

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 _____

Hard copy or PDF?	Publication	Corporate and Partner Members	Business Builder and Non-members	Total
	Custom Cut Annual Wage & Salary Survey (local) <i>(for participants and purchasers of full survey only)</i>	\$195	not available	
	Health Care Annual Wage & Salary Survey (local)	\$245	\$500	
	Manufacturing Annual Wage & Salary Survey (local)	\$245	\$500	
	Nonexempt Annual Wage & Salary Survey (local)	\$245	\$500	
	Professional / Managerial Annual Salary Survey (local)	\$245	\$500	
	National Executive Compensation Survey <i>(now includes Rochester data breakout)</i>	\$325	\$550	
	National IT & Engineering Compensation Survey	call for pricing	call for pricing	
	National Wage and Salary Survey	call for pricing	call for pricing	
	Policies and Benefits Survey (local and national)	\$325	\$550	
	Employer's Guide to New York State Labor Law (Member pricing applies to Business Builder as well)	No charge - Electronic Hard copy - \$10 Update; \$25 Complete Guide	Nonmembers only: \$30 Annual Update \$145 Complete Guide	
		Shipping & Handling**		+ \$6.95
		Publication Subtotal		
		NYS Sales Tax (based on point of delivery in NY)		
		Total Amount Due		

Payment Method (choose one):

Enclosed is a check in the amount of \$ _____ payable to *Rochester Business Alliance*.

Please invoice PO# _____

Credit Card: (please circle) Visa MasterCard

Credit Card # _____

Print Name _____

(as it appears on credit card)

Signature _____

Expiration Date _____ Security code _____

Billing Address _____
(if different than above)

*Non-member orders are shipped upon receipt of payment.
**Shipping & handling waived for PDF orders.*

Mail completed form to:
Rochester Business Alliance
Attention: Kathy Novak
150 State Street, Suite 400
Rochester, NY 14614-1308

Or fax to: (585) 244-4864

HR Services Contacts

Kathy Novak 585-256-4618

Director, Human Resource Services

Kathy.Novak@RBAAlliance.com

- ❖ HR Helpline
- ❖ Surveys and research reports
- ❖ Consulting and custom surveys
- ❖ Safety and Health Procedures Manual
- ❖ Senior Human Resource Executive Forums

Jennifer Suppé 585-256-4608

HR Services Specialist

Jennifer.Suppe@RBAAlliance.com

- ❖ HR Helpline
- ❖ Surveys and research reports
- ❖ Employer's Guide to NY State Labor Laws
- ❖ Benefits, HR Professional, and Employee Relations Forums
- ❖ Emergency Closing Service

Other Department Contacts

Barbara Cutrona 585-256-4642

VP, Operations

barb.cutrona@RBAAlliance.com

- ❖ Seminars and Custom Training
- ❖ Temporary and Contract Staffing
- ❖ Payroll Services
- ❖ Background and Reference Checking
- ❖ Professional Placement
- ❖ Exit Interviewing

Chris Wiest 585-256-4626

VP, Public Policy & Advocacy

chris.wiest@RBAAlliance.com

- ❖ Government Relations
- ❖ Public Policy/Community Affairs

Kevin Donahue 585-256-4651

Director, Membership & Business Development

kevin.donahue@RBAAlliance.com

- ❖ Member Recruitment and Retention
- ❖ Membership Upgrades



Human Resource Services

www.RochesterBusinessAlliance.com

SURVEYS - LOCAL

Rochester Business Alliance conducts the most comprehensive benchmarking surveys available in the Rochester area. Corporate and Partner members that participate receive the results for free.

Compensation surveys conducted annually include:

- ❖ **Professional/Managerial:** Over 95 finance, HR, engineering, IT, legal and other positions.
- ❖ **Nonexempt:** More than 70 office/clerical, finance, maintenance, and warehouse positions.
- ❖ **Manufacturing:** More than 30 (industry specific) hourly positions.
- ❖ **Health Care:** More than 60 (industry specific) nonexempt and exempt positions.

Research Reports published annually include:

- Health Benefits Survey
- Holiday Closing Report
- Turnover/Absenteeism Survey
- Pay Trends Survey

Mini-Surveys: Hot topics are surveyed periodically. Past topics include: Flexible Schedules, Cost Savings Strategies, Vacation Policies, Tuition Assistance, etc.

SURVEYS - NATIONAL

Rochester Business Alliance, in conjunction with other employers' associations nationwide, conducts surveys to provide local 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 personnel policies and benefits, which includes data from more than 390 questions.
- ❖ **National Wage & Salary:** This annual benchmark survey provides wage and salary information for 61 major metro/regional areas across the country.

SURVEYS - CUSTOMIZED

Custom Surveys: Rochester Business Alliance can put its extensive survey experience to work for you by designing and conducting customized wage, benefit, opinion and issue surveys. RBA has completed custom survey work for Kodak, Paychex, Sentry Group, ExxonMobil and the United Way, just to name a few.

Custom Data Cuts: For precise benchmarking, wage survey participants can select specific companies to be represented in this report for a nominal fee. This survey has the same format and design as the Annual Wage & Salary Survey.

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 answers 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 includes all the tools and assistance needed to inform and educate your workforce as well as manage and improve your daily safety processes - guidance, best practices, procedures, training outlines, and more.

CONSULTING

Rochester Business Alliance offers a comprehensive array of business solutions tailored to address specific short and long-term business needs of members. Our network of experienced and talented 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
- ❖ Employee Opinion Surveys
- ❖ Affirmative Action Plans
- ❖ Compensation Analysis
- ❖ Job Descriptions/Evaluations
- ❖ Employee Benefit Statements

MEMBER HELPLINE

Member assistance is only a phone call or e-mail away. Each year, the Rochester Business Alliance Human Resource Services department responds to more than 1,200 requests for information and questions on a variety of topics such as employment law (i.e. ADA, FMLA, FLSA) and benchmarking on compensation and benefits issues. Staff members are able to draw upon a variety of resources, including sample policies shared by members, job description resources, the Internet, and knowledgeable experts in the field, to provide researched responses to member inquiries. Corporate and Partner members have unlimited access while Business Builder members can make up to 4 calls per year as a benefit of membership.

MEMBER RESOURCE CENTER

Our resource center contains a large collection of human resource materials. Employee handbooks, sample policies, job descriptions, periodicals, texts and files on numerous topics are a few of the resources available for members' use on-site.

HR 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 one another on a variety of human resource topics.

❖ **Employee Relations Forum:** Provides HR professionals with an opportunity to discuss employee relations situations and solutions with their peers.

❖ **Friday Business Briefings:** These meetings feature speakers, from consultants to attorneys, providing information on timely human resource and business issues. Members have an opportunity to network and discuss critical topics in a group setting.

❖ **Workshops:** When topics arise that need to be addressed in more detail, RBA hosts workshops with guest speakers, consultants, or attorneys, to help members get a better grasp of a topic. Past topics include: FLSA, FMLA, HIPAA and Medicare Part D.

❖ **HR Management Seminar Series**

Basic: This series prepares HR professionals on the basic roles and responsibilities of the HR function in order to strengthen and expand their knowledge of this field.

Advanced: This advanced series for HR professionals has an emphasis on practicing and applying concepts, tools, and techniques used in the HR function.

Register online at www.RochesterBusinessAlliance.com.