

MONTHS 1-3



START OFF IN THE RIGHT DIRECTION

Your BPHR Generalist will ensure your organization is running efficiently while in compliance

Custom Handbook

- Create new handbook with customized policies and procedures
- Guide you through proper policy interpretation
- Real-time updates as new federal and state policies become effective, so you never worry over compliance!
- Survey employees to define culture and highlight employer brand in handbook

Compliance Posters Audit

- Verify that all locations have the required posters on display
- Monitor for updates as changes occur
- Replace out of date posters as often as necessary

Records Management

- Audit all personnel files and ensure proper records maintenance procedures
- Audit I-9 Forms
- Guide you through the archive/destroy process for outdated records

MONTHS 4-6



ROUNDING OUT RULE AND RESPONSIBILITIES

A full job analysis of your employees to outline responsibilities and requirements

Job Descriptions

- Review your current job description library and, with your input, craft updates to reflect current responsibilities of the role

FLSA Classifications

- Exempt or non-exempt? Not a simple question. Misclassifications are common and costly. We'll show you how to apply the three technical tests to help you determine proper classification

MONTHS 7-9



RAMP UP PERFORMANCE AND DEVELOPMENT

When supervisors and employees are well-trained, adverse incidents decrease

Employee Training

- Assist in determining training needs, creating training programs and planning compliance, performance and safety training sessions

Hands-on Supervisor Coaching

- Support the development of your supervisors with on-site observations to identify coaching needs and implementation of best practices—such as recruiting, interviewing, leadership and terminations

MONTHS 10-12



GEARING UP FOR CONTINUED SUCCESS

Finishing touches on compliance requirements along with a review of your department, company and employee goals

Performance Review Process

- Annual Performance Reviews can be overwhelming! Prepare and manage the process with guidance aligned with newly updated job descriptions

Distribution of Required Notices

- Annual distribution is required for several labor and health notices. We'll help you keep track

Year End Review and Forecast

- Summarize our accomplishments and discuss your upcoming goals
- Identify operational and strategic focus areas for next year
- Create a new BPHR service calendar to stay in compliance and support your future growth