



Compliance Calendar

Document Library









Name	Description
 Compliance Calendar	A Great Place to Start
 Compliance and Retention Document	Great Resource - Compares Federal and WV



Benefits



Document Library




Name	Description
COBRA	Checklist
COBRA	Early Termination Notice
COBRA	Election Form
 COBRA	Election Form During Subsidy 2009
 COBRA	Notify Unavailable Continuation of Benefits
 COBRA	Notification to Newly Eligible
 COBRA	Subsidy 2009 Information
 Contribution Change Form	401k or 403b
 Healthcare Costs	Checklist
 COBRA	Notice of Second Qualifying Event
 Employee Eligibility for Benefits	Example











Compensation



Compensation and Salary Information









Document Library

Name	Description
 Pay Grades and Salary Ranges	PPT Presentation to Executives
 Salary Administration Guidelines	Ready to use
 Salary Guide by Region	Salary information for WV region

	Salary Guide Methodology	Info about data gathered
	Distribution of Increases Pay grade	Sample Guide
	Salary Advance	Form
	Comprehensive Payroll Adjustment	Form
	Direct Deposit	Form
	FLSA Exemptions	Checklist
	Task Evaluation	Form
	Time Sheet	Form
	Travel Advance Request	Form
	Wage Withholding	Form

Compliance

Document Library











Name	Description
 Age Discrimination	Checklist
 Employment Classifications	Checklist
 Fair Credit Reporting Act	Checklist
 Federal Laws and Agencies Definitions	Great Resource for Beginning HR Personnel
 Federal Poster	Checklist
 Federal Poster	Requirements
 FLSA Exemption Flowchart	Resource
 Lilly Ledbetter Fair Pay Act 2009	Information























	Minimum Wage Requirements	Checklist
	National Labor Relations Act	Checklist
	Overtime Requirements	Checklist
	Part Time Employment	Checklist
	Sarbanes-Oxley Act 2002	Overview
	Weingarten Act At-A-Glance	Overview
	Affirmative Action Applicant Tracking	Excel Spreadsheet




Employee Development









Document Library		
	Name	Description
	Job Posting Program	Template and Form to start your own
	Performance Improvement	Letter
	Comprehensive Electronic Devices	Policy Example
	Creating Comprehensive Employee Handbooks	Suggestions
	Education Needs	Survey
	Employee Acknowledgement	HIPPA Training
	Employee Counseling Form	Form
	Employee Perception	Survey
	Employee Professional Development	Document
	Employee Questionnaire	Survey

	Employee Record of Training	Form
	Employee Survey	Survey
	Employment Classifications	Definitions
	Evaluation Form	Form
	Evaluating HR in Your Company	Executive Questionnaire
	Handbook Reference Guide	Checklist
	Manager Effectiveness Survey	Survey
	New Hire Questionnaire	Survey
	Performance Assessment Annual	Appraisal Form
	Performance Evaluation	Short Form
	Performance Guidelines	Help
	Performance Goals Review	Short Term 3 to 6 months
	Probation Letter	Sample Document
	Progress Discipline	At-A-Glance
	Quarterly Employee Meeting Feedback	Form
	Anti-Harassment and Wrongdoing	Sample Document
	Blogging Policy	Sample Document
	Discipline Letter	Sample Document
	Distribution Merit Increase by Performance	Sample Document
	Diversity Policy	Sample Document

	Dress Code Personal Appearance	Sample Document
	Email Policy	Sample Document
	Emergency Sick Leave	Sample Document
	Employee Handbook ONE	Sample Document
	Employee Handbook TWO	Sample Document
	Employee Performance Review	Sample Document
	Receipt of Handbook Acknowledgement	Sample Document
	Letter of Recommendation	Sample Document
	Management Evaluation	Sample Document
	Performance Evaluation	Sample Document
	Phone Voicemail Policy	Sample Document
	Camera Policy	Sample Document
	Promotion Announcement	Sample Document
	Sexual Harassment Policy	Sample Document
	Telecommuting Policy	Sample Document
	Work at Home Policy	Sample Document
	Sign In Sheet for Training Sessions	Form
	Success Factors	Guide
	Talent Assessment	Document
	Talent	EXCELLENT RESOURCE

	Assessment Descriptive Terms	
	Talent Assessment Directions	Guide
	Training and Development Request	Form
	Training Needs Analysis	Form


Health and Safety




















Document Library	
Name	Description
 Accident Investigation Report	Form
 Emergency Planning	Checklist
 Employee Health Information - Healthcare Field	Form
 First Aid Kit Inventory	Form
 Hepatitis Vaccination	Form
 Work Hazard Assessment	Form



Job Descriptions








Document Library	
Name	Description
 Assistant Manager Sales and Marketing	Job Functions
 Asst Maintenance Worker	Job Functions
 Developing Functional Job Descriptions	Checklist
 Existing Job	Checklist

	Descriptions	
	Job Description Questionnaire	Questionnaire
	Physical Demands	Worksheet
	Position Analysis	Form
	Results Oriented Job Descriptions	Questionnaire
	Results Oriented Job Descriptions	Information
	Accountant Exempt	Sample Job Description
	Administrative Asst or Executive Secretary	Sample Job Description
	Auditor Exempt	Sample Job Description
	Accounting Auditing Clerk Entry Level	Sample Job Description
	Branch or Office Manager	Sample Job Description
	Building Custodian	Sample Job Description
	Collections Clerk	Sample Job Description
	Computer Systems Analyst	Sample Job Description
	Customer Service Representative	Sample Job Description
	Data Entry Clerk	Sample Job Description
	Teller Cashier Entry Level	Sample Job Description
	Financial Planner	Sample Job Description
	First Line Supervisor	Sample Job Description
	General Maintenance	Sample Job Description

