



Need a Second Opinion on Your HR Practices?

If you're questioning the health of your HR policies and procedures, it may be time for a complete "check-up" by an experienced, impartial source. Silvers HR's **130-point Human Resources Practices Review** assesses your current policies and programs, identifies the most critical HR issues and vulnerabilities, and helps you set priorities you can begin implementing immediately.

An HR Practices Review will allow you to:

- Determine the effectiveness/ROI of your Human Resources functions and practices
- Gain a confidential insight into your company's compliance with the myriad of state and federal employment regulations.
- Assess your vulnerabilities for employment related fines, penalties and lawsuits.
- Reduce your risk of potential lawsuits from dissatisfied applicants and ex-employees
- Reduce your unemployment claims costs
- Increase employee attraction and retention rates

"I was extremely impressed with the staff and the thoroughness of the Silvers HR HRPR. The findings were presented in a way that gave me assurance of where we are in compliance in areas, and prioritized the items we need to work on. It was a very inexpensive investment!"

Lisa Clawson, CCP, SPHR
Vice President, Human Resources
Matheson Trucking, Inc.

Our comprehensive 130 point Human Resources Practices Review includes	Full Review	Mini Review
Personnel file audit including I-9's	X	X
Industrial Welfare Commission Wage Order Compliance	X	X
Mandatory postings & notices	X	X
Discrimination/harassment practices and policies	X	X
Wage and Hour regulation compliance	X	X
Exempt/non-exempt classifications	X	
New hire required documentation	X	X
New hire orientation program	X	
Employment termination required documentation	X	X
Independent Contractor status	X	
Position Descriptions/Americans with Disabilities Act compliance	X	
Recruiting practices	X	
COBRA compliance overview	X	
ERISA compliance overview	X	
Unemployment insurance claims	X	X
Employee handbook review	X	
Leave of absence/FMLA/CFRA/PDL compliance	X	
Cafeteria Plan compliance overview	X	
Disciplinary practices	X	X
Safety and health program overview	X	
Management & Employee training programs	X	
Performance appraisal program	X	
Written findings and prioritized recommendations for employer analysis and action	X	X

The HRPR is based on an analysis of a sampling of the documents and interviews given to Silvers HR by the organization. All information gathered and contained within the HRPR is considered confidential. Prioritized recommendations focused on reducing the employer's risks and enhancing the return on employment programs are included in the HRPR.

For more information, call
916-791-8506
or visit www.silvershr.com



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