



PROACTIVE HUMAN RESOURCES, LLC

## **MENU OF SERVICES**

### **Strategy & Administration**

Employee Handbook: Review / Development  
Strategic Planning  
Organizational Development  
Job Descriptions  
Full-Cycle Recruitment  
Onboarding/Offboarding  
Employee Relations  
Employee Incident Investigation  
Performance Management  
Employee/Manager Coaching, Counseling  
Compensation Planning  
HRIS Vendor Selection & Implementation

### **Legal Compliance**

Leave Management (ADA, FMLA, STD, LTD, WC)  
Employee Records, Documentation, I-9 Files  
Harassment Training & Compliance  
Employee/Manager Training  
Labor Law Posters  
EEO-1 Administration  
Audit Assistance (Payroll, WC)  
Background Checks  
Safety Compliance

### **Benefits Administration**

Health & Welfare Plan Strategy & Management  
Benefits Administration: Broker Liaison, Open Enrollment, Claims Management, COBRA  
Workers' Compensation (Accident Investigation, Claims Mgmt. Audits)  
Risk Management Best Practices  
Unemployment Insurance  
Paid Time Off Policies

### **Human Resources Management Systems / Payroll**

Payroll/HRMS Vendor Selection & Implementation  
Payroll preparation

### **Contact Information - Proactive Human Resources, LLC**

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