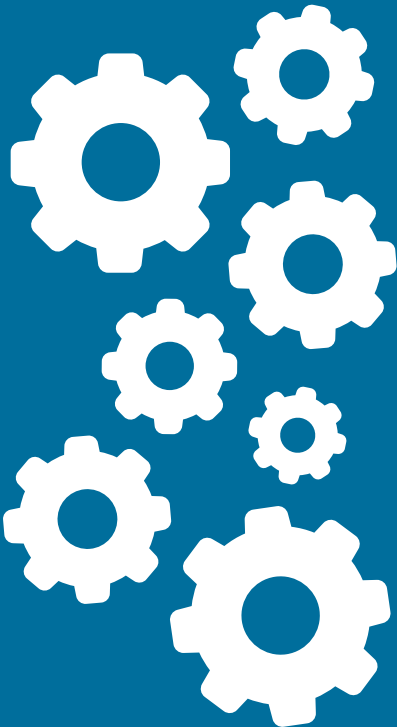


# HUMAN RESOURCES SUPPORT

*Comprehensive Consulting Services to Fit Your Needs and Budget*



**COMPLIANCE &  
BEST PRACTICES**



**RECRUITMENT  
& HIRING**



**TRAINING  
& DEVELOPMENT**



**EMPLOYEE  
RETENTION**

**BUKATY  
COMPANIES**  
*Expertise you experience*

# HUMAN RESOURCES SUPPORT FOR ALL YOUR BUSINESS NEEDS

We work with clients to ensure they meet requirements set by the Department of Labor and other regulatory agencies. For clients who need quick answers to an HR or benefit question, we recommend a call to our HR Concierge Desk, staffed by certified HR professionals. Clients can also receive dedicated support for specific projects. Project fees are based on length, scope and type of project. Our Audit Checklist can help you proactively address your human resource policies. Our focus is on organizational compliance with applicable federal, state and local employment laws, and strategic alignment of human resource practices and policies with your goals and objectives.



## HR Concierge Desk Topics:

- Equal Employment Opportunity (EEO)
- Family Medical Leave Act (FMLA)
- Fair Labor Standards Act (FLSA)
- Americans with Disabilities Act, as amended (ADA/ADAAA)
- Immigration Reform and Control Act of 1986 (IRCA)
- Performance issues
- Employee Retirement Income Security Act (ERISA)
- Consolidated Omnibus Budget Reconciliation Act (COBRA)
- Form I-9
- Affordable Care Act (ACA)
- Occupational Safety and Health Administration (OSHA)
- Health Insurance Portability and Accountability Act (HIPAA)
- Uniformed Services Employment and Reemployment Rights Act (USERRA)
- Reduction in Force

## Forms Library

HR-related forms, templates and notices required by state and regulatory agencies are frequently modified. We can serve as your one-stop shop to ensure you always have the up-to-date version for your working files.

### Labor Law Posters

- State
- Federal

### Forms

- I-9
- 5500
- EEO-I
- FMLA

### Notices

- CHIPRA
- Creditable Coverage
- COBRA
- HIPAA Medical Privacy
- Insurance Marketplace
- Women's Health and Cancer Rights Act



## Training & Development

Bukaty Companies offers a comprehensive training curriculum for managers and supervisors on a variety of human resource issues. We work with clients to customize training sessions to include company-specific policies, forms and standards. Topics include:

- Anti-Harassment and Discrimination (employees, supervisors and managers)
- Performance Evaluation
- Discipline and Documentation
- Employee Separation
- Conflict Resolution
- Coaching
- Delegation
- New Supervisor HR Training
- Interviewing/Hiring
- Violence in the Workplace
- Team Building
- Leadership
- Communication Skills
- Supervisory Responsibilities



## Recruitment & Hiring

Getting the right person in the right position is critical. Consistent processes, proper inquiries, good documentation and training will enhance this vital area. Bukaty Companies can develop processes that will help your company secure top talent, while avoiding charges of discrimination in hiring. Topics include:

- Recruitment Sourcing Strategy
- Hiring Process
- Application Form and Process
- Interviewing Skills
- Candidate Selections
- Hiring Procedures
- Background Checks
- Reference Checks
- Testing



## Employee Retention

The expense of employee turnover is conservatively estimated to cost between \$3,500 and \$5,000 for an entry-level position. Increase that amount for mid-level to senior positions, and the cost of turnover can be significant to your bottom line. Keeping happy, productively engaged employees is extremely important in today's competitive market. Bukaty Companies can put processes in place to help reduce turnover, thus increasing your employee retention rates. Topics include:

