

THE COLES FIRM P.C.

BUSINESS SUPPORT SERVICES

Most employers recognize the challenges facing any successful business. In most cases, great employees are the backbone of a successful business. To better manage that invaluable resource, employers are faced with the daunting task of finding, recruiting, training, and managing a diverse pool of talented employees. Even more daunting is ensuring compliance with the host of ever-evolving federal and state employment statutes and laws. This is not an easy task.

To help your company achieve (or even surpass) its goals, The Coles Firm P.C. offers a variety of business support services. Whether you have 1 or 100 employees, our day rate pay system will benefit you. Our services include:

Quarterly Update: (Free)

Keep your company's policies and procedures current with The Coles Firm Quarterly Update. Each quarter, your company will receive updates on employment laws and regulations. The Coles Firm Quarterly Update ensures your policies and procedures are current.

Auditing: (Day Rate: \$1,500/day plus expenses. 2 days min.; includes 1 day for preparing report)

Even the most diligent company can benefit from an external audit. Audits are customized to your company's needs and can include any or all of the following:

- I-9 documentation check;
- Employee Handbook review;
- Comprehensive review of employment contracts;
- Confirm proper status of employees (exempt vs. nonexempt) and independent contractors;

Best Practices Guide: (Monthly Rate: \$1,000 for 3 states, \$250 each additional state)

In addition to the Quarterly Update, The Coles Firm offers its Best Practices Guide to ensure companies are up-to-date on employment related state and federal laws impacting your business. Each month, The Coles Firm will provide a Best Practices Guide that is industry and client-specific. Simply identify which state(s) you want to track and The Coles Firm will keep you in the know.

Training: (Day Rate: \$2,000/day or \$1,000/half-day plus expenses)

The Coles Firm provides Employee, Front-Line Supervisor, Human Resources, and Senior Management Training. We structure and tailor each training to complement and reinforce your policies and procedures. Our training programs teach your employees, supervisors, H.R. representatives, and managers about the requirements of federal employment statutes, including:

- Title VII discrimination, harassment, and retaliation;
- Age Discrimination in Employment Act (ADEA);
- Americans with Disabilities Act (ADA);
- Family Medical Leave Act (FMLA);
- Pregnancy Discrimination Act (PDA);
- Fair Labor Standards Act (FLSA);
- And a variety of other employment laws.

Before a training is scheduled, we meet with your Human Resources staff and/or Senior Management to discuss common issues, policy changes, and areas of emphasis. Finally, we provide a training log and Attendee Confirmation to ensure you maintain up-to-date records for future use.

Investigations: (Day Rate: \$1,500/day plus expenses. 2 days min., includes 1 day preparing report)

Despite your best efforts to train employees and managers to prevent and avoid harassment and discrimination, employees still file claims. If a claim is filed or a complaint is lodged, The Coles Firm will conduct an investigation to determine if the complaint or claim has merit. We work closely with you to conduct a prompt and thorough investigation, and work closely with your corporate counsel to ensure the maximum confidentiality.

PACKAGE PRICING AVAILABLE