



Subscription Service

CMI offers several affordable alternatives for businesses that either don't have a full service human resources department in-house or value the expertise and support of an outside professional HR consulting firm.

The **HR Subscription Service** provides the knowledge base and resources you need to manage your company's HR needs on a day-to-day basis. You'll be able to easily access information you need to know about hiring, training, disciplining, and terminating employees, along with the forms you'll need to keep your human resources procedures consistent and efficient.

HR Federal and State Guidelines are updated on-line, so you keep current of any changes that may affect your business. A monthly e-newsletter is included to keep businesses informed on industry best practices, innovations and trends. Plus, our experienced

HR Coaches are available by phone to provide assistance and support... **it's like having your own HR dept.**

HR Partner Online Subscription Service Program Packages

Guide to HR Procedures and QuickStart	Included
Job Requisition and Job Description Forms	Included
Sample job Ads and Postings	Included
Employment Application Format	Included
Interviewing Guidelines & Reference Check Forms	Included
Affirmative Action Information	Included
Exempt/Non-Exempt Information	Included
Offer Letter Format	Included
New Hire Forms	Included
Performance review, counseling and disciplinary action forms	Included
Guidance with State & Federal regulations including FLSA, FMLA, & EEOC	Included
Monthly Newsletter	Included
Employee Handbook	Included
Affordable Care Act Information	Included
Employment Posters – on line	Included

HR Start Up Package

All of the above plus quarterly reviews \$ 195 /mo
Recommended for newly established and small companies to get your HR set up properly in the beginning

HR Baseline Package

All of the above plus 8 hours of HR consulting \$ 795/mo
Recommended for growing employers subjected to additional State & Federal Regulations

HR Baseline Plus Package

All of the above plus 16 hours of HR consulting \$ 1,425/mo.
Recommended for employers experiencing issues that require the expertise of HR consultants

HR Comprehensive Package

All of the above plus 24 hours of HR consulting \$ 1,995/mo
Recommended for the busy HR or administrative professional requiring a comprehensive resource

HR Professional Package

All of the above plus 32 hours of HR consulting \$ 2,495/mo

HR Professional+ Package

All of the above plus 60 hours of HR consulting \$ 4,295/mo
Recommended for the growing organization subject to myriad State and federal regulations and experiencing a variety of employment issues.

Whether a start up or growing enterprise, running a business today requires sound human resources practices. Myriad state and federal regulations require consistent monitoring, knowledge and practice updates. Hiring the right employees, managing performance, administering compensation, and meeting federal and state guidelines require detailed knowledge and sound administrative practices.

CMI's HR online Subscription Partner solutions provide the business team a cost effective, on line solution to learning and maintaining sound human resources practices; and the information to handle HR issues as they arise.

CMI's online programs provide:

HR Guide & Quick Start: A complete HR Guide that includes job description formats; forms and information for job posting and external recruiting; how to extend an offer; how to interview including what you can and can't ask; performing reference and background checks; the orientation process; training and performance reviews; counseling and disciplinary action; and termination and exit procedures. Over 50 employment forms alleviate the need for research and worry. CMI, as your human resources partner, will assist you in the Quick Start set up of your program, and be there to guide you along the way.

Help Hot Line: And for those times when you need a second opinion, an interpretation of a regulation, general advice on an employment situation, or research on an issue, a human resources professional is only a phone call away.

Payroll Administration: Through our partner, Payroll Solutions, you will have a payroll administration partner that will handle your data conversion, train your designated employee/s in procedures and data input, processes your payroll, and provided reporting and tax information as needed.

Employee Handbook: A complete guide to preparing your employee handbook walks you through setting up company policies and worksheets and provides you with what to include in the handbook and what is not appropriate.

Issues Information and Alerts: Information on the new Patient Protection and Affordable Care Act is included and interpreted. At over 900 pages, even the most seasoned human resources professionals have questions about application and administration of these new laws. Alerts and a newsletter are provided to keep business up to date on the latest changes in employment laws and changes that need to be made in policies and procedures.

Employment Posters: Postings required by federal and state law are included. A digital version is available on line, and printed posters may be ordered for your workplace for an additional fee.

In today's ever changing regulatory environment, neither a growing nor established business can afford to be without the protection that solid human resources policies provide. Call us today for more information on our **HR Partner programs**.