

## Human Resources Support Program (HRSP)

The HR Support Program combines Aspen's Comprehensive HR Assessment, onsite HR visits, coaching & training, a written Employee Handbook, and unlimited phone and email support. The plan can be modified, but may include:

1. **Initial onsite evaluation and human resources audit & assessment.** A comprehensive assessment of operations based on regulatory and industry best practices.
  - In-depth assessment of HR practices can reduce your potential for costly claims
  - Addresses compliance with company policies, procedures and standards
  - 175+ point checklist to audit compliance with Federal and State employment laws
  - Performed on-site with key management personnel to determine compliance with State and Federal employment laws and effectiveness of HR practices, followed by communication of audit findings and recommendations for correcting deficiencies and suggestions for improvement.
2. **Onsite HR visits** – two onsite HR visits to assist in reviewing HR exposures and practices. Onsite visits can serve as a “second set of eyes” and key role in a company’s HR efforts. One onsite visit is combined with the HR training session, and one is scheduled close to the five-month mark as the Six Month Review.
3. **HR training session** – one onsite Harassment Prevention Training (required for CA employers with 50 employees) for Managers and Supervisors. Remote locations can call in via conference call and computer Webinar connection.
4. **HR coaching and mentoring for ongoing support and guidance.** Ongoing and unlimited access to a Senior HR Professional via phone and email.
5. **Written Employee Handbook** customized and compliant (or updates to current plan).
6. **Resource Materials** to include HR forms, policies, and procedures.
7. **Six-month review** and goal setting for upcoming year.