

# Need a Second Opinion on Your Practices?

If you're questioning the health of your HR policies and procedures, it is 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.

## Our comprehensive 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

### Our 130 point 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 onboarding program	X	
Employment termination required documentation	X	X
Independent Contractor status	X	
Position Descriptions	X	
Recruiting practices	X	
COBRA compliance overview	X	
ERISA compliance overview	X	
Unemployment insurance claims	X	X
Employee handbook review & edits	X	
Leave of absence/FMLA/CFRA/PDL compliance	X	
CA paid sick leave compliance	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 best way to prevent litigation is to identify potential issues early. That's why every business should use Silvers HR to conduct an HR Practices Review. It's an invaluable service!"*

*Jennifer Shaw, Attorney  
Shaw Law Group*

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.

Schedule your checkup, call **916-791-8506**  
or visit [www.silvershr.com](http://www.silvershr.com)