

HAVE HR QUESTIONS?

We have answers!

Call the no-cost NOVAworks Human Resource (HR) Hotline to get advice on the proper way to handle employee concerns before they become painful!



Call your **FREE** HR Hotline
888.642.0084

Hotline Hours: Monday - Friday, 8 a.m. - 5 p.m.

HR experts provide guidance on:

- ◆ Hiring and firing processes
- ◆ Paid sick leave and FMLA
- ◆ Breaks, lunches, and overtime
- ◆ Employee handbooks
- ◆ Harassment prevention
- ◆ Remote workers

NOVAworks is providing this complimentary service to support our local business community in San Mateo and northern Santa Clara counties.

Learn more about our services at novaworks.org

NOVAworks



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