

## Human Resources Packages for WVSMA Members

### Overall benefits:

- **Beyond Compliance:** We do more than make you compliant, we deliver peace of mind.
  - **Advising:** You'll have access through email and telephone to our HR advisors to coach you through tough employee relations issues or simple process questions.
  - **Resources:** We'll give you access to our HR portal that puts forms, policies, and online training sessions, such as anti-harassment, at your fingertips.
  - **Special updates:** No need to worry what you're missing! We'll send you updates of any legal updates or changes in the law so you can focus on your business.
  - **Discounts:** As a WVSMA member, you'll enjoy deep discounts to all of AlignHR's services.
1. **Retainer membership** (Special Discount for members through April 30<sup>th</sup> only: \$2,400 – a 38% discount!)
    - a. *Unlimited calls* (approximately 15 minutes) and emails to an AlignHR professional with the state West Virginia experience for challenging employee issues.
    - b. Access to our *HR portal* that houses forms, policies, and HR resources to use in your business
    - c. *Phone calls and emails* to HR portal advisors, as a supplemental resource.
    - d. *Special alerts* on legal issues that involve HR.
    - e. *Preferential rates* on other projects initiated by AlignHR, such as employee handbooks, job descriptions, and salary surveys.
  2. **Members Exclusive Association** (\$100 per month – exclusively for WVSMA members, available only through electronic payment)
    - a. *HR CORE DOCUMENTS* that all businesses need. There are three categories: hiring, personnel files and compliance.
    - b. *Hiring Category:* An ideal job description template that can be used to post a position; job application with disclaimers and disclosures for background, reference checking and testing; best behavior interview questions; best practices interview report form, conditional offer letter that meets the requirements of the WVWPCA, standard rejection letter for declined applicants, easy access to I-9 forms, W-4, State withholding forms; and required WV New Hire Form.
    - c. *Personnel Files:* Instructions for best practices for personnel files; and, new hire/orientation documents and process flow.
    - d. *Compliance:* List of required laws sorted by number of employees; and list of required posters and easy access to print them.
    - e. In addition to the HR Core Documents, your members will receive:
      - i. **Answers** within 24 hours via HR portal
      - ii. Downloadable and customizable **employee handbook**
      - iii. On line availability for **annual workplace harassment training** through HR portal
      - iv. Special **alerts on legal changes** and what to do about it
      - v. **Free half hour benefits phone discussion**
      - vi. **Employee termination** guidelines

For more information, visit AlignHR's website: [www.alignhumanresources.com/](http://www.alignhumanresources.com/)

**Please contact WVSMA Membership Director Bethany Kinder with inquiries.**

304.925.0342. | [bethany@wvsma.org](mailto:bethany@wvsma.org)