



GARVEY & ASSOCIATES INC.

## Running Your Business Is Hard Enough...

We know. That is why we have partnered with HR Workplace Services to provide you with a full range of HR services to support your everyday needs.

Human Resource services are a necessity in order to prevent employee lawsuits... especially with all of the new healthcare changes occurring.

Because protecting your business is of paramount concern, we have partnered with HR Workplace Services - the premier Human Resources firm in the country. This service will help you address many mandatory employee related and legislative issues.

**Best of all, it is provided at no charge...**

**it is simply added value for doing business with Garvey & Associates.**

As our client, you will have access to expert Human Resources and Management support services. These services will reduce your risks and provide real-time, one-touch assistance for everyday Human Resources related issues. HR Workplace Services will provide you with up to 2 hours of phone support per month with live HR Advisors as well as unlimited e-mail support.

In addition to these calls, you will receive assistance on:

- Employee Relations guidance
- Guidance on policies and procedures
- Wage and Hour assistance
- Training & Development Opportunities
- Subscription to the on-going HR Clinics

Garvey & Associates understands that Human Capital is a company's biggest asset. Protecting our clients is our top priority.



WORKPLACE SERVICES

**Garvey & Associates partnership with HR Workplace Services allows us to provide a suite of fully-integrated, pro-active HR services... designed to meet the needs of companies across the country.**

**HR Consulting Services:** At the core of the services is HR consulting, providing companies access to live advisors when they need them. We assist with on-going support while providing additional fee-based services designed to address the challenges of today's workplace.

**Payroll Management:** Through our partnership we offer a payroll service unlike anything else in the marketplace. While the large national conglomerates try to meet today's business time constraints and price-points using yesterday's services, our unique offering leverages the Internet to provide a real-time solution that virtually eliminates the need for paper thus reducing costs by 30-70% over our competitors.

**COBRA Administration:** We provide a nationwide COBRA program that is completely turn-key. From providing mandatory notices to providing the latest guidance to managing COBRA under ARRA regulations, our service will reduce your workload while providing full protection, management and compliance.

**Background Screening:** You will have access to a variety of screening services dedicated to supporting your everyday needs. From criminal and civil checks to education and social security number verifications, our screening services are fast, reliable and affordable.

**Drug Screening:** With testing centers across the country, we can provide comprehensive drug testing services that exceed DOT requirements. **Garvey & Associates** is also able to provide our clients with Drug Free Workplace policies and training to offer a comprehensive Substance Abuse Program (SAP).

**Employee Assistance Program:** Regardless of business size, sometimes employees need personal help. With 24 Hour Workplace and Individual Crisis Assistance, Critical Incident Stress Management to providing Legal, Financial, Child and Eldercare Referrals, our services are focused on early intervention and treatment for individuals whose job performance is affected by any number of life situations.



## The Difference

The partnership between HR Workplace Services and **Garvey & Associates** provides clients with pro-active Human Resources services, not just access to websites. We prevent problems before they arise.

## Standard Services

Standard services include a monthly 2 hour telephone allotment with a Human Resources Advisor, in addition to unlimited e-mail. Standard services also include assistance with/advice on:

- . Performance Management
- . HR Audits
- . Employee Handbook Review
- . Harassment & Discrimination Complaints
- . Immigration
- . Job Descriptions
- . Compensation and Total Rewards
- . Policy & Procedure Review
- . Wage & Hour/Equal Pay Act Regulations
- . Leave Policies
- . Conflict Resolution
- . Employee Relations
- . Talent Selection & Retention
- . Statutory Compliance
- . EEO/ADA/FMLA Administration
- . HIPAA, ERISA Compliance
- . Recordkeeping Support
- . Training & Development
- . Mandatory Training Programs
- . Research
- . Risk Management Assessment
- . Internal Investigation Support
- . Mandatory Workplace Notices

## List of Optional Available Client Services

In addition, we can assist your organization in performing the following services on a fee basis:

- . COBRA Administration
- . Drug Testing
- . Background & Reference Checks
- . Employee Handbook Development
- . Policy & Procedure Development
- . Wage & Benefit Surveys
- . Job Offer/Rejection Letters
- . Employee Surveys
- . Compensation Studies
- . Employment Agreements
- . Waivers & Separation Agreements
- . Candidate Interview and Selection Services
- . Confidentiality and Non-Disclosure Agreements

After an initial consultation, fees are generally determined on the basis of the documents or transactions to be completed and are fixed, whenever possible, before the services are rendered.

In cases where a fixed fee cannot be determined in advance, a reasonable fee will be assessed based on time spent and costs incurred. The fees for time will be based on hourly rates between \$65 and \$90 (depending on the nature of the services). Phone time exceeding 2 hours per month is subject to additional charges billed at an hourly rate of \$95.