JER HR Group
Consulting • Recruiting • Training

(866) 475-7687 info@jerhrgroup.com

HR Audits and Employee Handbooks

Do you waste time struggling with HR issues rather than focusing on operating and growing your company?

Are you sure your business is in compliance with all federal and state laws?

Maybe it's time for an HR Audit and Handbook review.

Why an HR Audit?

The purpose of a Human Resource Audit is to provide a professional and objective perspective on a company's Human Resource efforts, identification of areas that can be improved and recommendations for changes, including those that involve compliance with various state and federal laws.

Properly conducted audits can identify practices that must be changed, highlight areas with room for improvement and focus on positive policies that should be continued. It has been proven that the seven areas where employers are most likely to make errors are:

1. Misclassification of exempt and nonexempt jobs
2. Inadequate Personnel Files
3. Prohibited Absentee Policies
4. Inaccurate Time Records
5. Insufficient Documentation
6. Independent Contractor status
7. Family and Medical Leave Act (FMLA)

Auditing these areas will allow the company to identify weaknesses or vulnerabilities in its systems and help identify issues that need to be updated—either to comply with new laws and regulations or simply to be more comprehensive.

The Society for Human Resource Management (SHRM) recommends a regular annual review, especially when one of the following events occurs:

- There are significant organizational changes (e.g., merger, acquisition, sale of business, additions or departures of key senior management, etc.).
- Major regulations or legal changes are announced.
- A business grows to the point of supervisors making hiring, discipline, promotion, demotion, transfer or termination decisions without direct supervision of the HR department.
- A company opens new facilities in another state or country.
- Employee morale, high turnover, attendance or excessive discipline problems become key issues.
- A company becomes a government contractor or subcontractor.

The practical suggestions that your group made were carried forward and should we ever face an audit, I have peace of mind that we will be compliant… In times of uncertainty, it's nice to have a trusted partner to call upon.

Star-Michelle Smith, PHR
Bonset America *Corporation*

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Employee Handbooks

An Employee Handbook of policies, procedures and benefits exists to ensure compliance with all your organization's legal requirements and to communicate to employees a culture of consistency, fairness and commitment by management. It is recommended that a Handbook review take place every year but at the least every 2 years. We would conduct this review at no additional investment at the end of the first year.

What will an employee handbook do for your organization?

- Acquaint employees with the company's culture, mission and values.
- Share with employees what is expected of them, and…
- Share with employees what they can expect from management and leadership.
- Showcase any benefits that you offer employees.
- Communicate key company policies clearly and consistently.
- Maintain compliance with federal and state laws.
- Help protect the company against employee claims.
- Inform employees as to where they can go for help.

We can also assist you with a host of critical HR functions such as:

- Compensation
- Interim HR Management
- Executive Search & Recruiting
- Diversity & Inclusion
- Training & Development
- Technology Solutions

SOME OF OUR CLIENTS

Procter&Gamble
Victory Junction — Founded for kids in honor of Adam Petty — a seriousfun camp
Truliant Federal Credit Union
Lincoln Center Theater
syngenta
NYC Leadership Academy
Old Dominion Freight Line
Cone Health — The Network for Exceptional Care
The Fresh Market
Wake Forest University
Alfred P. Sloan Foundation
Autism Speaks
Hattie Larlham
Deere-Hitachi Construction Machinery Corporation
PH Princess House
MS National Multiple Sclerosis Society

"Thank you for working with us to complete our new employee handbook. It was a pleasure working with you both and we are so pleased with the final outcome. Your vast knowledge of the subject impressed all of us at the office as well as your professionalism while working to complete it. Thank you again. We could not have done this without you and we look forward to working with you in the future."

Cheryl David
Law Offices of Cheryl David