



# Human Resources Consulting

Human Resources is a complex, time-consuming, and ever-changing field. At SEK, we offer various HR services that are both cost-effective and personalized for your business.

We understand that you are busy and simply may not have the time, expertise, or resources to address HR needs effectively. Wouldn't it be great to have a human resources expert there when you need one? We welcome the opportunity to use our extensive HR experience to partner with you to focus on your most valuable asset – PEOPLE.

Whether it's a one-time project or ongoing assistance, we customize our services to fit your needs!

## HR CONNECT (ON-CALL SUPPORT)

Tired of trying to find answers? Frustrated with employee relations issues? We can help relieve the stress that HR can cause so you can focus on growing your business. With **HR Connect**, we provide *ongoing support* for your HR questions and concerns for a low monthly fee.

The program includes:

- **Expert advice and guidance:** Unlimited telephone, video conferencing, and email support for consultation on HR-related questions and issues
- **HR Support Center (Mineral):** Industry-leading HR tools and resources to help you effectively manage your HR compliance. Includes online access to the following:
  - HR compliance library
  - Easy to understand forms, letters, and sample policies
  - Timely HR news and law alerts
  - Quick guides, checklists, toolkits, and charts on relevant HR topics
  - Job description builder
  - Salary comparison tool
  - Employee handbook builder
  - Short training videos on HR basics, tips, and best practices
  - HR assessment
  - Monthly newsletter and webinars
- **Quarterly check-ins:** Support calls via telephone or video conferencing to discuss and review any HR planning questions or needs
- **Discounts:** 10% discount on an HR compliance review

## TEAM LEADERS



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Contact us using the form below for pricing and additional information.

### **OUTSOURCED HR (CUSTOMIZED HR FUNCTION SUPPORT)**

Are you wearing too many hats to manage HR? Do you have a frustrated employee trying to take on HR duties in addition to their regular job responsibilities? Comprehensive HR support is critical to your organization but you may not have the resources to employ experienced HR professionals. Outsourcing HR is a great way to bring on HR expertise and gain efficiency without incurring the cost of adding a full-time position.

We understand that every organization is unique and that one size does not fit all. We pride ourselves on investing the time to fully understand your strengths and challenges so that we can create customized outsourced HR solutions that allow you to focus on your core business tasks.

Here are a few examples of how we can help:

- Recruit new employees - source, interview, reference, background check, and offer letter
- Create and maintain employee handbook
- Conduct HR compliance review of policies, practices, and operations.
- Consult with managers on employee relation issues
- Assist with termination process
- Conduct employee investigations
- Develop job descriptions and assess wage and hour classifications
- Review benefit plan design and benefits administration
- Serve as HR contact for employees
- Collaborate with leadership on strategic planning

### **PROJECT-BASED SERVICES**

When you just don't have the time or expertise, we can help you with your one-off HR specific projects.

Below are a few examples of projects we can help with:

- **Compliance reviews** – HR function, I-9 forms and process; FLSA-pay practices and position classifications
- **Employee handbooks** – develop new or review and update current
- **Staffing** – full-cycle recruitment for management level and accounting positions
- **Employee investigations**– support for employee issues and investigations

### **AFFORDABLE CARE ACT (ACA) COMPLIANCE**

Understanding your obligations under the Affordable Care Act can be overwhelming. Employers with 50 or more full-time employees (and/or full-time equivalents) have significant compliance obligations under the law.

The penalties under ACA for noncompliance are significant. But don't worry, there are several ways we can help:

- Check applicable large employer (ALE) status and law applicability
- Provide guidance on affordable health insurance to prevent penalties
- Aid in IRS reporting by preparing and filing 1094/1095s
- Research, calculate, and respond to a penalty notice (Letter 226-J)

- Advise on ACA module setup during HR system implementation

### **PROFESSIONAL AFFILIATIONS**

Membership with professional associations allows our HR professionals to gain insight, learn innovative best practices, network with professionals pursuing similar goals, and participate in educational programs.

- Allinial Global – Human Resources Committee
- Society for Human Resource Management
- Frederick County SHRM
- Cumberland Valley SHRM
- Maryland SHRM State Council, Inc.

Videos: HR Consulting Services

*Visit [www.sek.com](http://www.sek.com) for more information or to schedule a consultation today!*