



Bowermaster & Associates HR Connection Helpline is a service exclusive to subscribers of HR Mentor Services and retainer clients. Our HR Advisors provide subscribers with a better understanding of employment related laws and regulations.

In addition to speaking with our subscribers directly, our Advisors can sometimes direct callers to relevant resources including opinion letters, government sites, government forms and information contained in our Weekly HR Mentor eNewsletter.

The Helpline is not a legal service, and Advisors do not provide legal representation or legal advice to subscribers. The Advisors will recommend that you consult with your own legal counsel when appropriate.

You may contact the Helpline through one of the following two ways.

1. Email—Subscribers should visit <http://www.bowermaster.com/hrconnection> and send a question directly to the Helpline. Once submitted, your question will be routed to an Advisor. The Advisor will call you back usually within 24—48 hours.
2. Phone—Subscribers may also call the Helpline directly at 714-733-6201. When you call, you will need to leave your name, company, phone number, and a detailed description of your HR related matter on our voicemail\*. The calls are answered in the order received.

An email to the Helpline through <http://www.bowermaster.com/hrconnection> usually results in the quickest response.

\*We ask that you leave a voicemail because questions can involve complex circumstances, it's best if an Advisor can take the time to research the particular issue before returning a subscriber's call.

Hours of the Helpline: \_\_\_\_\_

HR Advisors are available to answer subscriber's questions most business days, Monday—Friday, 9:00 a.m. – 4:00 p.m. PST. The Helpline will be closed for the following Holidays in 2018 and at other various times throughout the year (TBD with advance notice provided).

Memorial Day	Independence Day	Labor Day	Thanksgiving Day
Day After Thanksgiving	Christmas Eve	Christmas Day	New Year Eve