**TBM HR Outsourcing**

With TBM, you can confidently resolve human resource issues knowing you can call on us. Our team of Certified HR Professionals are ready to provide you with the practical and compliance information needed for your business.

Human Resources can overwhelm an employer, taking significant, critical time away from core business functions. By utilizing a customized outsourcing solution, employers are able to devote their internal resources to achieving bottom-line results. Our certified HR professionals are dedicated to meeting our clients’ needs with our in-depth resources and extensive experience in providing solutions to businesses like yours.

Once you onboard with us, a dedicated HR Professional and Client Payroll Specialist will be assigned to serve as your main touchpoints, both are conveniently available via phone and e-mail. At TBM, we consider our team an extension of your own. With our wide array of services and cost-effective solutions, we are confident that your dedicated TBM team will provide exceptional human resources services, while providing best practice considerations and solutions to support the unique needs of your company.

**Key Statistics**

* The EEOC reported that there were **61,331 charges** of discrimination filed in 2021.
* Only **17.4%** of the EEOC’s closed workplace discrimination cases resulted in a favorable ruling for the company.
* Racial discrimination claims have the lowest favorable ruling percentage, at only **15%**.
* Retaliation is the most common discrimination claim, accounting for **56%** of all claims.
* There have been over **1.8 million** complaints filed with the EEOC since 1997.
* In 2021, employers paid out roughly **$484 million** in settlements to discrimination victims.

As opposed to utilizing cost-effective TBM HR Services at a **fraction of the cost**, according to Indeed, the national salary range to hire a qualified HR Manager is as follows:

**Low** $53,631 **Average** $79,228 **High** $117,042

The above numbers do **not** include the cost of any benefits provided.

**TBM HR SERVICES**

**New Hire Orientation (Onboarding)**

TBM’s electronic onboarding is a paperless process that allows you to streamline your onboarding process and provide a more flexible, personalized approach, while also saving valuable time and resources. In addition, you will be able to upload important documents, such as Acknowledgement Forms, Training Certificates, Counseling Forms, Memos, I9 Forms, Job Ads, etc., all will be easily accessible without the hassle of searching for paper documents that may, or may not, be correctly saved in the file cabinet.

**Compliance**

Every employer is subject to compliance with federal, state and local employment laws. While these laws are essential for ensuring the fair treatment of employees, they can also be confusing and intimidating if a business has limited, or no experience navigating them. The Department of Labor is responsible for overseeing these laws and ensuring that companies are adhering to them. Maintaining and demonstrating compliance is vitally important for all businesses, as failing to do so can potentially result in hefty fines or even prosecution.

TBM regularly tracks the frequent changes that are made to employment laws every year helping to provide you with the peace of mind knowing that you are staying up to date with the latest changes.

**Virtual Audit for HR Best Practices**

Compliance aside, an effective HR Audit is often considered a best practice in modern human resources management. However, best practices vary between business types and even among companies and what works well for one, may not work for another. Best practices need to be tailored to each organization, to achieve this, TBM takes factors such as business type, company size, demographics, finances and competitive information into consideration. To eliminate disruption to the workday, TBM Audits can be conducted virtually at a fraction of the time.

**HR Policies and Procedures**

Much of employment-related litigation today can be traced back to flawed or non-existent written company policies and procedures. All companies, regardless of size can manage risk through the design and implementation of sound policies and procedures.

**Employee Handbooks**

A comprehensive employee handbook will lessen the potential of misunderstandings, keep employees informed, and mitigate the risk of litigation. Your assigned HR professional will ensure that your employee handbook covers all the bases, including, but not limited to, employment status, attendance, records retention, benefits, payroll, standards of conduct, hours, leaves of absence, conduct and disciplinary actions. TBM can draft a new handbook or review a current one and revise as needed.

**Coaching and Problem Solving**

As requested,your dedicated HR Professional provides support to you and your management team, to navigate and resolve any type of employee matter in a timely manner, focusing on resolving each matter fairly, legally and in the best interest of all concerned.

**Job Descriptions**

In order for there to be successful employee performance, it is critical to start with well-written job descriptions that accurately identify position duties, scope of authority, skills, competencies, education, training, experience, and physical requirements which support the organization’s needs. Job descriptions are also key during the interviewing process to ensure that interview questions are relevant to the position, and selection criteria is consistent for each candidate.

**Employee Counseling and Disciplinary Actions**

It's an unfortunate necessity in doing business fraught with potential pitfalls. We can help you minimize risks and draft supporting documentation to clearly describe the particulars of each situation in a manner that will remain in compliance with applicable laws and provide documentation that will clearly communicate the details of the issue(s) addressed and the steps taken by the company to rectify them should an employee file a complaint with the Department of Labor, EEOC or Division of Human Rights.

**Management and Employee Training**

Our professionally certified trainers incorporate best practices for employee relations, employment decisions and legal compliance into every training program we offer. We give your managers and supervisors the skills and knowledge to resolve difficult HR issues while limiting your exposure to costly litigation. We design our training programs to meet your specific needs, and all can be conducted on-site or virtually. State mandated sexual harassment prevention training is also available. Training sessions cost are quoted on a case-by-case basis.

**Terminations (Offboarding)**

Whether your reasons for terminating an employee are based on work performance, due to a layoff, or for another reason, following proper termination procedures goes a long way in avoiding legal issues. TBM can provide support throughout the process to ensure that your termination process is consistent and adheres to applicable employment laws.

**Pricing**

**Additional Services**

**Labor Law Posters**