



Eastern Contractors
Association, Inc.



Northeastern Subcontractors
Association



Associated General Contractors
of New York State

NESCA/ECA/AGC JOINT EDUCATIONAL PROGRAM

“Fundamentals of Employee Handbooks”

DATE: Tuesday, September 14, 2021

TIME: 8:30 - 10:00 a.m.

PLACE: Building Industry Center, 6 Airline Drive, Albany, New York

COST: \$30 per person for Members of NESCA, AGC-NYS or ECA
\$50 per person for Non-Members

INSTRUCTOR: Rose Miller, President – Pinnacle Human Resources, LLC

PAYABLE TO NORTHEASTERN SUBCONTRACTORS ASSOCIATION, INC.

With all of the new employment law that has recently been enacted in New York (i.e. paid family leave, paid sick leave, the HERO Act and other new laws), many employers are reviewing and updating their employee handbooks, and those who do not have an employee handbook are taking a fresh look at whether they should have one. This seminar will focus on the fundamentals of employee handbooks including what should and should not be included in an employee handbook. Specific areas to be covered include:

- The purpose of an employee-facing handbook
- Elements of a well-drafted employee handbook
- Key topics
- Recommended policies
- Avoiding legal “landmines”
- Your company message
- Use of disclaimers
- Legal compliance
- Optional policies
- Reviewing and updating

ABOUT THE INSTRUCTOR – Rose Miller is president of Pinnacle Human Resources, LLC, a New York State and nationally-certified Women Owned Business Enterprise with locations in Albany, Saratoga Springs and Syracuse. Rose has been an HR professional for more than 20 years. She writes a monthly column “Work Matters” for the Albany Times Union and has a social media podcast series called “The Thorn in Rose’s Side.” Rose sits on the board of Capital Region Chamber, Northern Rivers and American Red Cross. She is a frequently requested speaker and HR thought leader. She and her team of 30 HR experts provide HR solutions to businesses of every size. They offer outsourced HR support, handbooks, HR audits, talent acquisition, compensation analysis and training. One of their fastest growing divisions is their Leave of Absence Management service. Pinnacle HR is highly recommended by insurance agents, payroll providers, CPAs and attorneys.

6 Airline Drive * Albany, New York 12205

AGC-NYS: 518-456-1134

ECA: 518-869-0961

NESCA: 518-869-9800

REGISTRATION FORM

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Name(s) _____

Company _____

Address _____

Telephone No. _____ Fax No. _____

Email Address: _____

- Check is enclosed (payable to NESCA)
 Please charge my credit card (circle one): Visa, MC, Amex

Card # _____ Security Code _____

Name of Cardholder _____ Exp. Date _____

Billing Address _____

Total Charge Amount \$ _____ Signature _____

Membership Affiliation (please circle)

ECA

AGC-NYS

NESCA

NON-MEMBER

Mail registration form with check to:

Northeastern Subcontractors Association, Inc.
6 Airline Drive
Albany, New York 12205

Or

Fax No. 518-869-5342
Email: info@nescas.org

NO REFUNDS FOR CANCELLATIONS MADE AFTER 12:00 NOON
SEPTEMBER 13, 2021