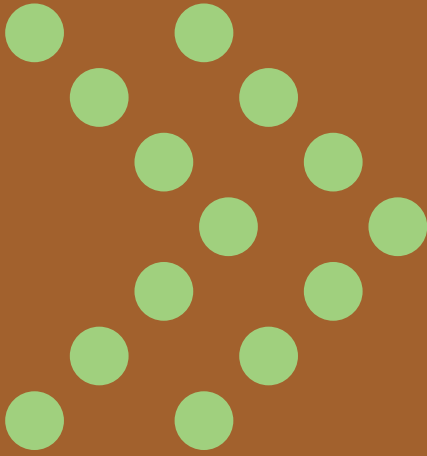


If you have HR questions
we have the answers.



HR Hotline

Confidently address Human Resource issues knowing
you can call someone who has the answers.



**With HR Hotline, you get
2 hours of HR assistance
monthly via telephone
or email.**

As a client of EPIC
this service is available to
you at no cost.

powered by
thinkHR
corporation

Do you have HR questions?

With ThinkHR's HR Hotline, you'll have access to our team of HR professionals, ready to provide you with practical advice and information you need to do what's best for your company.

- Address your HR issues while they're small and manageable
- Improve credibility and impact your business immediately
- Save time and help avoid unnecessary legal fees

provided by



EDGEWOOD PARTNERS
Insurance Center

What we do to help.

When you sign-up for HR Hotline, you'll be able to call or email us with your HR questions. We can provide answers for a variety of situations:

- What is required by federal and local laws
- What you should do to be sure you are in compliance
- General Recommendations for Best Practices for HR administration, e.g., Termination Checklist
- Sample language for standard HR forms and communications

Topics Include:

- Recruitment & Hiring
- Time Off & Leave Administration
- Benefits
- Performance Management
- Termination
- Compensation
- Wage & Hour Law
- FLSA
- Discrimination & Harassment
- Work Place Safety
- Workers Compensation
- Policy & Procedures
- Privacy

What's not included:

- Administrative assistance, such as drafting correspondence or reviewing employee files
- Specific recommendations on how to resolve employee relation issues
- Strategic consulting, such as developing compensation strategies

How do I sign up?

There are 2 ways to use HR Hotline. As soon as you are registered you can begin using services. To get started or to submit an issue or question.

1 Call **877-225-1101**

- or -

2. Visit

<http://edgewoodins.thinkhrhotline.com>

- Click on *register now* link
- Complete the registration form
- Choose *Sponsored by my employee benefits broker* for your payment option and provide the following invitation code: **epi308**

Terms of Service

ThinkHR provides up to 2 hours per month of HR assistance delivered over the phone or by email through the www.thinkhrhotline.com website.

Assistance will be general in nature and does not include customized, or modified work product.

Note: Many HR issues fall outside of the scope of the ThinkHR Hotline. With mutual agreement, ThinkHR may be available under separate contract for on-site assistance at the rate of \$175 per hour (plus travel and expenses).

ThinkHR reserves the right to cancel immediately if the client is engaged in illegal, immoral or unsafe business practices. Upon the effective date of termination, all additional outstanding invoices for services must be paid within 7 days. ThinkHR will not, during or subsequent to the term of this Agreement, use or disclose to unauthorized parties the Client's Confidential Information other than the performance of the Services on behalf of the Client.

Decisions made by you, the client, based on information provided by ThinkHR, HR projects outside of our work product, or actions taken by you are entirely your responsibility.

Client agrees to indemnify ThinkHR from any and all, alleged or actual, costs or damages, including reasonable attorney's fees or any other expenses

HR Hotline is available Monday - Friday, 9:00 a.m. to 5:00 p.m., PST, and is staffed by a team of HR professionals.