



VALUES EQUAL SUCCESS!

HUMAN RESOURCES

FOR START UP & GROWING COMPANIES...

# GET RESULTS!

## HR TIPS

- ▶ It is usually what you did not do that causes you to lose an employment claim. Lack of proper documentation is the number 1 reason companies lose claims. The employer is the "Keeper of the Record," meaning if you can not prove by records, they will take the employees word.
- ▶ Most companies misclassify some Hourly (Non-Exempt) Employees as Salary (Exempt). 80% of companies are out of compliance with California FLSA. In order to be paid a salary, they must meet all the primary duty tests.
- ▶ Every Company should have written policies on Sexual Harassment, Equal Opportunity, Nature of Employment, Types of employees, Overtime, Hours of Work.
- ▶ Not having an Employment Application, every application should have "at will" language, attestation that all information on the application is true and correct and that lies are reason for immediate termination of employment. It should also give the employer the right to verify the information. Employee must fill out the form completely.
- ▶ Every company needs to have an employee handbook.
- ▶ Not providing training to your supervisors and managers on break and meal period rules. What does uninterrupted lunch mean?

## GETTING STARTED IS EASY!

Simply call or email

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**RTR**CONSULTING  
HUMAN RESOURCES EXPERTS

**W**e are a Human Resources Service company with more than 20 years devoted to developing effective and efficient policies, procedures and best practices for small and medium sized businesses. Our objective is to help you build and align the Human Resources Strategy, retain the best talent and lower your employment costs. We provide organizations with top-level human resources services at an affordable price. We have three programs to serve your Retained Partnership, Helpline and Projects.

**Retained Partnership** is an economical approach for small to medium sized companies to purchase top-level Human Resources advice to manage their business. We will build the HR foundation tailored to meet the unique needs, size and strategic initiatives of your organization and allow you to focus on your core business. Retained Partnership includes a combination of regular On-Site with Off-Site consultation. We are available as your Human Resources Department so you can reap the benefits of expert human resources practices while focusing your attention on growing your core business.



The **“HR Helpline”** gives you access to HR Professionals to walk you through all of your employment problems by telephone.

- › In addition to Retained Partnership, we provide our clients the benefits of our 20 years of experience in human resources, on a per project basis.
- › Projects will be carefully analyzed, as well as the needs of your company and we will design a customized plan to address your specific project requirements.

**BILL CLARK - PRESIDENT, ANCHOR BAY**

*“Rick was easy to take for granted. He managed difficult HR Issues, Audits, Department of Labor, Terminations, Compensation, Benefits, effortlessly.”*

## WE TRANSLATE BUSINESS NEEDS INTO PRACTICAL & SUCCESSFUL HR PROGRAMS

**Projects we have completed are listed below.**

- › **ALIGN HUMAN RESOURCES WITH BUSINESS**  
HRIS systems, Record Keeping.
- › **MERGERS AND ACQUISITIONS**  
Due Diligence for Mergers, Workforce Planning.
- › **COMPENSATION**  
Plan Design, Variable Bonus Plans, Job Descriptions, Salary Surveys, Talent Management, Human Resources Information Systems (HRIS).
- › **BENEFITS**  
Broker Selection, Benefits Design, Healthcare, 401k, COBRA, LTD, Life Insurance, EAP, HMO, PPO, Point of Service Plans, STD, Vacation, Sick, PTO, HRIS.
- › **GOVERNMENT COMPLIANCE**  
Labor Section 200, Payment of Wages; 300 Assignment of Wages, 500 Working Hours; 512 Meal Breaks, 207 Notice of Pay Days; 208 Place of Payment; 203 Final Pay Penalty to name just a few provisions; FMLA; PDL; CFRA; FEHA; ADA; (1500 employment codes for employers to be in compliance.)
- › **EMPLOYEE RELATIONS**  
Handbook, Policies and Procedures, Investigations of Misconduct, Termination of Employment, WARN Act, Coaching, EEOC, DFEH, Sexual Harassment, Union Avoidance, Workshare Programs, Employee Surveys, Assist with challenging terminations.
- › **TRAINING AND DEVELOPMENT**  
Needs Assessment, Interviewing, Discipline, ETP Plans, 1825 Sexual Harassment.
- › **RECRUITMENT AND STAFFING**  
Policy, Temporary Employees, Workforce Planning, On Boarding, I9, Job Descriptions Outplacement.
- › **SAFETY**  
Developing Safety Policies, IIPPA, OSHA Compliance, Accident Investigation, Workers Compensation, OSHA 300.
- › **ORGANIZATIONAL DEVELOPMENT**  
Coaching, Structure Development, Values, Leadership, Teamwork.

**ROB GOLD - VP MARKETING, VENTURA**

*“Rick’s coaching enabled me to manage all my HR problems from hiring to termination. He was a great asset.”*