

Human Resources Monthly Subscription Service



The Right Services At the Right Price

Secure The HR Services You Need, Without Hiring A Full-Time HR Professional

One of the most challenging aspects of owning and managing a successful business is human resources. Whether you're in search of the next super-star employee, looking for retention strategies, or maintaining compliance with a laundry list of government regulations, if you don't know what you're doing or what is expected of you in this area, the mistakes can prove to be costly.

Small- to mid-sized businesses are also running into budgetary issues and, depending on their size, may not have it in the budget to hire a full-time HR professional. Fortunately, if you are looking to avoid the overhead of adding a dedicated expert to your team full-time, but you are ready to protect your growing business and your people, solutions do exist.

Rea & Associates' Human Resources Consulting Services team is able to provide you with the expertise you need, the professionalism and attention you expect, at a price that makes sense for your unique situation. **And as a member of the Working Partners Consortium, you have access to these services at an exclusive, discounted rate.** Read on to learn more.



Choose the solution that fits for your specific HR challenges — for a flat, monthly rate

HR Start-Up Package

For newly established and small companies (fewer than 30 employees) that are looking to properly set up the HR function of their organization.

Baseline HR Package

For employers that are in growth mode or are subject to additional state and federal regulations.

Professional Comprehensive HR Package

For employers with 250 employees or more. Can be used as supplemental help to your already established HR function, or as a stand-alone HR resource.

HR Assessments

Whether it's annually or quarterly, your customized HR assessment will help you gauge the overall health and wellness of your human resources function while helping you gain the insight necessary to ensure your long-term compliance with ever-changing rules and regulations.

Anonymous Compliance & Ethics Reporting Hotline

Misconduct and non-compliance with company policies and procedures are most likely to be detected by a tip through a hotline, and an organization's employees are its eyes and ears. A hotline is a best practice in organizations of all sizes across all industries. This anonymous hotline is managed by Veritas Solutions Group, a third-party professional services organization who will communicate reported matters directly to you. Reports are taken anonymously online or by trained professionals over a toll-free phone line. In addition to the reported information, reports to you will always include a risk evaluation of the information received as well as recommendations for your next steps. You will also receive tools to communicate and launch the hotline within your organization.

Services Included	HR Start-Up Package	Baseline HR Package	Professional/ Comprehensive HR Package
Access to a dedicated HR professional who understands your business, the demands of your industry, and your specific HR needs	X	X	X
A regularly scheduled monthly 30-minute call with a dedicated HR professional	X	X	X
Access to ongoing support, advice, coaching and HR expertise ¹	X	X	X
On-call management of unexpected HR situations ²	X	X	X
Anonymous Compliance Ethics & Reporting Hotline provided by Veritas	X	X	X
HR Assessment	Annually	Annually	Quarterly
Annual HR Consulting hours ³	8 hours	20 hours	50 hours
Annual audit of employee handbook		X	X
Annual review of OSHA Log		X	X
Annual audit of personnel files			X
New hire packages – orientation			X
Exit interviews			X
FEES (per month) (includes additional discount for Working Partners Consortium members)			
3-year agreement	\$300 \$282	\$400 \$376	\$500 \$470
2-year agreement	\$345 \$324	\$450 \$423	\$560 \$526
1-year agreement	\$385 \$362	\$495 \$465	\$600 \$564

¹ Includes webinars and other educational programming.

² After the initial number of HR Consulting hours outlined in the package has been exhausted, additional time will be charged at a discounted hourly rate as determined by the package obligations.

³ These hours can be used for special projects, policy and procedure updates, recruitment initiatives, management of unexpected HR situations, and HR consulting services that go beyond the identified perimeters of the packages outlined above.

Please note, Rea & Associates reviews package-level pricing annually to ensure services remain competitively priced.

A one-time onboarding fee will be added for new subscribers as part of our onboarding process.





Annual or Quarterly HR Assessment

During your quarterly or annual HR Assessment, you can expect your HR Consulting Services team to review the following HR functions to provide you with an overall assessment of the health and wellness of your organization's HR function.

- **OSHA Recordkeeping Audit** – A comprehensive review of your OSHA log, OSHA Compliance Policies, etc.
- **Policy & Procedure Reviews** – A deep dive into your organization's policies and procedures.
- **Employee Handbook Audit** – A complete review of your organization's handbook to ensure that it provides employees with essential company information, clear expectations, and valuable employee resources. The review will also ensure that your handbook includes all necessary policies and procedures (and that they are updated to comply with existing rules and regulations), to help mitigate additional organizational risk.
- **Employee Trainings** – Assistance with organizing and conducting key employee training sessions, including general harassment and sexual harassment, workplace violence training, etc. Trainings will specifically address your organization's existing procedures & policies. Additionally, we can assist with the performance of key on-site trainings.
- **Compliance**
 - » I-9 Forms
 - » Employee Files
 - » Workplace Safety
 - » Employee Recordkeeping
- **Recruitment Process**
 - » Review of your organization's hiring process including review of employment application, new hire forms, policies, and overall on-boarding process.



