



HR Consulting and Support Services

JER HR Group represents commitment and dedication to supporting businesses and professionals through our expertise and superior results. Our HR Consulting and Support Services Division can help your organization achieve and maintain a state of compliance with existing employment laws through services such as HR Audits, Employee Handbooks, Interim HR Management, Compliance Training, FMLA Administration and Ongoing Assistance.

WHY CHOOSE JER HR GROUP?

Our Expertise

Our highly regarded and respected Senior HR Professionals take a systematic approach, partnering with every client, beginning with listening to their needs, concerns and issues, initiating a process that provides practical solutions, the appropriate protocols and then addressing each need until every requirement has been met.

Our Reputation

JER HR Group has the ability to assess HR concerns and issues within any almost industry sector. Applying 25 years of expertise and a “whatever it takes” attitude, our goal remains the same; provide flexible, reliable human resource best practices combined with solutions for our client partners for positive outcomes. Our proven reputation is built on our clients’ satisfaction, which is our highest priority.

Our Approach

Communication with clients and candidates is key to our success. You can expect dedicated service with a high level of urgency, every time. As a successful division of JER HR Group, we provide personal, customized, flexible service.



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OUR SUPPORT SERVICES

As a leading human resource outsourcing firm, JER HR Group provides HR Services to for-profit and non-profit organizations large and small as well as to municipalities. We offer the following HR Support Services, designed to be a part of your comprehensive, proactive strategy to help your organization's day-to-day operations and ad-hoc projects. Our consultants are current in regulations and trends and review new case rulings on a regular basis.

HR AUDITS

The purpose of a Human Resource Audit is to provide a professional and objective perspective on a company's Human Resource efforts, identification of areas that can be improved and recommendations for changes, including those that involve compliance with various state and federal laws.

Properly conducted audits can identify practices that must be changed, highlight areas with room for improvement and focus on positive policies that should be continued. It has been proven that the seven areas where employers are most likely to make errors are:

1. Misclassification of exempt and nonexempt jobs
2. Inadequate Personnel Files
3. Prohibited Absentee Policies
4. Inaccurate Time Records
5. Insufficient Documentation
6. Independent Contractor status
7. Family and Medical Leave Act (FMLA)



**Our Audits
uncover potential
gaps before they
become an issue.**

EMPLOYEE HANDBOOKS

An Employee Handbook of policies, procedures and benefits exists to ensure compliance with all your organization's legal requirements and to communicate to employees a culture of consistency, fairness and commitment by management. We can review your existing handbook for compliance and identify any area requiring revision. If you don't have a handbook, we can work with you to develop and build one that reflects the mission and goals of your organization.

What will an employee handbook do for your organization?

- Acquaint employees with the company's culture, mission and values.
- Share with employees what is expected of them, and...
- Share with employees what they can expect from management and leadership.
- Showcase any benefits that you offer employees.
- Communicate key company policies clearly and consistently.
- Maintain compliance with federal and state laws.
- Help protect the company against employee claims.
- Inform employees as to where they can go for help.

**We recommend
a handbook
review every
2 or 3 years.**

INTERIM AND START-UP HR SUPPORT

Over the years, many companies, small and mid-sized, have outsourced their HR functions and responsibilities to us, leveraging our deep experience and expertise across a variety of industries. We can:

- Help you build your HR infrastructure from the ground up.
- Strengthen and support your current HR function.
- Be your HR Department if you don't have one or be of interim support if you need help for a shorter time period.

FMLA / ADA / EEOC ADMINISTRATION

JER HR Group consultants consistently keep our clients updated with frequently evolving federal and state regulations. Many organizations find it difficult to keep pace with so many changes. As a result, they frequently solicit our consultants' advice and then make the decision to outsource their program management to us.

Our experts can help your organization with a variety of support functions including FMLA policy and procedures development and training, response to EEOC or other type of federal or state request for additional information or in responding to a complaint or a query.

COMPLIANCE TRAINING

With so many regulations and requirements, human resource issues can be overwhelming. Our online on-demand HR training allows your company to deliver training anytime, from anywhere (even on mobile devices) and to monitor and track learner progress. We provide assistance with reporting and course administration.

Our library offers a broad set of HR training and development courses at very reasonable per learner pricing. Topics include preventing sexual harassment, employment law, diversity, and more for both supervisors and employees. Some course topics are also offered in Spanish.

AFFORDABLE ONGOING ASSISTANCE

Just need to be able to ask for occasional guidance from an expert on issues as they arise? We also offer discounted packages where you will receive a certain number of hours of telephone and email support in a one-year period for day to day consultation in areas such as:

- Guidance on policies and processes
- Compliance formalities
- Assistance with documents and forms related to human resource
- Guidance on do's and don'ts for HR, Recruitment, Emails or conversations
- Employee Relations
- Immigration guidelines
- Recruitment strategies
- Other HR issues as needed

**We offer
Retainer
services for
our clients.**



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Unmatched HR expertise by your side every day

We are committed to helping business owners and their HR executives prosper, allowing them to focus on their corporate and financial strategies. As an extension of your HR department, we can manage your HR issues, customizing our work to your situation while delivering the desired results.

What you can always expect when doing business with JER HR Group:

- Dedicated Senior HR Professionals
- Integrity, Honesty, Value, and Trust
- Expertise in Every HR Function
- No excuses



- 25 Years of Experience
- 500 Nationwide Clients
- Average of 20+ Years of Consultant Experience
- Expertise in Specialized HR Services

A SAMPLE LIST OF OUR CLIENTS



ALFRED P. SLOAN
FOUNDATION



Precision**Fabrics**



Procter & Gamble



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO



BrightFocus™
Foundation
Cure in Mind. Cure in Sight.



DEERE-HITACHI
CONSTRUCTION MACHINERY CORPORATION



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