

PRODUCTS AND SERVICES 2019

- ❖ ***HR Outsourcing*** -- We have highly trained consultants who spend scheduled time onsite at your facility as your HR Manager. We can do everything you need from payroll and benefits administration to strategic planning as your management partner.
- ❖ ***Supervisor Training*** – Make sure your managers and supervisors are an asset, not a liability, when it comes to interviewing, hiring, evaluating performance, administering discipline, terminating and preventing sexual and other harassment, particularly in light of the passage of SB 1343 requiring supervisor training on harassment, discrimination and retaliation.
- ❖ ***Employee Training*** – Training employees on your behavioral expectations and what to do if there is an issue is now required under new CA law. We provide interactive and interesting training that has proven results.
- ❖ ***HR Customized Compliance*** -- An annual program designed to put into place everything employers need for a fully functioning up-to-date human resources department customized for your industry, your business, your culture and your unique requirements. We provide three plans based on what you need and designed to fit your budget.
- ❖ ***Employee Handbooks*** -- Communicating policies and procedures in writing can reduce the possibility of discrimination and misunderstanding. It is an excellent vehicle for explaining benefits and important company information as well as meeting state and federal employer requirements.
- ❖ ***Consulting, Mentoring and Coaching*** -- We bring years of experience in employment-related best practices to assist our clients with their employee issues. We inform our clients of the laws that may apply to their situation and then provide practical solutions along with implementation assistance.
- ❖ ***Human Resource Audits*** – Identify potential personnel problems before someone else does. We will conduct an in-depth review of all human resource function to enable compliance and peace of mind.
- ❖ ***Recruiting*** -- Our recruiting team brings over 30 years of experience to the task of finding just the right candidate for your business. In addition to listening well, locating candidates with the skills and abilities to match your needs, our recruiters add integrity to good interviewing skills, good follow up and consistent success. *Plus*, we can provide background checks and screening assessments at no extra charge.

- ❖ ***Fair Pay for Everyone Suite*** – With the advent of the Fair Pay Act plus its amendment over the past few years, it is critical that employers are able to create and justify their pay practices. We have developed a program to help with this daunting task and to give you defensible reasons for your wage-related decisions.
- ❖ ***Preliminary Investigations*** – We work under the guidance of counsel when incidents occur that require a neutral third party’s evaluation of the situation. We have been trained and are skilled at uncovering the facts so appropriate decisions can be made.
- ❖ ***Job Descriptions*** – Gain helpful tools to conduct job analyses and communicate expectations clearly. Valuable during hiring, workers’ comp and other leaves of absence when defining the “essential functions” of the job is important.
- ❖ ***Employee Classifications*** – Use your job descriptions to accurately identify who is exempt and who is non-exempt. Mistakes in this area can be very costly.
- ❖ ***Performance Evaluations*** -- Benefit from a tried and true system that works. Create management and employee buy-in with measurable performance improvement results.
- ❖ ***Assessments*** – Find the very best candidates with the right “fit” for your unique organization. Determine the strengths of your team and make the best use of them to increase job satisfaction and productivity. How? With assessments that tell you what you really need to know.
- ❖ ***Forms*** – We believe that forms should be written clearly and briefly to facilitate communication and documentation. To that end we have developed a USB drive with needed government forms and the best of the additional forms we have developed for our clients over the years. They cover hiring, ongoing employment, leaves of absence, discipline and termination. We believe you have better things to do than make up a form or compose a letter when we have done it for you.

Also...

- ❖ ***Injury and Illness Prevention Plans (IIPP)*** – If you don’t have a customized safety program in place, you are out of compliance with state and federal law. Our Safety Consultant is available to assist you.