	Worker	
	HR Administrative Assistant	Sample Job Description
	Landscaping Groundskeeper	Sample Job Description
	Mid Level Manager	Sample Job Description
	Office Assistant	Sample Job Description
	Records Custodian	Sample Job Description
	Regional Manager	Sample Job Description
	Retail Sales Exempt Position	Sample Job Description
	Retail Sales Non-Exempt	Sample Job Description
	Secretary	Sample Job Description
	Task Evaluation	Form
	Writing Results Oriented Job Descriptions	Resource














Management Supervision Coaching

Document Library		
	Name	Description
	Coaching Skills	PowerPoint Presentation - Resource
	Congruent Coaching	PowerPoint Presentation - Resource
	Educational Needs Survey	Survey
	Evaluating HR Within Your Company	Executive Questionnaire
	The Best Idea Ever - Auditing HR	PowerPoint Presentation - Resource



















Staffing



Document Library	
Name	Description
 Acknowledgement of Work Capabilities	Form
 Affirmative Action	Form
 Applicant Release - Credit Investigation	Form
 Application for Employment Format 1	Form
 Application for Employment Format 2	Form
 Background Check WV and Federal	Checklist
 Background Screening Procedure	Form
 Common Interview Questions	Resource
 Confidentiality and Non-Compete Employment Agreement	Document
 Consent to Criminal Background Check	Form
 Department Orientation	Checklist
 Drug Alcohol Testing	Checklist
 Employee Authorization for Reference Release	Form
 Employee Confidentiality Agreement	Document

	Employee Consent for Drug Testing WV	Document
	Employee Data	Form
	Employee Exit Interview	Form
	Employment At Will	Checklist
	Employment Classification	Resource
	Executive Employment Agreement	Document
	Federal Guidelines for Employee Selection	Resource
	Fiscal Agents - Payroll Companies	Resource
	Flextime Request	Form
	FMLA Presentation by Beth Walker	Resource
	Hiring Practice Federal	Checklist
	Hiring Practices - West Virginia	Checklist
	Independent Contractor	Checklist
	Information NOT Included in Personnel Files	Resource
	Internal Job Application	Form
	Interview Question - Funnel Method	Resource
	Interviewing	Checklist
	Job Application	Checklist

	FMLA - Key Employee Notification	Form
	Key Responsibility Agreement	Document
	FMLA - Intermittent Leave Letter	Document
	FMLA - Reduced Schedule Letter	Document
	Non-Compete Agreement	Document
	Overtime Liability	Checklist
	Questions to AVOID in an Interview	Resource
	Reference Checking Federal	Checklist
	Reference Checking Documentation	Form
	Request for Change in Work Schedule	Form
	Request for Outside Employment	Form
	Request for Return of Company Property	Form
	Request to Inspect Personnel File	Form
	Notification of Fiscal Intermediary Hired	Sample Letter
	Separation Agreement Sample One	Document

	Separation Agreement Sample Two	Document
	Termination - Involving Your IT Dept	Resource
	Termination Form	Checklist
	Transitional Duty	Form
	Vacation Selection	Form
	Withdrawal of Offer - Due to Background Check	Document

West Virginia Specific Information










Document Library	
Name	Description
 Benefits Survey 2008	Resource
 Record and Retention Requirements WV	Resource
 West Virginia Notices	Checklist
 West Virginia Poster Requirements	Resource
 WV Human Rights Act	Resource
 WV Meal and Rest Break	Checklist
 WV Wage and Payment Act	Resource







Articles by Bernie



Words of Wisdom






















Document Library	
Name	Description
 Most Frequent HR Mistakes Made by Supervisors	By Bernie Deem
 Most Frequent Mistakes Made by Small Business Owners	By Bernie Deem
 Auditing Human Resources	By Bernie Deem
 Managing the Multi-Generational Workforce	By Bernie Deem
 Progressive Discipline	By Bernie Deem
 Reducing Staff When Times Are Hard	By Bernie Deem
 Risk Management in HR	By Bernie Deem
 The Most Effective Motivational Tool	By Bernie Deem
 The Secret to Knock Your Socks Off Customer Service	By Bernie Deem

Archived HRNet Updates

Document Library	
Name	Description
 Special Alert Cobra Subsidy	02-11-2009
 Special Update	04-30-2009
 HRNet Update	01-21-2009
 HRNet Update	01-29-2009







Past HRNet Updates

	HRNet Update	02-17-2009
	HRNet Update	02-18-2009
	HRNet Update	03-11-2009
	HRNet Update	03-18-2009
	HRNet Update	03-25-2009
	HRNet Update	04-08-2009
	HRNet Update	04-29-2009
	HRNet Update	05-06-2009
	HRNet Update	05-20-2009
	HRNet Update	06-03-2009
	HRNet Update	06-18-2009
	HRNet Update	07-08-2009
	HRNet Update	07-14-2009
	HRNet Update	07-22-2009
	HRNet Update	08-06-2009
	HRNet Update	08-21-2009
	HRNet Update	09-25-2009
	HRNet Update	10-28-2009
	HRNet Update	11-03-2009
	HRNet Update	11-17-2009
	HRNet Update	12-22-2009

Let Us Help - Call Us!



Document Library	
Name	Description
 Agreement for DeemHR Consulting Services	Document
 Compensation Review	Offer

	We Do Online Surveys	Offer
	Top Five Tests Employers Love	We have many more! JUST ASK US!

If you need help contact [**HELP@DeemHR.Net**](mailto:HELP@DeemHR.Net)