



WEST ASHLEY CONSULTING

HUMAN RESOURCES CAPABILITIES

HR ON CALL

West Ashley Consulting provides a solution that is tailored specifically for small business. Our HR ON CALL product allows small companies to have on demand HR expertise for a subscription fee, either on a monthly or annual basis. We provide the critical support that you need to enhance your business by ensuring that you have the guidance that you need for your daily operations and that you are adhering to changing employment laws.

Annual Plan

This cost effective plan allows business owners the peace of mind of having ready access to knowledgeable HR professionals to provide HR answers. At a discounted rate, companies pay a one time fee to have access to HR professionals for general HR questions, issues and concerns.

 **Fee: contact us for more information**

Monthly Plan

For business owners not ready to commit to an annual plan or may not need assistance on a regular basis. This plan, allows for organizations to have the flexibility to receive HR answers quickly with a month to month service at a low monthly cost.

 **Fee: contact us for more information**

CUSTOMIZED EMPLOYEE HANDBOOK

Purchasing a customized Employee Handbook provides your organization with a tailored policy manual that is legally compliant based on local, state and federal employment laws. All handbooks are provided in both MS Word and PDF electronic formats.

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**Additional Policies - If additional information is required based on industry or states of operation and/or based on company request but are not required, additional fees may be applied.*

**Printed handbooks— Employee handbooks can be printed to your specifications based on request
Size: 5.5" x 8.5" or 8.5" x 11" - Binding: None, Saddle Stitch, Wire Coil or 3-hole punched*

HR AUDITS

West Ashley Consulting provides two (2) types of HR Audits for its clients, a compliance audit and a continuous improvement audit. Audits are designed for our clients based on their need. The results of the audit is provided for your organization to make improvements. Audits should be conducted to ensure compliance and governance requirements are being met; business and personnel management objectives are being achieved; human resource management risks are identified, assessed, and addressed; and your organization's human capital adds value.

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Simplifying the way business is done

HR PRODUCTS AVAILABLE

HR ON CALL

- Employee relation issues.
- Employee status questions.
- Termination issues.
- Employee and HR policies

HR EMPLOYEE HANDBOOK

(sample content)

- Welcome -
- Company Introduction
- Workplace Commitment
- Company Policies & Procedures
- Employment Classification
- Attendance Policies
- Leave Policies
- Work Performance
- Discipline Policies
- Health & Safety
- Benefits
- Termination

HR AUDITS

- Legal compliance (EEO, AA, ADA, FMLA, IRCA, etc.)
- Record-keeping (personnel files, I-9s, applications, etc.)
- Compensation/pay equity
- Employee relations
- Performance appraisal systems
- Policies and procedures/employee handbook
- Terminations
- Health, safety and security (OSHA compliance, Drug-Free Workplace, AIDS in the workplace, etc.)



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