

A circular inset image showing four diverse business professionals (two women and two men) in professional attire, smiling and looking towards the camera.

HUMAN RESOURCES SERVICES

Oasis Outsourcing's Human Resources Services team provides Human Resources consultation and innovative workforce solutions. By offering integrated, cost-effective solutions for your business, Oasis brings remarkable Human Resources value to you and your company as a Professional Employer Organization (PEO). This enables you to:

FOCUS ON YOUR CORE BUSINESS

Oasis handles the many time-consuming administrative functions associated with the employment relationship. Tasks we take off your plate include I-9 compliance assistance, Social Security number verification for new hires, job descriptions, payroll setup and much more.

BECOME AN EMPLOYER OF CHOICE

The co-employment relationship with Oasis provides you with access to a broad spectrum of Human Resources Services that support the entire Employee Lifecycle from employee recruitment to retention. This allows you to compete with Fortune 500 companies for the best talent.

REDUCE ADMINISTRATIVE COSTS

Our expert Human Resources-related products and services are provided more efficiently than you might be able to provide on your own. Our national relationships with key vendors and hands-on expertise in all 50 states can translate into financial savings for your company.

MAINTAIN PEACE OF MIND

Our Human Resources experts handle many of the employment-related administrative responsibilities for you and help ensure that you are compliant with the many constantly-changing state and federal regulations that exist. This gives you peace of mind.

INFRASTRUCTURE DEVELOPMENT

At the heart of a good company is a solid Human Resources infrastructure which supports the employment relationship from both the management and employee perspectives. This is no small task, but our Human Resources professionals can help you do just that.

Fair Labor Standards Act (FLSA) Review

- **FLSA Review** - Oasis provides a format to assist in the review of job classifications and tools for proper payroll setup.

Job Descriptions

- **Job Description Development** - Oasis provides a job description template or worksheet that is compliant with the Americans with Disabilities Act (ADA). We also provide samples of job descriptions to assist with job description development.
- **Finalized Job Descriptions** - We provide compliant job descriptions for a variety of standard positions.

Employment Handbooks

- **Core Employee Handbook** - This provides federally-compliant policies (workplace harassment, discipline, leaves, etc.) applicable in all states. It is included in employee new hire packets.
- **Client-Customized Handbook** - In addition to federally-compliant policies in the Core Employee Handbook, this provides client-specific and state policies.
- **Web-Based Management Resource Guide** - This comprehensive guide describes laws and regulations applicable to employment issues and governmental record-keeping requirements. It offers practical solutions for managing various employment issues.

COMPLIANCE ASSISTANCE

Keeping track of all the federal and state laws—and the numerous changes to those laws—can be a daunting and time-consuming task. Oasis Outsourcing's Human Resources professionals stay abreast of these laws and can help ensure that your company is compliant.

Family Medical Leave Act (FMLA) Administration

- **FMLA Processing and Administration** - Oasis will process and administer FMLA for eligible worksite employees, including assistance with determination of FMLA eligibility, providing letters, notices and reminders to worksite employees and tracking FMLA time used by the worksite employee.

I-9 Compliance Assistance

- Oasis maintains I-9 forms for worksite employees, provides reports detailing employees' work authorization expiration/renewal dates and researches immigration laws.

New Hire Reporting

- **New Worksite Employee Reporting** - Oasis provides a data upload for new hires, terminations and wage information for state unemployment and other regulatory reporting requirements. We provide a similar data upload for wage/employment verification.

Social Security Number (SSN) Verification Report

- **SSN Verification** - Oasis reports new worksite employees' Social Security numbers to the Social Security Administration for verification, informs clients of mismatched information and completes Social Security Administration wage verification requests.

Employment Practices Liability Insurance (EPLI)

- **EPLI** - Oasis provides clients with \$2 million of coverage for claims resulting from wrongful employment practice acts related to termination, discrimination and sexual harassment.
- **HR Support** - HR Services will provide information and reports needed for the legal response process.

According to the U.S. Equal Employment Opportunity Commission, Fiscal Year 2007 resulted in \$345 million in total monetary relief for charging parties. This represents a 26% increase over the prior year and is the highest level in five years.