Expect the Unexpected

A La Carte HR Consulting Services

We offer a range of HR services which will help alleviate the stress and anxiety of employee relations, recruitment and retention, and government compliance, so you can focus on other areas of your business. Beyond the services included in our monthly packages, your subscription includes additional consulting hours. If you need to take advantage of more of our consulting services, or are interested in engaging us for additional services, the following pages outline the range of solutions we offer.

Hourly HR Consulting Services

You never know when your business will be faced with a human resources issue. Not having a full-time HR professional on your team to address these issues in a timely and effective manner can be difficult. Our hourly HR consulting services provide you with access to certified human resources professionals when the moment strikes. During these consulting sessions, you are free to address questions regarding employee issues, counseling, employment and compliance. Additionally, your conversation with a Rea HR advisor might include additional tangible guidance and recommendations for next steps. Your conversations are always confidential and we promise to always work in the best interest of your business, your employees, and your customers.

Employee Termination

Determining whether to let an employee go is never an easy decision. Plus, there's the added worry that you could face legal issues or unemployment claims. Our HR consulting team provides employers with the peace of mind necessary to move forward with employee terminations while ensuring compliance with all applicable employment guidelines.

Legal Referrals

In addition to the extensive professional skills and experience we bring to the table, we have established a network of legal professionals. As a result of the relationships we have established and nurtured over the years, we are happy to refer you to the right professional to answer your legal questions as an employer.

RFP Management

When you are looking for third-party HR assistance, it's not always easy to read between the lines of their marketing materials and product literature. That's why our team of consulting specialists are happy to provide RFP management services to help you ensure that you are getting everything you paid for and the quality you expect from a temp service, third-party vendor, or other service provider.



Rea & associates
CPAs and business consultants



Looking for Top Talent?

Betting Hiring From Start To Finish

Let our recruitment and retention professionals help you build a strategic recruitment plan designed to help your organization hire the most qualified individuals.

Job Requisition & Job Description Forms

The first step to finding the right employee for your business is understanding your expectations for this role. We can help you identify these key responsibilities to ensure you are effective in your recruiting efforts.

Job Description Development

After you've determined what you want your new employee to do, you need to actually put together an accurate and compliant job description. Our team can create or review job descriptions to ensure compliance with EEOC and the DOL, while ensuring clear identification of essential job functions.

Sample Job Ads & Postings

Advertising for a new employee goes beyond a generic ad in the local newspaper. We can help you utilize strategic language that will attract the attention you're looking for.

Employment Application Format

Now that the job has been posted, you have to direct prospective employees to an employment application that maintains compliance with all relevant rules and regulations while providing you with the appropriate insight into the individual's skills, education, and work history.

Interview Guidelines & Reference Check Forms

When it comes to conducting interviews, it's not as cut-and-dry as you might imagine. Juggling what to say versus what not to say can get confusing, but we can help you stay out of hot water during the interview process.

Interviewing

Whether you're looking for help preparing for the interview process or conducting the interview on your behalf, we are here to assist.

Hiring & Development Assessments

We are certified in the administration and interpretation of the Predictive Index and Caliper Assessments, which measures cognitive ability in addition to individual's innate traits. These assessments can help you determine how a prospective employee will fit in your team and how they prefer to learn while on the job.

Offer Letter Format

So, you've found the right candidate. Now it's time to make your official offer. What should this include? Salary, benefits, expectations? This is one of their first steps in their relationship in your business. It's vital that you start out on the right foot.

New Hire Forms

The first days on the job are filled with a mountain of paperwork for your new employee. And, as trivial as it may seem, the information you collect is essential in your responsibility to comply with critical government rules and regulations. We can help you ensure that your employees are filling out the right forms to keep your business out of hot water.



Maximize Performance

Become an Employer of Choice

Now that you've found and hired the ideal employee, what are you going to ensure that they stay and not move on to a competitor? The following services can help you do more to retain top talent.

Performance Review, Counseling & Disciplinary Action Forms

These days, it's not enough to hire an employee, put them to work, and trust that they are doing a good job and behave in a professional manner. It's also important to challenge them to grow in their roles and in the organization as a whole. The HR consulting services team at Rea can provide you with the necessary forms that will help you guide your team toward success.

Employee Retention

Once you've hired the best person for the job, you need to work to retain them. After all, if you thought they were a rock star, chances are good that other organizations are looking at them as well. We can help provide you with best practices and development of programs to help your organization retain employees.

