

INFINISOURCE

BENEFIT SERVICES

Introducing a new way to get fast, straightforward answers to HR and legal questions - myHRcounsel!

When HR departments or their employees are faced with tough legal or HR-related questions, you need a trusted and reliable resource. Keeping an attorney on retainer for occasional questions is costly, and most small-to-mid-sized companies just won't need that kind of support. The solution is simple: myHRcounsel. Submit your question, and an **employment attorney** will provide a detailed answer! (typically within less than two hours)



WORLD-CLASS SUPPORT FOR ALL OF YOUR HR COMPLIANCE QUESTIONS



HR Management & Employment Law Compliance

- HR policies and recommendations
- Review/provide up-to-date employee handbook
- Expert assistance with corporate policies and regulatory compliance
- Legal research, document reviews and recommendations
- FMLA (Family Medical Leave Act)
- ADA (Americans with Disabilities Act)
- ACA (Affordable Care Act)
- Provide/maintain up-to-date job descriptions



Employee Onboarding

- Interview Policy and procedures
- Background check advice
- Non-compete agreements
- Employment offer letters

Employee Offboarding

- Guidance for managers on disciplinary actions, layoffs and terminations
- Assistance with documentation for personnel files
- Termination/separation checklist
- Drafting of termination letter
- Non-compete enforcement assistance
- Assistance responding to employee questions or complaints



Related Legal Support

- Proactive State and Federal law updates
- Employment law compliance reviews
- Legal advice on topics affecting your business
- Legal document review/redline contracts
- Affordable Care Act updates
- Confidentiality agreements

Plan Documents

- ERISA Wrap Document and SPD
- Premium Only Plan Document

This service also includes access to an extensive knowledge base of forms, checklists, legal summaries and frequently asked questions and answers that employers can access 24 hours a day, 7 days a week. No limits.

For details on how myHRcounsel can help you take the guesswork out of HR legal questions, contact Infinisource today at **800-300-3838** or solutions@infinisource.com.