

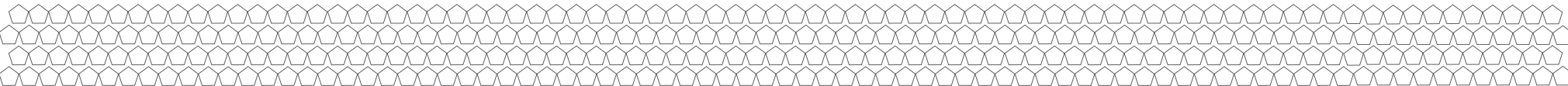


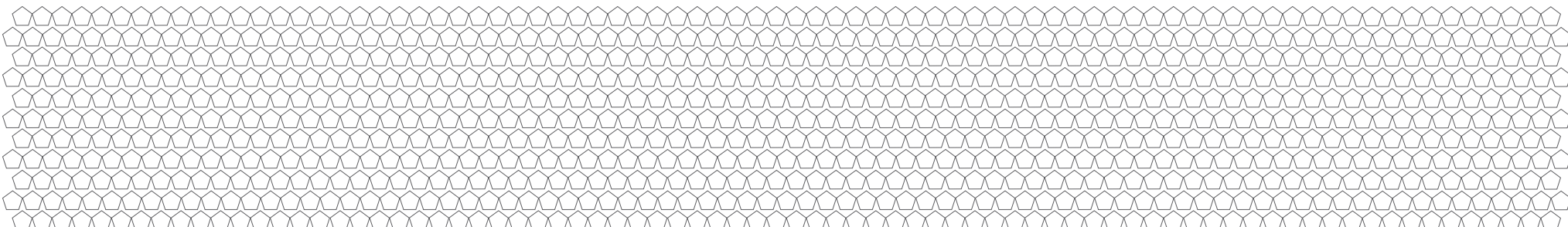
ARE YOU A GOOD FIT?

SERVANT HR

TWELVE IDENTIFIERS

Helping your business evaluate its HR obstacles, priorities, and needs.





“If HR isn’t a priority, serious repercussions can result.”

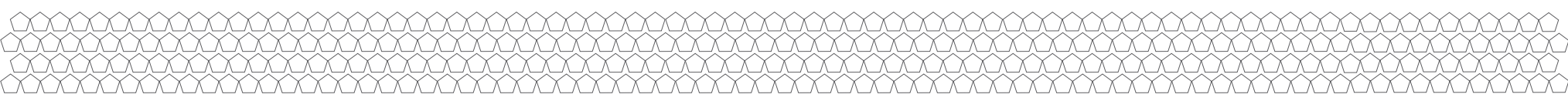
TWELVE IDENTIFIERS

Is Servant HR a good fit for you?

Human resources can be tricky. If you don’t make it a priority for your business, serious legal and financial repercussions can result. When an employee termination is bungled, a tax change isn’t heeded or payroll is mismanaged, that’s an HR issue. When you add a new employee, revise benefits or are faced with worker’s compensation issues, that’s HR too.

Of course, not everyone needs to outsource their human resource services. If you own a small company that isn’t going to grow, and you don’t mind managing the paperwork and compliance issues that come with having employees, then you’re in great shape. If you don’t fit into that mold, read on to see if you identify with one or more of the following twelve Identifiers.

At Servant HR, these cues help us evaluate if a potential client is a good fit for our services. Ask yourself these questions and — here’s the important part — answer each one honestly. If your answers show that you do relate to one or more of these scenarios, please contact us. We would be happy to discuss your situation and see how we can help.



No. 1

You aren't spending as much time generating revenue as you should be. As a business owner, your energy is best spent carrying out revenue-generating tasks. Getting bigger and better requires focus and time. If you need to put more energy into capturing market share, increasing sales or flexing your marketing muscle, you may need Servant HR. Would product or service improvements make you bigger and better? Would your people be more efficient and happier if you had time to dedicate to their development? If you know that you could be more effective and work more in depth with clients if you only had more hours in your workday, outsourcing your HR might be a good option for you.

Ask yourself:



What are you not doing to improve your business or your life because you're taking care of HR tasks? **List 3 things:**

1. _____

2. _____

3. _____





Were you able to list 3 things? If so, you should consider outsourcing your HR.

