

Contact the HR Service Center for help with these services:

- HR management audits
- Wage and salary program reviews
- Benefits reviews
- Affirmative action review and preparation
- Workforce development planning, employee surveys and testing
- Custom-designed health and safety programs
- MIOSHA and OSHA compliance assistance
- Labor relations services
- HR training and development assistance
- Workers' compensation fraud prevention
- Employment law (ADA, FMLA, COBRA, EEOC, etc.) assistance
- Consultation on how to avoid employee lawsuits
- Employee handbook review
- **And much more**

Why struggle with HR issues when your MMA membership offers access to specialized, professional assistance?

Contact

HR Information LineSM
and
HR Service CenterSM

Call the MMA H.R. Help Line weekdays from 9:00 a.m. to 5:00 p.m., or leave a message on the automated response system during non-working hours.

800-676-9077

Calls are generally returned within 24 hours.

For faster response, and to avoid "phone tag," e-mail
Graham & Associates:
Industrial Relations
Specialists, Inc.

graham-irs@att.net

Human resources questions?

Get competent answers fast

HR Information LineSM
and
HR Service CenterSM



Keeping up with the constantly changing legal requirements placed on industry can be time-consuming and frustrating.

To enhance manufacturers' ability to effectively manage human resource issues, the Michigan Manufacturers Association (MMA) offers two unique services.

Have a general HR question?

Use the **HR Information Line**.SM

An e-mail or a toll-free call links MMA members with the trained professionals of Graham & Associates: Industrial Relations Specialists, Inc. Graham & Associates' staff have more than 45 years of combined experience in the areas of industrial relations and employment law and will answer your general human resources questions free-of-charge.



E-mail graham-irs@att.net any time or call 800-676-9077. Calls are answered from 9:00a.m. to 5:00p.m. weekdays. During non-business hours an automated response system will take your message. Graham & Associates staff generally respond to inquiries within 24 hours.

Need more in-depth assistance?

For those questions requiring additional expertise, research or resources, the **HR Service Center**SM can help.

By making one call, manufacturers have access to a network of experts throughout Michigan who provide a wide range of services. MMA members receive up to 30 percent off fees for services provided by the HR Service Center.

See the side panel of this brochure for a partial listing of the services available.



graham-irs@att.net

800-676-9077

The HR information Line and the HR Service Center are benefits of membership in the Michigan Manufacturers Association (MMA). MMA is not responsible for any claims pertaining to information or assistance offered by service providers through the HR Information Line or HR Service Center.

What MMA members are saying about the HR Information Line and HR Service Center...

"Graham & Associates have helped us a great deal, counseling us through company growth and several difficult human resources issues. The firm's representatives have been responsive and accessible, and I'm very confident in their expertise."

—Linda Schneider, Office Manager
Products & Tooling Technologies, Inc., Fraser

"We've used Graham & Associates for several services from conducting hiring interviews and background checks to updating our employee handbook to assisting us with investigations of alleged workplace injuries.

We're a small company and each of us wears many hats so Graham & Associate's services save us time. We can make a phone call or send an e-mail and get an issue resolved in a few minutes — and the MMA discount saves us money. Not two weeks go by when we don't call on the services of Graham & Associates."

—Gary Rose, Director of Manufacturing
Precision Hardware, Inc., Romulus

"Our company is very pleased with the HR services provided by Graham & Associates. The firm's staff assisted in the preparation and revision of our personnel handbook, helped us completely update job descriptions, tested job applicants, provided valuable compensation information and successfully completed two executive searches for us."

—Larry C. Musser, President
The ASU Group, Okemos