

Services Available

Legal Compliance*

HR audits, employee handbooks, compliant forms, investigations, training

HR Director On CallSM

Part-time or ad hoc HR Director services: advice, research, policies, forms and other assistance in 24 hours or less. HR management expertise at a fraction of the cost.

Recruiting & Selection

Process management including analysis, advertising, screening, interviewing, reference and background checking, training

Employee Relations

Surveys, communication plans, confidential investigations, difficult terminations, exit interviews, training

Performance Management

Job descriptions, customized appraisal forms and processes, goal setting, succession planning, training

Compensation Management

Research, salary administration systems, merit pay plans, incentive pay plans, training

**Helpful Compliance*

*Information for Employers
on Reverse Side*



Keeping Your Head Above Water

We help small business and nonprofit organizations stay out of legal hot water by ensuring compliance with the vast number of federal and state employment and wage and hour laws.

We also help improve employee and organizational performance by developing and implementing standardized HR processes and best practices.

Our Clients Expect and Receive:

- Senior-level HR experience
- Practical services and solutions
- Flexibility, control and value
- Exceptional responsiveness
- Increased employee engagement
- Increased employee productivity
- More time to work on the business
- Minimized risk
- Peace of mind

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HR Experts On DemandSM

A Division of JMV Management Services, LLC.

HRExpertsOnDemand.com

Federal Employment Laws *

1-14 Employees	11- 14 Employees, Add:
Title VII of the Civil Rights Act of 1964	OSHA Recordkeeping
Consumer Credit Protection Act of 1968	
Employee Polygraph Protection Act of 1988	15-19 Employees, Add:
Employee Retirement Income Security Act (ERISA) of 1974	Title VII of the Civil Rights Act of 1964
Equal Pay Act of 1963	American with Disabilities Act of 1990
Fair and Accurate Credit Transactions Act of 2003 (FACT)	
Fair Credit Reporting Act of 1969	20 – 49 Employees, Add:
Fair Labor Standards Act of 1938	Age Discrimination in Employment Act of 1967
Federal Insurance Contributions Act of 1935	Consolidated Omnibus Benefits Reconciliation Act (COBRA) of 1986
Health Insurance Portability and Accountability Act (HIPAA) of 1996	
Immigration Reform and Control Act of 1986	50 or More Employees, Add:
National Labor Relations Act of 1974	Family and Medical Leave Act of 1993
Newborns' and Mothers' Health Protection Act of 1996	Mental Health Parity Act of 1996
Occupational Safety and Health Act of 1970	
Sarbanes-Oxley Act of 2002	100 or More Employees, Add:
Uniform Guidelines on Employee Selection Procedures of 1978	Worker Adjustment and Retraining Notification Act of 1988
Uniformed Services Employment and Reemployment Rights Act of 1994	EEO-1 Report Filed Annually

*Additional laws apply to federal contractors

South Carolina Employment Laws *

Payment of Wages Act	Right To Work
Continuation of Employee Benefits Legislation	Employment-At-Will
Workers' Compensation	Safety and Health Protection On The Job
South Carolina Illegal Immigration Reform Act (2008)	

*Additional laws apply to state contractors

Common HR Audit Findings

- Improper acceptance and retention of resumes and applications
- Illegal questions on applications or during interviews
- Improper information retained in primary personnel files
- Inadequate or improper background and reference checking forms
- Improper classification of exempt and non-exempt employees
- Noncompliance with immigration law and use of I-9 forms
- Improper classification of independent contractors (1099 workers)
- Inadequate job descriptions, including ADA requirements
- Benefit plans Summary Plan Descriptions not provided
- Required COBRA notices not provided at time of enrollment
- Illegal deductions from pay for exempt and non-exempt employees
- Out of date or non-applicable employment laws posters used
- Inadequate employment-at-will disclaimer in handbook
- Inappropriate mandatory language in handbook
- Insufficient policies on privacy, electronic communications, etc.
- Inadequate performance and compensation management tools

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