

**OUR NEW
LOCATION!**

2361 Highway 36W

Saint Paul, MN 55113

(651) 644-7200

fax: (651) 644-9137

Email:

info@leefmurphy.com



Introducing the Lee F. Murphy Insurance Group "Human Resource Hotline"

Bob Schmitz – VP, Operations Lee F. Murphy Insurance Group

Lee F. Murphy Insurance Group is pleased to announce the launch of the "Lee F. Murphy HR Hotline".

Our valued clients can now receive immediate and direct access to human resource experts with this new hotline service. Our goal is to help LFM clients decrease their chance of any employment-related lawsuits, while also providing specific guidelines for improving the handling of any employee relations issue.

"We want to take the guesswork out of your HR situations," said Bob Murphy, President and CEO. "Too many companies ignore an HR issue or settle for temporary fixes. In a worst case scenario, a company can make the wrong decision entirely. Effective HR decisions are never made by taking a stab in the dark."

Existing Lee F. Murphy clients can access the LFM HR Hotline at no charge "as needed" until the end of their present policy term plus an additional year. New clients can access the service for a twelve month period. After that, minimal charges will apply if a client wishes to continue this service. Dedicated HR specialists are available five days a week between 9 am and 5 pm, CST, to support your client human resources questions and concerns.

Questions can be directed via the Lee F. Murphy HR Services website or a dedicated email and through a toll-free phone number:

- **Phone Hotline:** 1-866-932-6026
- **Website:** leefmurphyhrservices.com
- **Email:** advice@leefmurphyhrservices.com

The specialists at the Lee F. Murphy HR Hotline are available to answer client questions regarding the following topics:

- Hiring and Termination
- Wage and Hour

- Unemployment and Workers' Compensation
- Investigation of Harassment Complaints
- FMLA & ADA
- Employee Discipline
- Policy Interpretation and Application
- Coaching or Handling Specific HR Problems
- Substance Abuse Intervention

This new HR hotline is the result of a partnership between Lee F. Murphy Insurance Group and the consulting firm of Bourgon HR Solutions, a firm consisting entirely of former Fortune 500 senior human resource executives.

Bourgon's firm is also available to provide additional HR services for Lee F. Murphy Insurance Group clients. These services include:

- Employee Handbook creation
- Employee surveys
- On-site training
- Compliance audits
- Developing an HR Manager Toolkit
- Responding to EEO claims
- Designing performance appraisal processes
- Designing disciplinary processes
- Creating reward recognition programs
- Developing diversity and inclusion programs

These additional services are available when specifically requested by the client, and the costs for these custom services are negotiated directly between the client and Bourgon HR Solutions.

"Let's face it. Human resource issues are a fact of life," Bourgon said. "No matter how much focus you place on your primary business agenda, HR concerns will always arise to detract from running your business. Our goal with the Lee F. Murphy HR Hotline is to provide you with instant clarity regarding your HR concerns."

