**MAJOR SERVICE OFFERINGS**

**Employee Relations**

We are your HR department. Our staff will work with your management team to ensure quick resolutions to employee issues. Employees will have contact information for the HR team so that they can reach out anytime they need assistance.

**Human Resource Technology (HRIS)**

ICON presented by UnicornHRO is the preferred technology vendor of

our organization. This powerful system allows small business to access the technology solutions of much larger organizations and includes employee and manager self-service options. ICON group volume discounts are passed through to all clients of Preferred HR Services.

**Benefit Analysis, Plan Design & Administration**

Our specialist will work to bring you and your employees a comprehensive benefits package that will include options for health, dental and vision insurance. We will also introduce supplemental products the will offer your employees lower group rates, guaranteed issue, and a variety of coverage. This service includes the administration of your plans throughout the benefits year as well as vendor management and employee assistance.

**Compensation/Incentive Plan Design**

Once a year we will provide the latest information on our local labor market. This information will assist Preferred HR Services in recommending pay changes based upon the market information for specific positions.

**Employee Job Description Creation**

Clear communication regarding job duties is a key component in avoiding unnecessary misunderstandings. Job descriptions also serve as a means to clarify performance requirements, recruit for vacancies, train employees, and check for compliance with legal requirements related to equal opportunity, equal pay, overtime eligibility, etc. Creation of job description with an annual update will be provided under this service.

**Employee Handbook**

Providing employees’ with a handbook creates a direct communication resource for the employer and the employee. It provides guidance and information related to the company’s history, mission, values, policies, procedures and benefits. It is also viewed as a means of protecting the company against discrimination or unfair treatment claims.

**New Hire On-Boarding**

Improve productivity, build loyalty, and increase employee success by creating a positive first impression through an effective and efficient on-boarding process.

**Workers Compensation Analysis, Plan Design & Claims Management**

Working with you we will locate the lowest possible rates for your workers compensation insurance needs. We will manage the process with your vendor when injuries occur on the job.

**Unemployment Claims Administration**

Many organizations do not realize that their unemployment rate is one area where cost savings can be realized. Through a combination of policy development, employee disciplinary procedures, and a cooperative partnership with the state Unemployment agency we can help to maintain or reduce your unemployment costs.

**Regulatory Compliance**

Building off of the HR Audit and Risk Assessment our team will work with you to ensure that you are compliant in federal and state regulatory compliance.

**Payroll Administration & Management**

The service removes the worry of payroll and payroll taxes. Direct Deposit makes paying employees both quick and convenient.

**OSHA Program Development, Training & Compliance**

The Occupational Safety & Health Administration regulates and enforces federally enacted safety standards for all different types of industries. The healthcare industry has some very specific requirements. We can work with you and your employees to ensure a safe and compliant working environment. This service will include the initial hazard assessment, preparation of your OSHA manual and monthly trainings.

**Recruitment & Pre-Employment Services**

Hiring the wrong person costs organizations valuable time and money. By developing and consistently following sound recruitment and pre-employment practices companies find that they are better able to manage their turnover. Our recruitment and pre-employment services include sourcing and prescreening candidates. In partnership with our background investigation organization we will thoroughly screen and advise clients in the hiring process.