



simplifying **HR**



Human Resources Services Options Offered:

● **Employee Handbook (Creation or Revise)**

Consistent, clearly defined policies are key to successful employee relations, as well as avoiding potential liability issues. A customizable employee handbook provides employees clear expectation standards and company guidelines. This option includes review of your organization's, size, culture, industry and mission to determine specific policies and compliance standards.

● **Employee Relations & Retention Services**

Your most important resource, is your human capital. It makes sense to ensure your workforce is operating as productively as possible. Sometimes this includes dealing with conflict issue or at other times it means exploring proactive ways to reduce turnover and increase employee satisfaction. This option can include corrective action advisement, investigations, employee suggestion programs, management coaching, harassment prevention support, communication techniques and separation.

● **Employee Satisfaction Surveys**

We offer confidential surveys of employee attitudes, designed to uncover employee problems, as well as areas of success and empowerment, provides detailed insight and suggestions to improve management practices, raise employee morale and retention rates while increasing overall workplace satisfaction. We will develop the survey to work for your organization's needs and concerns. Survey focus options are endless but can include: Employee Evaluations, Job Satisfaction, Manager Effectiveness, Team Assessment, Meeting Feedback. Identify and address employee related issues before they materialize into costly, complicated issues.

● **Employment Law Poster Compliance Support**

Employers are required to post specific Employment Law Posters & Notices in the workplace. Failure to comply may result in fines established by the Department of Labor and other state agencies. We offer support by identifying the required posters for your organization. We have the resources and time to pull these required notices and provide to you, assisting in a critical but sometimes time consuming duty.

● **Exit Interviewing Outsourcing**

Exit Interviews while done per the client's preference, via phone conversation or confidential surveys, provide information and answers as to why an employee is choosing to leave your workplace. Exiting employees may possess valuable information that enable you to improve the workplace experience and relationship with current and future employees and avoid making similar mistakes in the future. Exit interviews even reveal the positive aspects of your company to retain and or enhance thus contributing to your human capital retention.

● **HR Forms & Templates**

Whether you need forms to get your HR department started or you desire standardization of your internal/external HR forms, this service will provide you with standard legal forms such as current I9 Form, OSHA 300, FMLA forms but also customized employment applications, hiring checklists, recruiting spreadsheets, performance evaluations, offer letters, return to work release forms, conflict of interest document, request for time off and more. A Hiring Forms Package or even an Employee Relations Package is available and saves you time.

● **HR Helpline**

Whether you need help validating an HR decision, understanding changes in employment regulations, or managing employee relations, the Helpline (via phone or emails per your preference) is here for you. Some areas of assistance include but limited to Employment Regulations, Investigations, Time & Attendance issues, Overtime pay & exempt status, leave management, I9's, Performance Management, Recruiting & Hiring, Reduction in Force and Discipline & Discharge.



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- **HR Operations & Liability Assessment Analysis**

A comprehensive analysis of current policies and procedures reveals any potential liability in areas such as wage and hour laws, record keeping, policies, filing review. The analysis report will provide areas of concern and compliance with detailed suggestions to correct those areas needing remedy. We understand companies of varying sizes and different stages of development will differ, and review what you have available.

- **I9 Compliance Set Up & Training or Review/ Audit**

While the Form I-9 itself is deceptively simple, even the most well-intentioned HR personnel can commit technical errors when completing the I-9 form. If discovered upon government audit, such technical "paperwork" errors can result in fines of up to \$1100 per I-9 form. This HR service intervenes where your organization needs: review of the current process and filing; training existing or new personnel; audit existing I9's for current and former employees for compliance and correct any technical violations.

- **Job Description Development and/or Revisionment**

Does your company have current up-to-date job descriptions that include ADA standards? This service assists you in identifying essential job functions and qualifications for your positions. A job description is the foundation for hiring, training, performance evaluations, compensation and corrective action; not to mention it helps to accurately classify the position consistent with Fair Labor Standards Act.

- **On-Site HR Consultation & Support**

There are times where every business needs some additional onsite support, to assist either with elements of day to day HR administration or processing, or where additional expertise is required to complete a specific task. This may involve you outsourcing some or all elements of operational HR or the administrative tasks associated with HR. Temporary on-site HR support can be provided to get employment issues on track.

- **Personnel File Set Up and/or Audit**

Set up or maintaining proper employee personnel files is a necessity if an employer is interested in complying with record-retention requirements, privacy laws and ensuring an efficient administration system. This HR Services option provides full review of current filing process and identified areas of concern and legal compliance recommendations. What is in your personnel files and how they are maintained can reveal compelling yet vital information on your HR administration status.

- **Salary Analysis & Benchmarking**

Comparison of market pay data is the most important input for defining a company's compensation strategy. We can benchmark your salaries via online data, salary surveys, and private network surveys and objectively assess your present compensation structure against that of other businesses in your industry. Our final analysis report will provides where your company's compensation compares in region, industry etc

- **Training & Webinars**

Training workshops or simple webinars designed to education and inform your and or your employees about issues that can directly impact the success of your business, and help make you a better employer. What does your team or organization need in terms of training? Could a 1 hour 'lunch & learn' webinar on Morale & Motivation, Harassment & Discrimination Prevention, Corrective Action Processes; Effective Communication; Change Management; Reducing Turnover; Managing Layoffs etc. Employees appreciate the extension of valued trainings.