Employee & Leadership Development

What are you doing to develop your team? Are you providing them with continued education, leadership programming, or another tools that will help them grow professionally? Employee and leadership development is an ongoing responsibility of the business - but it's often overlooked.

Compensation

How does your pay rate and benefits structure stack up against the competition? Are you competitive in the marketplace or could you do more? Rea's HR consulting team can help you identify appropriate compensation, based on trends, research, and benchmark studies.

Conflict management

Conflict happens – but that's not always cause to take drastic actions. Sometimes, there are steps you can take to use conflict as an opportunity for growth. The first step, however, is put a plan in place so when conflict does arise, you're ready.

Team-building

The secret to a successful business is truly its people. The better your people work together, the more efficient and effective you'll be. Ask us about our team-building programming and strategy.



Business Protection

Ensure HR Compliance

Government entities are cracking down on organizations that fail to comply with a laundry list of key rules and regulations. Worse, noncompliance in these areas can result in heavy fines and penalties. Our HR consulting services will ensure that your "t's" are crossed and your "i's" are dotted.

EEOC/DOL Compliance

We will conduct an assessment to review your existing policies and workplace postings to ensure compliance with the Equal Employment Opportunity Commission and the Department of Labor.

Employment Posters – Online

Notifying your employees of their rights and responsibilities is a critical component of ensuring that your team members have a safe working environment. Many of these regulations must be posted in a prominent location within your business. We can ensure that you have the proper posters and that they are up-to-date and include any necessary revisions.

Affordable Care Act Information

The Affordable Care Act ushered in a lot of changes for the American employer and it continues to be difficult to navigate the maze of regulations associated with the legislation. Our team of ACA experts can provide the peace of mind you need when it comes to compliance while helping you meet all obligations associated with the Act, avoid costly fines and penalties, and promote cost-effective solutions.

State & Federal Regulation Guidance, Including FLSA, FMLA, & EEOC

The state and federal government mandates that all employers much comply with key pieces of legislation. Our team will work with you to provide the proper guidance and compliance related to these regulations, particularly those that are mandated by the Fair Labor Standards Act, the Family Medical Leave Act, and the Equal Employment Opportunity Commission, among others.



Safety Training

Having the proper safety training processes in place is essential to ensuring the welfare of your employees and meeting required safety mandates at the state and federal levels. Our team will review your existing safety training processes, offer guidance and best practices, and ensure the completion of on-site training activities.

Diversity, Equity & Inclusion Information

We are committed to promoting best employment practices for all. We can provide you insight into the policies and practices associated with diversity, equity and inclusion, and guidance to ensure that you are meeting all requirements in this area.

HR Procedures and QuickStart Guidance

Smaller employers that have been working without a designated human resources function can quickly become overwhelmed by the litany of policies, procedures, regulations, and mandates that are required by state and federal agencies. The Rea team of HR professionals is here to help you get up-and-running with programming that makes sense for the size and scope of your organization while providing you the guidance necessary to avoid steep fees and penalties for noncompliance.

Exempt/ Non-Exempt Employee Information

Not sure how to classify your employees based on their scope of duties and responsibilities? No problem! We are committed to working in the best interest of your organization and the individuals you hire. If you are looking for insight into the classification of employees, what these classifications mean, and which route is right for your unique circumstances, the HR consulting services team at Rea & Associates can help.

Meet Your HR Consulting Team



Renee West, SHRM-SCP, PHR | Director of Human Resources Consulting

Renee West has worked in the human resources management field within the professional services, manufacturing, non-profit, and temporary staffing industries for nearly 30 years. Today, she serves clients as director of human resources consulting at Rea & Associates, a Top 100 CPA and business consulting firm with offices throughout Ohio. In this role, she brings a deep passion for educating organizations on matters of recruitment, hiring, retention, compliance, and more.

A graduate of Kent State University, Renee has earned the Senior SHRM-SCP certification from the Society of Human Resources Management (SHRM). Currently, she serves as the district director on the Ohio Society for Human Resources Management's State Council Board of Directors. She has also served as the former president of the Tuscora Society for Human Resources Management.

Contact Renee today to learn more about Rea's HR Consulting Services and to discover how she and her team can help you hire better, retain top talent, and comply with ever-changing rules, regulations, and best practices.

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Jess Hart, SHRM-CP | Human Resources Consulting Specialist

Jess joined Rea's HR consulting team in 2022 after working on the campus recruiting team for a Big 4 firm. She holds a Bachelor of Science degree with a focus in human resources from The Ohio State University. Her areas of specialty include recruiting, onboarding, job descriptions, and employee handbooks, and also has an interest in helping clients stay compliant with HR policies and best practices.

Jess is dedicated to providing her clients with high quality service. You can expect Jess to be timely, communicative, consistent, and collaborative.

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