



## HR and Employment Law Consulting

**Consultation Services:** At ImagineHR, we specialize in providing expert advice on all workplace matters. Whether it's a routine HR question or a more challenging employment situation, we offer smart and sensible solutions keeping in mind legal compliance obligations and your business goals. We understand the potential liability that can arise from seemingly innocuous workplace issues and guide our clients through the murky waters of complicated employment laws. We serve as a "sounding board" to prevent legal exposure and preserve morale - working with business owners and managers to develop proactive policies, address employee issues and mediate workplace disputes. Whether you have 2 or 2,000 people under one roof, workplace issues are inevitable. Having sound and structured policies in place will help avoid reactionary responses and instill confidence in your employment decision-making process.

**Employee Handbooks:** We can review existing handbooks or develop one from scratch. Either way, we ensure it is legally compliant and customized (taking into account your particular industry and work environment). We believe the handbook should reflect the organization's mission, vision and values and should be tailored accordingly. We also ensure that the handbook is reader-friendly and understandable, adjusting and simplifying language and removing unnecessary legalese. The days of a thick manual or "rule book" are long gone as such lengthy, cumbersome handbooks can do more harm than good. Bottom line - when clearly and concisely written, the employee handbook becomes a powerful communication tool, conveying expectations and protecting the company legally.

**Forms and Templates:** In today's litigious world, employers need to keep their HR forms and templates updated and ironclad. In addition, HR documentation should be customized to suit the client. This gives more credibility to the HR process and enhances the professionalism of the organization. Managers spend much of their own time developing offer letters, performance review forms, termination notices, etc. However, they know this is not the best use of their time and they are not confident the documentation is compliant. After years of developing HR forms, we have compiled our "best of the best" and now offer resource toolkits for hiring, onboarding and performance management. These toolkits contain everything an employer needs without feeling overwhelmed by an inordinate amount of paperwork. They provide a solid and simple foundation to help streamline the administration of HR activities and ensure employee matters are being managed consistently and with confidence.

**Other HR Consultation Services:** Because HR is such a wide umbrella, it's nearly impossible to list all the nuanced employment issues that can surface even in the most well-run businesses. Further complicating matters is the fact that employment laws and HR best practices continue to evolve, making it even more critical to stay knowledgeable. Some of our other consultation services include:

- General Employee Relations Counseling, Mediation Services and Dispute Resolution
- Guidance on Addressing Complaints of Workplace Harassment and Discrimination
- Recommendations on Handling ADA, FMLA and Other Leave Law Issues
- Advice on Processing Employee Requests for Reasonable Accommodations
- Consultation and Benchmarking on Compensation, Benefits and Total Rewards
- Evaluation of Job Duties/Responsibilities and Development of Job Descriptions
- Development of Policies to Address Modern Workplace Issues (i.e. social media, remote work)
- Formation of an HR Strategic Plan (alignment of company goals with HR policies/practices)
- Creation of a Performance Management System (or modifying what is currently in place)
- Employee Personnel File Set Up and Compliance Review
- I-9 Compliance Evaluation and Management Training
- Assessment of Workplace Safety and Policy Review

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Contact Stella Skaljac at [stella@imaginehrconsulting.com](mailto:stella@imaginehrconsulting.com) or **440.897.1991** to learn more about our comprehensive array of HR services and support and to get started on imagining a better workplace, and building one today.

*imagine* HR

*Can you imagine a better workplace?*

[imaginehrconsulting.com](http://imaginehrconsulting.com)