



The Attorney-Reviewed, Award-Winning HR Library

Provided By:

Real Benefit Solutions



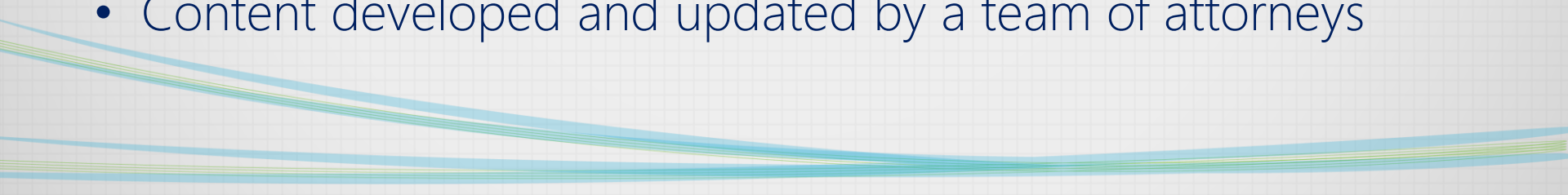
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The HR Library and Your Company

From supervising employees to staying compliant with Health Care Reform to complying with federal and state labor law, the HR Library stays with you every step of the way with attorney-reviewed tools, guidelines and forms.



The HR Library Features:

- Most current Health Care Reform guidelines and alerts
 - How to hire, discipline, give performance reviews and terminate
 - Hundreds of forms, policies and a sample employee handbook
 - COBRA, FMLA and state continuation of coverage
 - Interactive HR tools including a job description developer and salary benchmarking tool
 - State labor laws and posters
 - Content developed and updated by a team of attorneys
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What's Inside the HR Library?

- Employee Benefits
- Health Care Reform
- Human Resources
- Recruitment and Hiring
- Discipline & Termination
- State Employment Laws
- Forms & Policies
- Online HR Tools
- Safety & Wellness



- Health Plan Notices Calendar
- Benefit Planning
- COBRA
- FMLA
- Leave & Time off
- Medicare



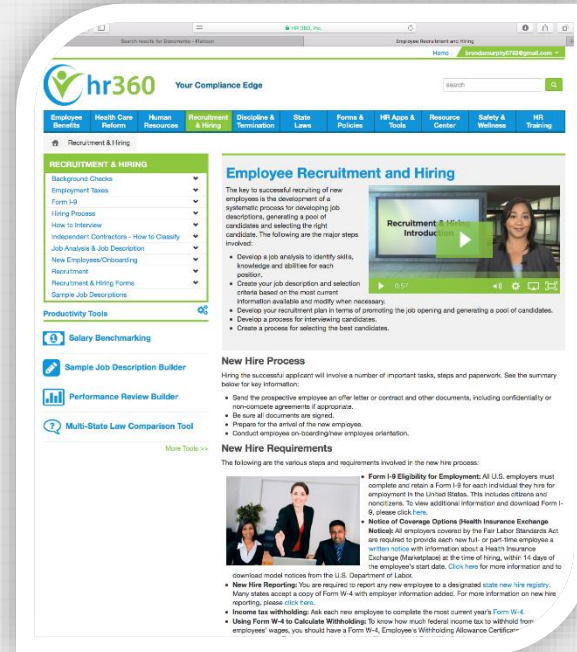
Human Resources

- Labor Laws by Company Size
- Employee Pay:
 - Exempt & Non-Exempt
- Employee Records and Files
- Discrimination
- Performance Reviews



Recruitment and Hiring

- Job Analysis
- Job Descriptions
- Hiring Process
- How to Interview
- New Employee Orientation
- Recruitment Process



Discipline and Termination

- Termination Steps
- Exit Interviews
- Disciplining Employees
- Termination Policies
- Final Paycheck



State Employment Laws

- Continuation of Benefits
 - Drug Testing
 - Family/Medical Leave
 - Jury Duty
 - Meal & Rest Breaks
 - Minimum Wage
 - New Hire Reporting
 - Overtime
 - Employment Posters
 - Recordkeeping
 - Smoking
 - Unemployment
 - Voting Leave
 - Wage Payment Timing
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Forms and Policies

- Hundreds of Downloadable Forms
- Sample Employee Handbook
- New Hire & Termination Forms
- Performance Review Forms
- Model Policies



Job Description Builder

Salary Benchmarking Tool

Employee Cost Calculator

Performance Review

Interview Question Builder

Resource Center

The Resource Center features a glossary of terms including:

- Health Care Benefit Terms
- Paid Leave Terms
- Retirement Benefit Terms

As well as:

- FAQs
- Spanish Language Resources
- Local DOL Services



Safety and Wellness

- OSHA Small Business Programs
- Employer Responsibilities
- Electronic Tools & Resources
- Posters and Publications
- Health & Wellness Programs



HR Training

Offers dozens of HR training videos

- Attorney-reviewed videos provide guidance in a few minutes
- Perfect for busy business owners and HR Managers
- Wide range of topics including hiring, termination and performance reviews





HR Compliance Made Easy

For Questions, Please Contact:

Real Benefit Solutions

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