No. 2

You have more risk than you bargained for. When you're engaged with Servant HR, you get knowledge on demand. There are real deliverables, tangible tasks and constant access to HR resources and advice. There is also the peace of mind knowing that you aren't solely responsible for all HR-related issues. As a "co-employer," Servant HR partners with small and mid-sized companies through an administrative employment agreement. This arrangement makes Servant HR the co-employer of all of a company's working staff. As a result, employment responsibilities are shared between Servant HR and the client. This allows the client to manage the work performed by employees and farm out the HR obligations. Servant HR assumes responsibility for a wide range of employer responsibilities and risks; pays and reports wages and employment taxes out of its own accounts; and administers clients' benefits to employees. Are you taking unnecessary risks? Does co-employment sound smart to you?

Ask yourself:

Are you:


-  1. Relying on your own knowledge to make wage and hour decisions?
YES NO
-  2. Assuming job descriptions are not necessary?
YES NO
-  3. Assuming your forms and documents are sufficient to reduce compliance risks?
YES NO
-  4. Under the belief that your "good relationships" with employees are sufficient to eliminate risk of lawsuits?
YES NO

If you answered "Yes" to any of these questions, you are assuming too much risk as an employer.

No. 3

You want to be a top employer. Your internal and external audiences know that you make a high-quality product and provide a great service, but what about your reputation as an employer? Take a look at how your employees characterize you and how current and potential clients describe you as a leader of your team. Is your business considered to be a great place to work? Managing administrative HR tasks by yourself can give the impression that you aren't as professional as you should be. Correct that false impression.

Ask yourself:

 What do others think about you as an employer? **List 5 adjectives:**

1. _____

2. _____

3. _____

4. _____

5. _____

If these answers aren't what you want to hear, you should consider outsourcing your HR services.

No. 4

You manage multiple vendors who handle separate HR-related services. You're proud that you are big enough to need all of this help, but managing relationships with more than one vendor isn't worth the hassle. Streamlining not only simplifies the situation, but it also can help you identify areas that have been falling through the cracks.

Ask yourself:


 What services and areas of expertise are my HR vendors providing?

If you can't thoroughly and confidently answer this question, that's a red flag.

No. 5

You aren't doing what you should when it comes to worker's comp. This is a big one. If one of your employees gets hurt on the job, are you prepared? Do you want to carry all the risk if you aren't completely sure of your preparedness? With a barrage of forms, compliance requirements and law changes, worker's compensation management and reporting is best left to professionals.

Ask yourself:


 What are you doing when it comes to worker's comp?


If you can't thoroughly and confidently answer this question, that's a red flag.


No. 6


You can't answer your employees' HR questions. As your company grows more sophisticated, so do your employees. Can you answer the questions they are asking, or are you wasting time tracking down answers that you're only vaguely sure are accurate? Your workforce requires a more sophisticated process and sound HR knowledge.


Ask yourself:

 1. What is the IRS's differentiation between employee and independent contractor?


 2. When is an employee appropriately considered salary and exempt from overtime?

 3. What is enough documentary proof to terminate an employee with minimal legal risk?


 4. What is the difference between PTO and vacation or sick time?

 5. What criteria do you use to prioritize employee benefits decisions and compliance?

No. 6 *cont.*

 6. How do you remove a long-term employee with integrity?

 7. What are employers' federal, state and local reporting requirements?

 8. How do you discipline employees without setting precedent that ties your hands in future situations?

**“ How do you
remove a
long-term
employee
with
integrity? ”**

If you can't thoroughly and confidently answer these questions, that's a red flag.

No. 7

The person who handles HR for your business is leaving. If your in-house HR machine leaves, can you pick up the pieces? If you don't know exactly what that employee did — or didn't do — how do you move forward with hiring a new person? Servant HR has a dedicated staff who handle these issues every day.

Ask yourself:


 What is your HR person's job description?


If you don't know, ask him or her to provide it to you and be sure you are confident that it includes a comprehensive list of HR duties and responsibilities.

No. 8

You are working toward an exit strategy. If you are considering selling your company, having professional HR services behind you makes you more marketable. It boosts the confidence of potential buyers in how you run your business. Once you have a buyer, consider any potential fallout. If a transaction will lead to changes in employment, as an outside party, Servant HR can handle those changes without letting personal feelings or influences get in the way. Working with Servant HR can be a strategic move in flexibility to ensure your company's culture stays intact while the HR job gets done.

