



## Human Resources Services

Service	Description
<b>HR Audit</b>	On-site compliance and efficiency audit and written report identifying potential liabilities under various state and federal laws, efficiencies/inefficiencies in the department, and recommendations for improvement
<b>Employee Handbook</b>	Policies and procedures manual customized to the client's specific needs and situations
<b>HR Resource Desk</b>	On-demand telephonic and email support regarding HR issues (see service document for specifics)
<b>Job Descriptions</b>	Development and implementation of customized job descriptions based on client input
<b>Employee &amp; Management Training</b>	<i>1-hour sessions onsite at client</i> -Sexual Harassment (2 hours) -Management Best Practices -Hiring Do's and Don'ts -Maintaining a Union Free company -Employee Discipline -Conducting Performance Reviews -Team Building -Dealing with Difficult Employees



<b>New Employee Orientation Program</b>	Development of a new or revision of an existing program to comply with Federal & State Laws as well as client-specific training or certification requirements
<b>Performance Reviews</b>	Development of a new or revision of an existing program to include custom performance review forms based on client specific criteria and circumstances, including training for Management on the new program
<b>Employee Benefits Statements</b>	Total Compensation Statements for each employee, reflecting the costs to both the employee and the company for all taxes, benefits, and programs that each employee participates in
<b>Affirmative Action Plans</b>	Mandatory plans for companies that have government contracts, or whom supply government contractors subject to certain legal definitions
<b>EEO-1 Preparation</b>	A mandatory Federal report required for any company with more than 100 employees or that has government contracts, or whom supplies government contractors subject to certain legal definitions
<b>Safety</b>	<ul style="list-style-type: none"><li>-Training</li><li>-Accident Investigation</li><li>-Maintain OSHA 300 Log</li><li>-OSHA Complaint or Inspection support</li><li>-Ongoing claim and Return to Work management</li><li>-WC Claims review meetings</li><li>-WC payroll audit management</li></ul>