

	Core	Core Plus	Essential
Touchpoints	Quarterly	Bi-Monthly	Monthly
Online Learning Portal	●	●	●
Regulatory Labor Posters	●	●	●
Legal Updates & E-Newsletter	●	●	●
Customized Onboarding Package	●	●	●
Handbook Development & Maintenance		●	●
Audits - FLSA/Wage & Hour/I-9/Employee File		●	●
Leave Advisement - FMLA/Disability/Paid Leave/ADA		●	●
Job Description Review & Development		●	●
Customized Offboarding Package		●	●
Employee Relations Counsel		●	●
Leave Administration - FMLA/Disability/Paid Leave			●
Facilitated Leadership Training			●
Recruitment Advisement			●
Employee Relations Management			●
Compensation Structure Development			●
EEO Reporting			●

A LA CARTE OPTIONS

Handbook/Policy Creation (Maintenance)	Training & Development
Employee Assistance Program	HR Consulting Hours
Background Checks/Drug Screens	On-site Support/Office Hours
Talent Acquisition	Agency Audit Support
Talent Assessment	Affirmative Action Plan Preparation

CONTACT US TODAY

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