



## **Phoenix HR Consulting**

### **Comprehensive HR Service Offerings**

#### **HR Strategy & Compliance**

- HR compliance audits (federal and multi-state)
- Policy and employee handbook creation/revision
- Job classification reviews (FLSA exemption status)
- Independent contractor vs employee classification analysis (1099 vs W-2)
- Multi-state employment law guidance
- Record retention and documentation compliance
- EEO, ADA, FMLA, and leave management compliance
- HR investigations support (harassment, discrimination, misconduct)
- Termination and disciplinary procedure guidance
- Unemployment claims assistance and documentation
- Workplace safety and OSHA compliance guidance
- I-9 audits and E-Verify process setup
- HR compliance calendar creation and monitoring

#### **Talent Acquisition & Onboarding**

- Job description creation and optimization
- Salary benchmarking and pay structure guidance
- Recruiting strategy design and execution (direct sourcing, job boards, etc.)
- Applicant screening and interview coordination
- Offer letter and employment agreement drafting
- Background check coordination and compliance guidance
- New hire onboarding and orientation process setup
- New hire packet creation (W-4, I-9, policies, etc.)
- Onboarding compliance (state and federal)
- Onboarding automation setup (via HRIS or manual templates)

## **HR Administration & Recordkeeping**

- Employee file setup and auditing
- Personnel data management (electronic or paper)
- HRIS/HR software implementation and management
- Personnel change tracking (promotions, pay adjustments, transfers)
- Maintaining required federal/state labor postings (remote and on-site)
- Form and document standardization
- Employee status tracking (full-time/part-time eligibility)
- PTO and leave tracking system setup
- HR metrics and reporting (headcount, turnover, cost per hire, etc.)

## **Payroll & Benefits Administration**

- Payroll setup and vendor coordination (ADP, QuickBooks, Gusto, etc.)
- Payroll compliance review (overtime, deductions, garnishments)
- Time tracking and attendance system setup
- Benefits plan setup support (medical, dental, vision, life, etc.)
- Marketplace reimbursement management
- COBRA administration coordination
- 401(k) or retirement plan support (setup, match policies, notices)
- Aflac or supplemental insurance administration
- Benefit enrollment assistance and troubleshooting
- PTO and sick leave compliance by state
- Benefits invoice reconciliation and auditing

## **Employee Relations**

- Employee relations consulting and coaching
- Disciplinary action guidance and documentation
- Conflict resolution and mediation support
- Employee satisfaction and engagement initiatives
- Stay interviews and exit interviews
- Layoff and reduction-in-force planning support
- Separation agreements and release letters
- Offboarding process creation (exit checklist, final pay)
- Unemployment claim management

## **Performance Management**

- Performance review system design and implementation
- KPI and goal-setting frameworks
- Progressive discipline documentation
- Promotion and advancement policy creation
- Performance improvement plan (PIP) templates and support
- Management coaching for effective feedback
- Succession planning

## **Training & Development**

- Leadership and supervisor training
- Harassment prevention training (federal and state-compliant)
- Performance feedback and communication training
- Interviewing and hiring best practices
- Diversity, equity, and inclusion (DEI) training
- New manager onboarding and training
- Custom training program design (in-person or virtual)
- Training tracking and compliance documentation

## **Compensation & Total Rewards**

- Compensation structure design and market analysis
- Pay equity audits
- Incentive and bonus plan design
- Commission structure guidance
- Total rewards statements for employees
- Recognition and retention programs

## **Organizational Development**

- Org chart design and workforce planning
- Departmental structure reviews and role mapping
- Change management consulting
- Culture assessments and improvement plans
- Strategic HR alignment with business goals
- Merger/acquisition transition support
- Mission, vision, and values alignment workshops

## **Leave, Absence & Accommodation Management**

- Leave policy creation (FMLA, paid sick, state-specific)
- Coordination of leaves and return-to-work procedures
- ADA reasonable accommodation process guidance
- Worker's compensation coordination
- Pregnancy, parental, and medical leave compliance
- Light-duty and restricted-duty policy design

## **Employee Engagement & Retention**

- Employee surveys and engagement analysis
- Recognition program creation
- Retention strategies and turnover analysis
- Communication strategy support
- Company culture improvement initiatives

## **HR Technology & Systems Implementation**

- HRIS system selection and implementation
- Payroll and benefits system integration
- Timekeeping solutions setup
- Employee self-service portal design
- Document automation and e-signature tools
- Data migration and audit support

## **Multi-State & Remote Workforce Management**

- Multi-state compliance setup and ongoing monitoring
- Remote worker policy creation
- Labor law posting compliance for remote employees
- State registration and unemployment tax setup support
- Pay transparency compliance by jurisdiction
- Cross-state benefits and leave compliance

## **Diversity, Equity & Inclusion (DEI)**

- DEI policy creation
- Unconscious bias training
- EEO tracking and reporting
- Inclusive hiring practices consulting
- Diversity statement drafting

## **Special Projects / Fractional HR**

- Interim or fractional HR support
- HR department setup from scratch
- Crisis management and employee communication
- Audit preparation (EEOC, DOL, etc.)
- Business expansion HR support (new state or region)
- Contractor and vendor policy creation

## **Optional Add-On Services**

- Custom form creation (write-ups, evaluations, templates)
- HR newsletter content and employee communication
- Job postings management (Indeed, LinkedIn, ZipRecruiter)
- Custom reporting dashboards
- HR branding and recruitment materials
- Employee engagement event planning
- HR policy translation (Spanish/English)
- Exit survey data analysis

## **Retainer & Project Options**

- Ongoing monthly HR support (retainer)
- One-time projects (handbook, audit, etc.)
- Hourly consultation services
- Emergency or after-hours HR consulting