

GISI Human Resources PROFESSIONAL SERVICES PRACTICE

Today's employer needs to do more with less; times are tough and businesses are being forced to reduce expenditures where they can. Reliable and affordable support that considers all the pieces of an Employer's HR program, including benefits, compliance, operational goals and technology, is a must.

VALUE FOR OUR CLIENTS As part of GISI's ongoing commitment to partner with its clients and lend value, we've developed an offering of complimentary services intended to assist employers with their current HR initiatives.

ESSENTIAL HR CHECKLIST There are a variety of employment laws that govern HR practices. As these routinely update and change, GISI has developed a checklist of common HR issues applicable to companies with less than 20 full-time employees. Because what you don't know *can* hurt you, follow the link below to evaluate and ensure that you are in compliance with these obstacles:

www.getgisi.com/EssentialHRChecklist.

For questions or assistance with any of these items, contact your account manager.

EMPLOYEE HANDBOOK Employee handbooks are often considered unnecessary, lengthy documents that collect dust on a bookshelf. However, statistics show that a well-crafted employee handbook can protect employers in a variety of ways. They establish uniform, well-defined standards, serve as a vehicle for disseminating the employer's standards, establish common understanding and expectations regarding these standards, and reduce the risk of employee lawsuits. The following link will connect you with a list of provisions that should be included in your Employee Handbook:

www.getgisi.com/EmployeeHandbookChecklist.

Need help with drafting or revising your company's handbook? Call your account manager for more information.

SHRM DISCOUNTED MEMBERSHIP As a partner with the Society of Human Resource Management (SHRM), GISI is offering its clients a discounted web-only annual membership opportunity! Normally not available to U.S. members, our electronic-only access offers clients 24/7 web access to HR news, research, tool kits, training documentation, and more. To access the SHRM application, please follow the link below:

www.getgisi.com/SHRMApp.

Assistance accessing this application is available via your account manager.

CUSTOMIZED SOLUTIONS At every point within the HR service cycle, GISI has the expertise to support your needs. Our capabilities include, but are not limited to:

- Recruiting and selection
- Training and development
- Performance management
- Benefits program design and management
- Employment administration
- Employer liability management
- Governmental compliance

Contact your GISI account manager today to further discuss our services and/or to request a proposal.