

Phone / Email Consultation

There are no restrictions on topics. Many issues can be resolved with one call. Some, however, require several calls.

Website Access

We have over 200 HR forms and documents available for clients to download and customize. We have over 400 documents from the Labor Departments of all 50 states as well as the Federal Department of Labor in one convenient location for our clients.

Typical Client Topics

- Performance Management
- Wage and Hour (Overtime / Vacation / Deductions)
- Employee Classification (Exempt vs. Non-exempt / Employee vs. Independent Contractor)
- How to Conduct Investigations (Sexual Harassment / Theft)
- Leave Laws (FMLA / CFRA / PDL)
- Processes (Hiring / Firing / Termination / Disability)

Training Topics

All training topics can be used for teleconferences or on-site training sessions. Quarterly teleconferences are complimentary and available to all covered clients. Teleconferences are kept to one (1) hour in duration. Training seminars can be expanded to two (2) hours, depending on number of attendees and specific needs of client.

- Sexual Harassment
 - AB1825 Compliant for Supervisors
 - Employees (1 Hr.)
- Drug Testing in the Workplace
- Employees - The Next Generation
- Hiring Right - The Employment Process
- Hiring Right - The Interview
- Developing Job Descriptions
- New Hire Orientation
- Performance Management
- Violence in the Workplace
- Changing Your Approach to Managing
- Exempt vs. Non-exempt
- How Do I Classify My Employees?
- Hiring for Success - What Tools are Available?
- Leave Laws
- Workplace Investigations
- The Law of Training
- Performance Appraisals
- Writing an Effective Evaluation
- Top 10 Wage and Hour Issues
- Legislative Update



For more information on **Human Resources Outsourcing, Inc.**,
Call Clay Koerner at (661) 873-2200 ext. 250 or send an email to clay@hris4u.com

