



Building a Strong Foundation

The experienced Human Resources team at Kollath CPA can assist you with the HR of your organization through a variety of specialized services.

- COMPLIANCE** Review/draft an employee handbook that includes essential company employment policies and procedures and is compliant with federal, state, and local employment laws.
- HIRING PROCESS** Review and enhance/develop hiring tools and processes including applications, offer letters, background and reference checks, selection assessments, and onboarding new hires.
- TERMINATIONS** Conduct exit interviews, prepare benefits termination letter and COBRA notices, administer termination process (company property return, notify benefit providers, etc.).
- EMPLOYEE ISSUES** Support employee relations efforts and processes. Create a formal discipline process including policy, documentation, and exit interview process. Conduct workplace investigations.
- RECORD-KEEPING** Develop procedures to ensure employee records are kept in appropriate manner including terminated employees, medical records, and I-9 forms.
- BENEFITS** Provide leadership, guidance, and education to ensure the highest quality and most cost-effective benefits solutions are in place. Administer benefit plans and time-off policies.
- COMPENSATION** Provide leadership and guidance to ensure the most appropriate compensation structure, processes and tools are in place for all positions.
- PERFORMANCE** Develop performance management processes and tools.
- ONGOING SUPPORT** Provide general ongoing HR support including ad hoc HR advice, policy guidance, HR compliance. Manage and/or develop special projects or new policies and programs.
- HR AUDITS** Conduct a full audit of HR processes, programs, and procedures.
- EMPLOYEE SURVEYS** Conduct employee satisfaction surveys with action planning for the results.

For services outside our scope, we will connect you with our fully qualified and licensed partners to offer guidance on areas such as litigation, recruitment, employee status and independent contractor determination, and AAP/EEO compliance.

Chris Flessert, CEBS SPHR | Human Resources Consultant
cflessert@sustainableHR.net | 608.416.1003 | www.sustainableHR.net