



HUMAN RESOURCES SERVICES

EVERY BUSINESS IS DIFFERENT.

PROPEL HR IS COMMITTED TO PROVIDING YOU
THE HR SERVICES YOUR BUSINESS NEEDS.

Below are examples of the types of services we offer.

HR Assessment

Onsite & offsite objective evaluation of your company's HR policies, procedures and practices. We provide a report with recommendations for best practices and a project action plan.

- **I-9 & E-Verify Compliance—**
Process review, form and documentation
- **Hiring Processes—**
Application, new hire paperwork, job descriptions, etc.
- **Salary Administration—**
FLSA Classification, bonuses, commissions, etc.
- **Performance Management—**
Evaluations, attendance, corrective action, discipline
- **Policies & Procedures—**
Handbook, procedures, employment law posters
- **Personnel Files—**
Organization, separation
- **Training—**Antidiscrimination, employment law, supervisory preparation
- **Benefits—**Administration, COBRA, ACA (attain an understanding of current company process/tracking; if applicable)
- **Health, Safety, Security—**
Wellness programs, Accident investigation/reporting process, safety program, etc.
- **Terminations—**Checklist documentation, final paycheck, severances, exit interviews

Policies and Practices

Development of HR policies and practices.

- **Handbook—**Development of customized policies and/or review of current handbook
- **Multi-state and locality guidance**
- **Periodic HR alerts (as needed)—**Minimum wage increases, policy amendments, new guidance, employment law poster updates

Employee Relations

Consultation on resolution strategies for workplace issues and complaints.
Assistance with communications between employees and supervisors.
Recommendations for corrective actions and performance improvement planning.

- **Coaching, Counseling/ Disciplinary Action—**
Employee relations guidance and documentation
 - **Workplace Investigations—**
Complaints and critical employee relations matters
 - **Employee Surveys**
 - **Workplace Mediation/ Crisis Intervention**
 - **Separations—**
Terminations, staff reductions
 - **Employee Recognition and Award Programs**
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Onboarding Process

Guidance in developing onboarding processes and documents for new hire packet (recruitment not included).

- **Interview Procedures—**
Customized questionnaires, do's & don'ts of interviewing
 - **Offer Letter—**Required/ recommended
 - **E-Verify Process**
 - **I-9 Document—**Review/audit current process; train/coach on compliance
 - **Background Checks and Drug Tests—**Process, review results, guidance – *Additional costs*
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Training & Development

Provide HR training to supervisors and/or employees.
Trainings are client specific but may include sample topics below:

- **Harassment, Discrimination, and Retaliation**
- **Employment Regulations, Discipline and Documentation**
- **Criteria-based Performance Evaluations**
- **Generational Differences**
- **Interview techniques**
- **Leadership Development and Coaching**
- **Team building**

Fair Labor Standards Act (FLSA)

Interpretation and guidance on foundation of FLSA employment standards affecting workforce classification, pay and recordkeeping.

- **Wage/Hour Guidance**
- **Final Pay/Severance Options (Severance Agreements)**
- **Job Descriptions**—Coordinate and design; position classification
- **Overtime determination**

Family Medical Leave Act (FMLA)

Guidance with eligibility of leave and return to work.

U.S. Equal Employment Opportunity Commission (EEOC)

Guidance and coordination of EEOC Charge Responses and claims processing.

General Administration

Assistance and support with general HR functions such as unemployment claims processing, employment verifications, new hire reporting, EEO-1 reporting and employee communications guidance.

PROPEL HR IS A HUMAN RESOURCES OUTSOURCING COMPANY.

We manage the HR needs of other companies with services such as:



Payroll Processing



Human Resources Expert Consultation



Time & Labor Management



HRIS (Human Resources Information System)



Workers' Compensation



PEO (Professional Employer Organization)



Benefits Administration



Financial and Retirement Solutions

ASO (Administrative Service Organization)



Assistance with the Affordable Care Act (ACA)

PropelHR.com