

Human Resource Services

Associate Benefits

- Offer health, dental, and disability benefits through our Sec. 125 Plan.
- Provide a 401(k) Plan administered by Paychex, Inc.
- Provide COBRA, FMLA and HIPAA administration for our properties.

Hiring:

- Legally reviewed handbooks and personnel file information.
- Mandatory background and drug testing at hiring.
- Assistance with personnel file set-up and record retention.
- Audits of personnel file information to verify correct hiring, disciplinary and termination procedures.

Training and Development

- On-site property training conducted by a contracted corporate trainer.
- Off-site management training to include work place violence, harassment and hiring/termination procedures.
- On-site climate interviews conducted by independent third party.

Payroll

- Coordination of payroll with payroll service
- Preparation of all required payroll tax deposits and returns.
- Bi-weekly review of payroll information including employee name, address, social security number and rate of pay.
- Garnishment and new hire reporting.

Recordkeeping

- Oversight over proper personnel file set-up and maintenance.
- Internal audit of personnel files to verify proper segregation of materials.

Risk Management

- Verification of adherence to OSHA laws through independent audit by outsourced third party.

Verification of adherence to franchise standards and audits of required logs and committee meeting.