- Onboarding Process and Forms
- Organizational Culture
- Employee Relations Management
- Employee Communication
- Employee Discipline
- Conflict Management
- Performance Management & Tools
- Complaint Investigations (with legal assistance as appropriate)
- Employee Handbook
- Management Policies and Procedures
- Reward Systems
- Total Compensation Statements
- Unemployment Management
- Workers' Compensation Management
- Safety Overview
- Leaves of Absence
- Exit Process & Interviews
- Job Descriptions
- FLSA Guidance



## HR Review

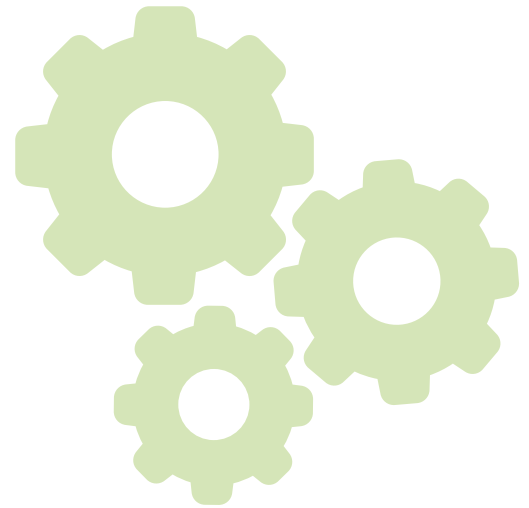
It's important to know that your human resource practices and policies meet regulatory requirements and minimize your liabilities. Through our comprehensive HR Review process, we can assess your current structure and make recommendations for enhancements. This process analyzes more than 30 distinct human resource areas to determine what exposures might be lurking. In addition to delving into the HR Review questions, we speak with key members of management to better understand the culture and desired future direction of the organization. This information allows us to jointly determine direction and priorities for future actions. No one wants excessive processes or procedures, but a certain level of risk mitigation is desirable.

Whether you have a dedicated human resource function or responsibilities are shared among departments, we can help identify areas for improved effectiveness and efficiency. It's a constant challenge to keep up with the myriad regulatory changes affecting your business while executing daily duties. An objective outside perspective can provide peace of mind that your human resource operations are aligned to maximize results, while minimizing liabilities.

## **Building Blocks — Best Practices Establishment**

Companies must have some basic tools to administer their human resources appropriately. While some organizations have broader responsibilities due to government contracts size or other factors, there are primary tools that are essential for all companies, including:

- Strategic Human Resource Management
- Employee Handbook
- Management Policy and Procedures
- Job Analysis/Description
- Fair Labor Standards Act (FLSA) Classification
- Customized Forms and Process
- Record keeping/Privacy/Policies and Processes



## **SERVICE DELIVERY OPTIONS**

With Bukaty Companies, you never have to pay for services you don't use. We provide our clients the flexibility to select the service method that provides maximum value in responding to your business needs.

By utilizing Bukaty Companies' skilled human resource professionals, clients have access to dedicated, highly experienced consultants — without the burden of fringe benefit costs.

### **Retainers**

A retained relationship enables us to function as a true human resource partner. The ongoing nature of this arrangement allows an immersion into the organization's culture to fully align with their human resource strategy. All services are customized to assist you with compliance while maximizing human capital. Our consultants can either support existing staff or serve as the complete solution to your human resource needs. In this arrangement, we work closely with senior management in a cost-effective manner. We function as a staff member, but without many of the costs of an employee, such as benefits or taxes, and jointly construct action plans and address emerging issues.

### **Project-Based**

If you have a project that you need to get off your desk, we can assist — whether you need additional time or industry expertise. Projects such as job descriptions or handbooks frequently fall within this area. We also find that sometimes an external resource can heighten the impact and perceived importance of training, particularly in the area of harassment.

### **Help Desk**

Bukaty Companies clients are accustomed to a high level of expertise and service. Our Help Desk provides guidance from a senior human resource professional for human resource related questions — at no cost. Generally these issues can be addressed during a phone call or with quick research.

In an effort to keep our clients fully informed, other value-added services include: Benefit Bulletins, Carrier Notices, Health Care Reform Bulletins and our News You Can Use Newsletter.



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