



BestAssessment

Are you in compliance with city, county, state and federal labor laws?

How do your HR practices compare to companies of your size?

How do your HR practices compare to companies in your industry?

An assessment that compares the HR practices of your organization to the “best practices” found in organizations of similar size, industry, and ownership.

The HR Assessment covers all the major areas of Human Resources as outlined below and identifies deficiencies and what needs to be done to correct them.

This report becomes a road map of tasks to be completed by either your team or JorgensenHR.

The assessment includes a review of the company’s practices related to:

- Personnel Files
- I-9's
- Employee Exempt Classifications
- Policies and Handbooks
- Applicant Tracking
- Hiring Processes
- Leaves of Absence
- Training
- Safety – IIPP Manual
- Performance Review
- Job Descriptions
- Time Records
- California Fair Pay Act – Review
- Discipline and Termination Processes
- Required Postings
- HR Information System
- OSHA 300 log (if required)
- Year End – Notice of Earned Income Tax
- Pay Stub Requirements
- 1094-C and 1095-C forms under ACA
- Record Retention

The “Best” Way to Learn More About BestAssessment

Call JorgensenHR Today

(661) 600-2070

or

email us at info@jorgensenhr.com

www.jorgensenhr.com

JHR: Results Oriented, Driven by Passion, Guided by Expertise!



BestOutsource

**Are you functioning without an experienced HR practitioner?
Do you want to improve your HR functions without hiring a full-time employee?**

BestOutsource is a “Human Resource Management Program” designed to supplement or provide complete HR management functions without the costly addition of full-time internal staff members.

BestOutsource provides complete on-site and off-site HR Management functions for small- to medium-size companies.

BestOutsource helps reduce costs and increase efficiency by providing the experience and expertise on an as-needed basis to your organization and specific to the individual requirements of client companies.

These programs may include a variety of management assistance and custom HR tools such as the following:

- Affirmative Action Plans
- Coaching
- Compensation
- Compliance with City, County, State & Federal Labor Laws
- Employee Handbooks
- Employee Relations
- Interviewing
- Recruitment
- Performance Review
- Policy & Procedures & Manuals
- Training
- Workplace Harassment

JorgensenHR is up-to-speed in a minimum amount of time thanks to its full-time staff of experienced, employee-relations consultants. As a team, we quickly evaluate a client’s HR situation and respond accordingly with our expertise to address the specific needs of each client company.

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BestPartner

Are you in compliance with city, county, state and federal labor laws?

Do you need Human Resources assistance on an occasional basis?

Are you functioning without an experienced HR practitioner?

Do you have less than 100 employees?

If you answered "yes" to any of the above questions, JorgensenHR has a BestHR solution for you. Our **BestPartner** program is for small businesses that have limited or no Human Resources support. We have kept it affordable while offering quality support from experienced senior level HR professionals.

- Up to 4 hours per month / 48 hours annually of telephone and offsite support in the area of General HR, Employee Relations, Policies, Forms, Leaves of Absence, Job Descriptions, and Wage and Hour.
- New Employee Handbook or annual review of existing Handbook (California and English only; Spanish and multiple states available at an additional charge)
- One onsite visit per month up to 1 hour. (Status meetings, review processes)
- 4-hours of onsite training per year (English only, Spanish available at an additional charge). Training can be used as follows:
 - Two 2-hour sessions
 - One-on-one training
 - One of JorgensenHR's **BestSkills** modules
- **We Want to Know Hotline** is a toll-free alternative for employees of your company to use to voice grievances or complaints when the lines of communication between employees and managers are damaged. This service includes laminated posters, payroll stuffers, employee acknowledgement, and program text to include in your handbook or policy announcements
- Updated annual mandatory federal and state posters
- JorgensenHR Labor Law updates

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BESTInvestigation

Are you having employee issues with respect to sex, age, race, religion, national origin or a hostile workplace?

Do you need a detailed workplace investigation?

Do you need an objective interview process?

As a licensed California Private Investigation firm (License #23947), JorgensenHR will provide a targeted interview process focusing on the specific allegations. JorgensenHR can work directly with companies or through law firms under Attorney Client Privilege. Our Human Resources experience and PI License set us apart from typical PI and HR consulting firms.

Workplace investigations can be conducted by our investigative consulting team on short notice and will turn around detailed reports with our recommendations. We have bi-lingual investigators on staff.

