



SERVICES INCLUDE:

Employee handbooks
Anti-bullying, workplace violence & harassment prevention training
Continuity & retirement planning
Succession planning
Employee Assistance Program (EAP)
Background checks & drug testing
Flexible Spending Account (FSA)
401K retirement planning
Skills & behavioral testing
Employee performance reviews, evaluations, & improvement plans
Employee, supervisor, & management training
HIPAA compliance & privacy essentials training
Insurance coverage including employment practices, professional liability, & more
Workers compensation plan coverage & claim resolution
Volunteer opportunities
Accounts payable & receivable
Aligning recruitment to job requirements & corporate strategy
COBRA compliance & administration
Company climate eSurveys
Compensation, health, & benefit programs
Cost containment
Create and manage formal complaint process, internal investigations, & discipline policy
Discipline & conflict resolution
Independent 3rd party witness to terminations
Diversity & inclusion programs
Employee recruitment, lawful hiring standards, & records management
Employment forms & posters
Employment separation & exit interviews
Flow data collection & anti-discrimination compliance
FLSA review, job description development & management
FMLA & EEOC compliance
Forms & eForm creation
Goal setting & leading the change initiative
Health savings account (HSA)
Healthcare reform support
Human capital management, including employee rewards programs
Infrastructure analysis & modification for a more efficient business
Intranet copywriting, interactive functionality, & maintenance
New hire on-boarding & orientation programs
Operational policy & program reviews
Organizational risk assessment
Organizational structure assessment
Payroll & taxes
Red Cross First Aid, CPR, & AED Training
Reduction in force consultation
Reorganization consultation
Resource for federal & state regulations
Retention strategies
Staff analysis, skill gap identification, & employee development
Time-away-from-work policy standards & administration
Unemployment claims administration, wage claims, & audits
Union awareness
Workplace diversity
Workplace safety, security, & privacy