

## Human Resources Management Services

### Part-time Human Resources Professional

Many small and medium-sized businesses cannot justify a full-time Human Resources Professional on staff; however, their human resources needs are equal to those of their larger counterparts. For the smaller organization, one solution is the use of a Human Resources Professional as a part-time consultant – someone on-site for a few days each month to help develop and maintain human resources efforts in full force.

This on-site Human Resources Professional Consultant will:

- Work with you to strategically determine your human resources needs
- Develop or update your Employee Handbook and/or Safety Manual
- Provide compliance guidance and project support
- Assist you with implementing necessary program updates or changes
- Develop human resources awareness for supervisors and leaders
- Conduct employee meetings and surveys
- Conduct human resources training

Aspen Risk Management Group (Aspen RMG) offers the experience and dedication of a full-time, on-staff Human Resources Professional at a fraction of the cost of a full-time person. Since our consultants have many years of experience, they can be immediately productive for your organization. Our Human Resources Professional Consultants can function as your personal human resources expert - with goals and objectives set to meet your specific human resources and regulatory needs.

### Responsibilities of Part-time Human Resources Professional

Our joint mission and goal is to enhance an organization's current human resources efforts by instituting and ensuring the following:

- Review, update, and provide enhancement, where appropriate, to company's compliance efforts, including required posters and pamphlets, training and assistance with defining applicable regulatory requirements
- Discussing and providing solutions to human capital issues involving Employment, Employee Relations, Performance Management, Compensation, Benefits, Training, Safety and Security, plus Communications
- Instituting activities that help maintain a positive employment experience for employees
- Integrating/streamlining human resources efforts – so that productivity and profitability are not negatively impacted
- Training management, supervisors and employees-at-large on company's human resources needs, including Human Resources Overview, Employee Handbook changes, Sexual Harassment and Drug Free Workplace training, etc.
- Working within the respective ethics, culture, philosophy plus established goals and business plans of company.

## Service Deliverables -- Part-time Human Resources Professional (Sample)

The following describes a number of proposed human resources activities that may be delivered. Depending on the results of an initial human resources assessment, and with input from the company's management team, a **Human Resources Plan** will be jointly developed to define specific human resources activities to be implemented.

### Employer Audit

- Analyze existing human resources-related efforts plus their impact on employees and profitability
- Review current compliance efforts (written programs and existing activities) to determine compliance with state and federal regulations
- Provide detailed recommendations subsequent to audit and review findings.

### Human Resources Program Management - Activities and Evaluations

- On-site Human Resources Professional Consultant will:
  - Continue to monitor and identify human resources compliance needs
  - After initial human resources recommendations have been identified, a 12-month training and activity plan will be developed
  - Will meet with Owner (or Senior Management) every month (or jointly agreed upon time-frame) to discuss/review goals, coordinate necessary human resources training and ensure that company's human resources goals are appropriately established and that human resources program efforts are sufficient to meet the established goals
  - Conduct and/or assist with incident investigations.

### Human Resources Management and Supervisor Meetings, Supervisor/Employee/Human Resources Meeting Management, Quarterly Meetings and Evaluations

- On-site Human Resources Professional Consultant will:
  - Assist in the development of Human Resources Management and Supervisor Meetings (if appropriate)
  - Assist/coordinate/deliver quarterly meetings (or jointly agreed upon time-frame), appropriate training and documentation
  - Deliver a **Human Resources Training** course for Supervisors and Managers
  - Assist/coordinate/deliver employee human resources meetings on a quarterly (or as needed) basis
  - Conduct at least one human capital survey annually.

### Increase Management and Supervisory Human Resources Awareness and Involve Employees in the Equation

- On-site Human Resources Professional Consultant will:
  - Introduce the Human Resources and company goals to employees (may be done in multiple sessions)
  - Assist management in efforts to engage employees in the human resources process (e.g. involve supervisors and employees by having them lead/conduct human resources related meetings that contribute to more open lines of communication and contribute to human capital awareness activities)
  - Will assure that human resources efforts are directed at specific areas of concern as identified by Owner and/or Senior Management.