

Strategic HR

AN ALLIANT COMPANY

Human Resources Services

HR Program Overview



Your Immediate. Accurate. Ally.

As a single source for all your human resources (HR) needs, Strategic HR can help you avert potential issues or problems before they develop and assist in responding to those crises that do occur. Our overriding goal is to reduce or eliminate the HR risks and tasks that are inherent in today's employment environment.

Strategic HR has capabilities to assist with consultative advice and project work for clients throughout the nation.

Strategic HR Program Benefits

As part of the Strategic HR program, you have access to a wide array of tools and resources designed to save you time and money that can drop right to your bottom line. Our HR Program includes the following seven features:

1 On-Call Experts: Consultations with Human Resources and Safety Experts

You receive access to HR and safety experts who get to know you and your company and who will quickly respond with advice and guidance on questions or concerns such as:

- Compliance regulations
- Terminations
- Wage and overtime
- Leaves of absence
- Harassment
- Problem employees
- OSHA concerns
- Benefits and vacation

2 Ongoing Educational Webinars and Seminars

Employee development saves your company money and increases production, and understanding employment regulations helps to protect your assets. With this in mind, Strategic HR provides training throughout the year aimed at developing your managers' and supervisors' skills, keeping you well-informed on the dynamic nature of employment law, and providing real-time information on topics that affect your business.

As an HR Program client, you receive significant discounts on this training. In addition, if you cannot participate in a webinar or seminar, the corresponding materials (presentation, handouts, and so) can be downloaded from the section of the Strategic HR web site at no charge.

See the training schedule below.

3 On-Time Alerts, Notices, and Newsletters

With employment laws and regulations constantly changing, it is imperative that employers stay current. Therefore, to help clients 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 section of our web site, clients 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

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

SAMPLE POLICIES, JOB DESCRIPTIONS & FORMS

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? Clients receive current compensation information on at no charge. This data is customized to your industry and geographic location.

6 Special Client Pricing on HR Projects and Services

Your program 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 analysis and development
- Management and supervisory training
- Absence Management
- Virtual HR Director

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

2011 WEBINAR SCHEDULE

JANUARY
2011 New
Employment Laws

FEBRUARY
Best & Brightest
HR Moves for 2011

MARCH
Fires System
Testing Frequency

APRIL
Creating a Successful
Work Environment

MAY
Preventing & Handling
Workplace Aggression

JUNE
Understanding
Property Appraisals

JULY
Absence Management
Best Practices

AUGUST
There's No Safe
in the Workplace

SEPTEMBER/ OCTOBER
Everything You Ever Wanted
to Ask a Labor Attorney

NOVEMBER / DECEMBER
You Are Here!
Succession Planning for your
Company, your Team, and
Yourself



Additional Services

The comprehensive HR Program provides a strong base of support for your organization. Strategic HR can also deliver a wide range of services, all designed to reduce escalating employer costs and control potentially disastrous risks. Clients enrolled in the HR Program receive preferred rates on the following services.

Absence Management

A seamless professional service comprised of HR advocates who partner with your organization to respond, track and provide accurate assistance regarding your leaves of absence.

Affirmative Action Plans (AAP)

Strategic HR works with you to develop an effective and compliant AAP plan for your company which includes training, reporting, and implementation.

Benefits Administration

Relieve the tedious aspects of health and welfare benefits, and provide a "virtual staff" to augment the current HR function, including bill reconciliation and carrier management.

Compensation Systems

We offer a wide range of compensation services to analyze, design, and implement compensation systems and monitor their effectiveness.

Employee Handbooks

Employee handbooks are reviewed and developed to ensure compliance with state and federal regulations. Handbooks are customized for your organization.

HR Director Program

A senior-level HR consultant provides your firm with management, direction, and support for your HR function. Clients also receive all of the services provided through the HR Program.

Human Resources Audits

Our comprehensive audit of HR policies, procedures, and practices identifies potential risks and liabilities and includes a thorough report detailing findings and recommendations.

Management/Supervisory Training

Strategic HR offers a wide array of customized high-impact training sessions for managers and supervisors. These sessions may be presented at your location or using a web based format.

Outsource HR

Strategic HR is able to develop your company's complete HR infrastructure using internal and external capabilities, designed for efficiency and effectiveness.

Staffing Solutions

Complete staffing solutions for a variety of department positions ranging from entry level to senior management temporary to full-time placement.

Solution Center-Employee Advocacy Call Center

Your employees would have toll-free access to HR professionals who provide answers on various HR questions such as benefits, payroll, and employee relations. This advocacy service provides an extra arm, voice, heart for your staff.

Insurance Services

Our parent company, Alliant Insurance Services, Inc., the largest specialty insurance brokerage firm in the U.S., can provide your business with an extensive array of insurance coverage, including property and casualty, employee benefits, workers' compensation, surety, and financial products and services. HR clients who obtain their insurance through Alliant Insurance Services receive additional savings on the services provided by Strategic HR.

About Strategic HR

Since 1996, Strategic HR has provided a wide range of human resources services to more than 7,500 companies and organizations of all sizes and to a variety of industries in both the public and private sectors.

Owned by Alliant Insurance Services, with nationwide capabilities.

For more information please contact Strategic HR

(866) 877-6955