

HR SERVICES

We can do it all—from handbooks to managing your Human Resource Department.

Comp360 offers HR Services to allow your company to run efficiently. Our goal is to ensure a compliant work environment.

Annual memberships range from \$600 to \$1,500 (depending on number of employees and company location) and include the following services:

- On site compliance audit—complete audit, by an experienced SPHR, of all HR systems, forms, files, policies, and procedures with a written report of findings and recommendations
- Review and revision (update) of employee handbook
- CD of HR standard forms and compliance checklists
- HR personnel on call—unlimited calls and e-mail support from your personal SPHR consultant
- Monthly HR newsletter—providing up-to-date HR news on a local and national level

Please contact our team at Comp360 for more information or to set an appointment.

MENU OF SERVICES

Employment

- Recruitment and Staffing Projects
- Affirmative Action Plan

Compensation

- Salary Plan Design
- Compensation Surveys
- Performance Appraisal

Benefits

- Benefit Cost Containment
- Plan Document Design
- Unemployment Cost Analysis

Employee Relations

- Personnel Policies
- Preventative Labor Relations

Training

- Management/Supervisory
- Team Building and Leadership
- Sexual Harassment and Diversity