



New Life Agency is pleased to announce that **HReSource™** will be providing our Insureds with new and expanded HR Risk Management services!

Training Modules - Training programs delivered on line

- On-line, interactive training programs for California supervisors
 - Anti-Harassment-Discrimination Training for supervisors and line employees
- On-line, non-interactive, training programs
 - Anti-Harassment-Discrimination Training for supervisors and line employees
 - Hiring good employees
 - Terminating employees with confidence
- Manager training bulletins and podcasts

Audio Seminars with employment law attorneys and HR experts

Internet-Based HR Management System Features

- On-line HR forms, HR policies and HR procedures (in each state)
 - 102 sample “state-specific” employee handbooks
 - Continuing updates to the on-line content
- Electronic notification of significant changes to on-line content
- Step-by-Step procedure forms to handle common HR management issues, including:
 - Pre-hire and Hiring issues
 - ADA compliance
 - Leave of absence issues (FMLA, pregnancy, military, etc.)
 - Discipline of employees and proper documentation
 - Voluntary termination and involuntary termination procedures and guidance
- Pre-Developed Job Descriptions for Selected Positions and Job Description builder
- Monthly Newsletter, via email, covering Federal and State employment-law changes

HR Support Center

- Unlimited telephone support by qualified HR consultants