- Discrimination based on sex, race, religion, national origin
- Hostile Workplace
- Harassment
- Employee Conflict

With **BESTInvestigation**, JorgensenHR can offer your company:

Experience: We have conducted hundreds of workplace investigations.

Expertise: Our investigative team, comprised of senior consultants and case managers, has a combined total of 65 years' investigative HR experience.

Backing: We will support your case in court if it becomes necessary.

Options: We provide the initial investigative report complete with recommendations for action items. We follow up on recommended courses of action to ensure reduced liability and pro-active compliance measurements.

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BestAAP

The “Best” Way to Meet Affirmative Action Plan Requirements

Do you have 50 or more employees and direct contracts with the government, or you do business with government contractors? There is a very good possibility that you are required to have an annually updated Affirmative Action Plan (AAP).

Due to the time and expertise AAPs require, it is a good idea to outsource your AAP to JorgensenHR. We can write, update or help you complete your AAP.

Government agencies have the option of reviewing your AAP onsite, or having a copy of the AAP mailed in for a “desk audit.” Some of the key events that can trigger a compliance review include:

1. Pre-contract award
2. Filed EEO charge of discrimination
3. Identified as target industry
4. Sexual harassment claim
5. Employee “whistle blowing” (even if the complaint has no basis)

With BestAAP, JorgensenHR can offer your company:

Experience: We have completed more than two hundred plans for our clients.

Expertise: Our AAP team of senior consultants and analysts has a combined total of 85 years' AAP experience.

Backing: We stand by to provide compliance audit guidance and support.

Options:

- Write your entire plan
- Provide just the technically complex statistical analysis
- Applicant flow assistance
- Respond to show cause letters
- Investigate discrimination
- Harassment complaints
- Train your managers and supervisors regarding their AAP responsibilities.

Guaranteed: We make sure you are satisfied with your AAP project.

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BestHOTLINE We Want to Know Hotline!

Is your company committed to providing a safe workplace?

Free of drugs and alcohol

Free of theft and violence

Free of unlawful discrimination and harassment

If you answered "yes" to any of the above questions, the **We Want to Know Hotline** is the solution for you.

- **We Want to Know Hotline**® -is a toll-free alternative for employees of your company to use to voice grievances or complaints when the lines of communication between employees and managers are damaged
- Hotline reports include theft, safety hazards, violence, drug & alcohol abuse, unlawful discrimination and harassment
- Employees can speak openly and honestly about their work-related concern in English or Spanish
- Employees can provide their names or speak anonymously
- Our staff will prepare a confidential report so that your company can take appropriate corrective action before it results in a costly employee claim or lawsuit.
- This service includes laminated posters, payroll stuffers, employee acknowledgement, and program text to include in your handbook or policy announcements

The “Best” Way to Learn More About the We Want to Know Hotline

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BestStart-Up

Are you a relatively new company that needs help with labor laws?

Are you functioning without an experienced HR practitioner?

Do you need Human Resources assistance to set you on the right path?

If you answered "yes" to any of the above questions, JorgensenHR has a **BestStart-Up** solution for you. Our **BestStart-Up** program is for smaller businesses that have limited or no Human Resources support to set you on the right path with your employees and labor laws.

Services Includes:

BestStart-Up is designed for small companies that “want to do it right” the first time.

JorgensenHR will provide you with a starter kit that contains:

- A customized Employee Handbook
- New Hire Forms, Notices & Brochures
- Required Postings including City, County, State & Federal
- Job Description Questionnaire/Development Forms
- Performance Review Forms
- Discipline and Termination Forms
- Required Postings and Notices
- Up to four (4) hours of consulting time to train on the use of the forms and any meetings.

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BestHRTech

Is your HR department drowning in paper?

Have you thought about going paperless but didn't know how?

Do you want to explore the possibilities of a cloud HR system?

JorgensenHR can assist you in exploring whether a paperless system is right for your company, conduct an analysis, review possible solutions, recommend and help implement a HR cloud system.

HR technology can reduce human error in data management, reduce employee recruitment cycles and stay compliant with HR and Labor Laws. HRIS systems can increase productivity, efficiency and employee engagement.

Our analysis includes a review of:

Applicant Tracking
Benefits Administration
Core HR Functions
Compliance Support
Data Analytics
Employee Engagement
Employee Self-Service

Learning & Development
Mobile Applications
Payroll Processing
Performance Management
Scalability
Time & Attendance

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