



Balancing HR needs in a changing business environment

HR Function Overview

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Being an Employer can be overwhelming, and a successful organization must achieve a balance between business goals, employee satisfaction and HR compliance. WEA Consulting provides an experienced outside perspective to help employers put in place the HR foundations necessary to meet basic compliance requirements (items listed in black), in addition to proactive planning to meet your unique organizational needs (items listed in brown).

Administration & Compliance

- Payroll
- Wage and Hour Issues
- Exempt & Non-Exempt
- State and Federal Postings
- Records and Personnel Files
- ERISA
- COBRA & HIPAA
- Benefit Administration
- Integration of Documents and Internal Practices
- Benefit Design
- Benefit Cost Analysis
- Salary Administration
- Outsourcing Provider(s)
- HRIS and Employee Portal
- Time and Attendance System

Leaves & Workers Compensation/Safety

- Pregnancy Leave
- Disability Leave (FMLA)
- Family Leave
- Workers Compensation Tracking
- Safety & Risk Management
- Personal Leave
- Modified Work Program

Recruiting & Hiring

- EEO Hiring
- Offer Letters
- Job Descriptions
- Background Checks
- Pre-start Testing
- ADA Accommodations
- Employment Applications
- Employment Agreements
- ICE I-9 Compliance
- Recruiting, Hiring & Retention
- Sourcing & Selection Process
- Organization Chart
- Applicant Checklist
- Hiring Checklist
- Organization Checklist
- Applicant Tracking/Management



Compensation/Employee Development

- Appraisal & Disciplinary Documentation
- Performance Management
- 360 Feedback
- Incentive Based Compensation
- Commission Systems
- Executive Compensation
- Compensation Metrics & Reports
- Employee Surveys
- Employee Newsletter & PR Programs
- Mentor Programs

Training

- Harassment & Discrimination Prevention
- Core Supervisory Skills
- Management Development
- Work Skills
- Custom Programs
- HR Training & Career Development
- Team Building
- Leadership
- Communications Skills

Separations

- Disciplinary Actions
- Termination Checklist
- Separations Documentation
- Wrongful Discharge/Demotion
- Separation Agreements
- Workplace Changes (downsizing, reorganizations, layoffs, RIF's)
- Resignations/Retirement
- Exit Interviews
- Turnover Management
- Outplacement Services
- Inactive Employee Tracking

Handbook & Policies

- Compliance Updates, Employee Handbook & Policies
- Sexual Harassment
- OSHA Requirements
- Injury Illness Prevention Plans
- Workplace Ergonomics
- Workplace Violence
- Drug Free Workplace Act
- Documentation (EEOC/AAP)
- Confidentiality Agreements
- Arbitration Agreements

HR Strategy

- Acquisition/Merger Analysis
- Labor Negotiations
- Union Contract Administration
- Arbitration
- Risk Management
- Sarbanes-Oxley Assessment
- Annual Offsite & Business Planning
- Culture Development Mgmt
- Continuous Process Improvement
- Succession Planning
- Outsourcing
- Union Avoidance
- Management Reporting
- HR Metrics
- Employment Branding
- Independent Contractor Agreements
- Organizational Design
- Labor Relations Strategy
- Change Management