



Customized Human Resources Compliance Manual & CD

Have you ever wondered if it were ever possible to stay on top of the numerous Cal/OSHA and Human Resource requirements? The FELS Human Resources Compliance Manual can help. In a single 3-ring binder FELS has compiled the basic, required HR procedures and Cal/OSHA programs. The manual includes:

- Cal/OSHA Recordkeeping
- Discharge/Layoff of Employment
- Emergency and Fire Prevention Plan
- Employee Handbook
- Employment Forms
- Early Return to Work
- Farm Labor Contractor
- First-aid Materials Approval Form
- Hazard Communication Program
- Housing
- Injury & Illness Prevention Program
- Lockout/Blockout Program
- Pesticide Hazard Communication
- New Employee Orientation
- Respiratory Protection
- Safety Inspection Survey Forms
- Safety Training Records
- Safety Sheets
- Training and Instruction Records
- Workers' Compensation Insurance

Also, included with the manual is a Compact Disk (CD) containing the forms and safety materials referenced in the HR Compliance manual.

As an added bonus, the HR Compliance Manual is **customized to your company**. When you order the manual you tell FELS your site specific information which is merged into the HR Compliance Manual. For example, the Employee Handbook will contain your payroll period and payday. The Respiratory Program will include your physician's name.

To order your Customized HR Compliance Manual fill out the Data Sheet on the **reverse side** and the order form below.

Order Form

(Please complete the Data Information Sheet on reverse side and send with order)

<u>ITEM ORDERED</u>	<u>Number Ordered</u>	<u>SUB TOTAL</u>	<u>METHOD OF PAYMENT</u>
<input type="checkbox"/> 409E.MNL - Customized HR Compliance Manual	\$325.00	\$ _____	<input type="checkbox"/> Check# _____ <input type="checkbox"/> VISA, <input type="checkbox"/> MasterCard Credit Card No. _____ Name on CC: _____ Card Expiration Date: ____ / ____ Signature: _____ Date: ____ / ____ / ____
<input type="checkbox"/> Updated HR Compliance Manual, PDF version . . .	\$100.00	\$ _____	
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	FELS Discount ¹	\$ _____	
	Handling ²	\$ _____	
	Taxable Subtotal ³	\$ _____	
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¹FELS subscribers deduct 20% of subtotal
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Data Information Sheet

In order to customize the HR Compliance Manual to your company, please complete the form below. After completing the form, please mail or fax the form to us with your payment. We will merge your site specific information into the HR Compliance Manual and return it to you.

If you have any questions please call FELS at (800) 753-9073.

HR Compliance Manual Information Data Form

Company Name:	
Full Name:	
Address:	
City; State, Zip code:	
IIPP Administrator*:	
Type of Operation (Dairy, Tree Crops, etc.):	
Location of Safety Programs:	
Hazard Communication Administrator*:	
MSDS Location:	
Pesticide Administrator*:	
Respirator Administrator*:	
Company's Physician (Respiratory review):	
Lockout/Tagout Administrator*:	
Emergency and Fire Administrator*	
Company Provides a Group Health Plan:	<input type="checkbox"/> Yes; <input type="checkbox"/> No
Work site location(s): (counties or describe geographic area)	
Workweek begins on (day) at (time):	Day: _____ Time: _____
Pay period (weekly, biweekly, etc.)	<input type="checkbox"/> Daily; <input type="checkbox"/> Weekly; <input type="checkbox"/> Biweekly; <input type="checkbox"/> Semimonthly
Payday (day of week):	
Family & Medical Leave Act, California Family Rights Act, and Pregnancy-Disability Leave Coverage: (Check one box)	#1. <input type="checkbox"/> Fewer than 5 Employees* #2. <input type="checkbox"/> 5 - 49 Employees* #3. <input type="checkbox"/> 50 or more Employees* (*Employed in 20 or more weeks in the current or prior calendar year)

(*Note: See http://www.fels.net/Data/Catalog/HR-Manual_Administrators_Descriptions.pdf Program Administrator's Descriptions)