



Can also provide:

- Background Investigations
- Substance Abuse Testing
- Dispute Resolution Services
- Management Training
- Employee Training
- Statutory Personnel Training
- State and Federal
Regulatory Posters
- Complete Notary Services
- Live Scan Fingerprinting
- Safety Inspections and Training



P.O. 2738 Rocklin, CA 95677
www.smallbusinesscompliance.com

Certified Human Resource Generalists
Compliance Consultants
Council on Education in Management
George Washington University
Washington, D.C.

Mark O'Sullivan 916-343-3299
Kitty Good 916-955-9347



*Your offsite
Human
Resource
Department
for Small
Businesses*



**Creating a "Safe Harbor"
Business Environment**

*The #1 Threat to the Small
Business owner is:*

**Employee
Practices
Liability**

- **Incorrect Hiring Practices**
- **Negative Employee Retention Practices**
- **Disciplinary Procedure Compliance**
- **Unclear Personnel Policies**
- **Lack of Legal Compliance**
- **Wrongful Terminations**
- **Hostile Work Environment**
- **Compensation Disputes**



Small Business
COMPLIANCE

Small Business Compliance provides all the tools necessary to comply with the ever changing employment laws, and provides business confidence in the complex world of small business operations.

*As a Business Owner
You Receive:*

- The **Research** into your Industry to incorporate all the compliance issues for your business practices to protect you against threats and lawsuits.
- An **Assessment** of your current Employee Practices and files, and recommendations to meet compliance standards.
- A complete **Employee Master Handbook** with personalized employee policies that comply with State and Federal laws.
- Complete **Employee Compliance** document forms for Pre-Hire, At-Hire and Post-Hire status.
- **Master Files**, forms and personalized CD for your business operations.
- **Implementation** of Employee Practices system that assures compliance in all personnel files and Human Resource activities.
- **Guidance** through the maze of EEOC, FACTA, FEHA, Labor law, wage and hour issues and all governmental regulations.