

HUMAN RESOURCES SERVICES

overview

HR MEMBERSHIP PROGRAM INFORMATION



Strategic HR



3 On-Time Alerts, Notices, and Newsletters
 With employment laws and regulations constantly changing, it is imperative that employers stay current. Therefore, to help members stay informed, you will receive regular emails containing information on federal and state regulations, best practices, alerts, and "Did You Know?" updates.

4 On-Line Access to HR Forms, Guidelines, Policies, and Checklists
 Through the password-protected members-only section of our web site, HR members have access to a wide range of forms, guidelines, policies, and checklists at no charge. The following is just a small sampling of what is available:

HIRING

- Application for employment (available in English and Spanish)
- Employee orientation checklist
- Confidential employee history
- How to conduct legal and effective interviews
- Conducting reference checks
- New hire checklist
- How to develop job descriptions
- Policy on voice mail, email, Internet access, and computer files

EMPLOYMENT REGULATIONS

- State-specific regulations

PAYROLL AND RECORDKEEPING

- Employee change of status form
- Weekly/bi-weekly time sheet for non-exempt employees
- Employee attendance record
- Record retention requirements

PERFORMANCE EVALUATION

- Exempt performance evaluation
- Non-exempt performance evaluation

LEAVES OF ABSENCE

- Understanding and administering the Family Medical Leave Act (FMLA)
- Designation of Family Medical Leave Act/California Family Rights Act (CFRA) leave
- Leave of absence/time off request
- Physician designation form
- Pregnancy Disability Leave (PDL) notice
- Family care and medical leave notice
- Understanding paid family leave

DISCIPLINE AND TERMINATION

- Corrective or disciplinary warning notice
- Guidelines on employee discipline and discharge
- Employee termination report
- Exit interview form
- Termination checklist
- Final paycheck worksheet and acknowledgement

HARASSMENT

- How to comply with AB 1825
- Sample harassment policy
- Policy on dating and fraternization
- Conducting a harassment investigation

5 Compensation Data
 Not sure what to pay current or prospective employees? HR members receive current compensation information on at no charge. This data is customized to your industry and geographic location.

6 Special Member Pricing on HR Projects and Services
 Your HR membership provides preferred HR rates on a wide array of HR projects and services, including:

- Human resources audits
- Employee handbooks
- Affirmative action plans
- Compensation systems
- Job description review and development
- Management and supervisory training
- Written safety plans
- Safety assessments
- On-site HR program

7 Preferred Rates with Selected Vendors
 Services include:

- 401(k) administration and consulting
- Background checks and drug tests
- COBRA administration
- Flexible spending accounts
- Health reimbursement and health savings accounts
- Mandated federal and state employment posters
- Payroll/tax services
- Unemployment Claims

No. of Employees	General Public Annual Fee
1 to 25	\$1,200
26 to 50	\$1,400
51 to 100	\$1,600
101 to 200	\$1,750
201 to 300	\$1,900
301 to 500	\$2,150
501 to 1,000	\$2,400
1,000 to 3,000	\$2,800
3,000 +	\$3,000 +

