chamber hosts workshops and seminars with guest speakers, consultants, or/and attorneys, to help members get a better grasp of a topic. Examples include the HR Management Series, Minimum Wage Pay Equity, NYS Paid Family Leave, Creating and Updating Pay Structures, Effective Use of Wage Surveys, and more.

Register online for events and seminars at:  
[www.GreaterRochesterChamber.com](http://www.GreaterRochesterChamber.com)

## CONSULTING

For those services we are unable to provide in-house, our network of experienced consulting professionals is ready, willing, and able to help provide solutions to your business challenges. Areas of expertise include, but are not limited to handbook review, HR audit, affirmative action plans, compensation analysis/structures, job descriptions/evaluations, and more.

## THINKHR WORKPLACE/COMPLY

ThinkHR Workplace/Comply is an online HR knowledge solution provided at no cost to **all tiers** of Rochester Chamber membership. It includes Q&As on thousands of trending HR questions, a federal employee handbook builder, tools for salary benchmarking and cost of living comparisons, performance reviews and job descriptions, plus hundreds of downloadable sample notices, forms, policies, and checklists.

## MEMBER HR HELPLINE

Member assistance is only a phone call or e-mail away. Each year, the Rochester Chamber's Human Resource Services department responds to more than 1,300 requests for information and questions on a variety of topics such as state and federal employment law (i.e. ADA, FMLA, FLSA), employee issues, and also benchmarking on compensation and benefits issues. Corporate and Partner members have unlimited access while Business Builder members receive 4 topic calls/emails per year, and Basic members receive 1 topic call/email, all as a benefit of membership.

For information on other Rochester Chamber benefits of membership, or to upgrade your current membership, please contact Kevin Donahue at [kevin.donahue@greaterrochesterchamber.com](mailto:kevin.donahue@greaterrochesterchamber.com) or call (585) 256-4651.