Ask yourself:

-  1. How would a potential buyer of your business view your HR department (assuming you have one)?


-  2. How would your current HR employees respond if you sold your business?

If these answers aren't what you want to hear, you should consider outsourcing your HR services.


No. 9

You want your business to benefit from a deep well of HR knowledge. HR professionals are only as informed and able as their experience and education foster. If someone has been with the same company for 10 years, they are limited by what they've learned and experienced at that one company. At Servant HR, we work with a variety of clients on a variety of projects every day. Our professionals share knowledge and experiences to the benefit of all of our clients. We share and listen. We process information to recommend the most effective next moves.


Ask yourself:

 1. On a scale of 1 to 10 (10 being you couldn't be more confident), how confident are you in your internally developed HR staff's training and experience to keep you compliant and control your risks?


1 2 3 4 5 6 7 8 9 10


 2. Do you have an employee designated as your HR contact?

YES NO

 3. If so, how long has your HR contact been with your company?

0-5 yrs 6-10 yrs 11-15 yrs 16 or more

 4. What is his or her experience?





 5. How does he or she actively work to stay up on HR trends and knowledge?

If these answers aren't what you want to hear, you should consider outsourcing your HR services.

No. 10

You are a startup. You know that you don't know anything about HR. Your focus is sales, networking and growth. If you want to hire and retain top talent, show them that you are serious about how their HR issues are handled. You will gain credibility with Servant HR.

Ask yourself:

-  1. Do you have an employee handbook?
YES NO
-  2. Do you have job descriptions?
YES NO
-  3. Do you have a benefits plan?
YES NO
-  4. Do you have PTO and holiday policies?
YES NO

“Your focus is sales, networking and growth.”


No. 10 *cont.*

 5. Do you have leave policies?

YES NO

 6. Do you have on-boarding, new hire paperwork?

YES NO

 7. When you are interviewing potential employees, can you answer all of their questions?

YES NO

 8. Are you interested in handling items 1-7 for your employees?

YES NO


“Do you have on-boarding, new hire paperwork?”

If you answered “No” to most of these questions, you need to consider outsourcing your HR services.

No. 11

You want to offer your employees benefits. You want to provide incentives to the people you trust to carry out your business, but where to start? It's more than buying a package. There are elements to consider and steps to take. Servant HR can walk you through those steps and provide you with sound recommendations. We are skilled to do all the work. While your heart might be in the right place, there are some vital questions to ask yourself before talking seriously about employee benefits.


Ask yourself:

-  1. Do you know the pros and cons of HSA, PPO and HMO options? List at least one pro and one con for each:

HSA: PRO _____
CON _____


PPO: PRO _____
CON _____

HMO: PRO _____
CON _____


-  2. How do you plan to determine if your employee reimbursement level is appropriate?

-  3. Do your benefits help recruit and retain employees?

YES NO

-  4. Are you knowledgeable about flexible spending plans?

YES NO

-  5. Are you knowledgeable about the premium only plan (POP) document that allows for pre-tax deductions?

YES NO

If you can't thoroughly and confidently answer these questions, that's a red flag.

No. 12

Your HR services aren't working together. Having a fully integrated HR machine means that your payroll, benefits, risk management, workers' compensation, employee coaching and counseling services are working together for your protection. If they aren't working together, you and your business are open to potential problems. You also aren't able to recognize and take advantage of HR opportunities.

Ask yourself:

On a scale of 1 to 10 (10 being the most confident), how confident are you that your HR services are fully integrated and working for you?



1 2 3 4 5 6 7 8 9 10

If it's less than a 10, please contact us.

CREATING FREEDOM TO FOCUS.

Glorifying God and having a Christ-like influence on all who come in contact with us is **at the heart of Servant HR.**

SERVANT**HR**

Are you a good fit for Servant HR?

If you have answered these questions with honesty and thoroughness, you have probably uncovered some holes in your processes. Whether you have five or 105 employees, you owe it to your business and your employees to make HR a top priority. Sit down with us for a no-obligation review of your situation and an explanation of how we can help.



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