EEOC

- **EEO-1 Report** - Oasis submits an annual EEO-1 report to the Equal Employment Opportunity Commission (EEOC). We also provide VETS-100 data for clients upon request.
- **EEOC Charge Facilitation** - Oasis will report claims to our EPLI carrier, explain the client response process and assist in providing data collection.

Employment Verification and Records

- **Employment Verification** - Oasis offers an automated service for wage and employment verification through a third-party wage/employment verification provider.
- **Employment Records** - Oasis provides assistance with records/information in support of subpoenas, audits, etc.

Employment Forms and Posters

- **Employment Forms** - Oasis will provide forms for employment-related matters (e.g., leave of absence, termination, payroll deduction, counseling). Forms customization to client specifications is also available.
- **Posters** - Federal and State all-in-one posters are provided to all new clients. Mandated poster updates are also provided.

Resource for Federal and State Regulations

- **For Managers/Supervisors** - Our team of SPHR/PHR-certified and experienced Human Resources professionals keep abreast of federal and state regulations to respond to inquiries as needed.



OPERATIONS PARTNERSHIP

Have you ever had an employment situation occur and wished you had an expert to help you? Oasis Outsourcing's Human Resources professionals can provide the guidance you need to effectively handle employee relations matters.

HR Operational Policy/Program Reviews

- **Review With Consultation** - Oasis will review key HR functional areas such as Organizational Structure, Organizational Design, Recruitment and Retention, Employee Relations, Interviews & Data Collection, HR Processes and Procedures, HR Surveys, HR Metrics, Benchmarking, Data Analysis, etc.

HR Service Center

- **HR Professionals** - The HR Service Center offers direct access to our team of SPHR/PHR-certified and experienced Human Resources professionals from 8:30 a.m. EST to 5:30 p.m. EST. Bi-lingual (Spanish) services are also available.
- **Employment Relations (Client)** - Oasis assists managers/supervisors with day-to-day employment-related issues such as discipline, terminations, harassment, discrimination, wage payment and deductions. We can suggest possible courses of action and discuss applicable federal and state laws that may apply.
- **Employment Issues (Worksite Employee)** - Oasis can act as a neutral party contact for worksite employees to discuss serious employment concerns like harassment, discrimination and more. We also conduct follow-up with the worksite employee as needed.

Unemployment Claims Administration

- **Unemployment Claims** - Oasis will direct and monitor claims through a third-party administrator that assists with unemployment claims responses and appeal hearings preparation.

Employee Relations Management Consultations

- **Employee Disciplinary Action & Performance Improvement Plans** - Oasis can review current policies and processes and recommend revisions or additions. We can also develop communication tools, manager training and provide assistance with documenting terminations for cause to help avoid unnecessary unemployment claims.
- **Communication Programs & Strategies** - Oasis can review and analyze current client internal employee communications and recommend additions or changes. We can also assist with the creation of employee communications, create and implement communication plans, develop newsletter templates, develop safety communications and more.
- **Reduction-In-Force, Layoff And Reorganization Consultation** - Oasis provides guidance, processes and communication tools to support organizational transitions and functional viability.



GROWTH AND DEVELOPMENT

Oasis Outsourcing's Human Resources Services department can offer training programs, help you establish a performance management plan and assist you with development of your employees.

Training

- **The Oasis eLearning Center** - Oasis offers over 200 complimentary courses included as part of our eLearning program. Topics include Leadership, Management, General Human Resources, Microsoft Office courses, Customer Service and many more. Our service includes reporting capabilities. An extensive 2,000-course library is also available with substantially discounted rates.
- **Webinars** - Webinars on a variety of employment-related topics are presented in one-hour sessions and archived for future reference or training of new employees.
- **Seminars** - Oasis offers half-day seminars in selected cities. These seminars are hosted by the Oasis Human Resources Services department and include other subject matter experts.

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Performance Management

- **Performance Evaluations** - Oasis can develop customized performance management tools and training to support program implementation of position-specific evaluation forms, performance objectives, 360 degree feedback programs, etc.
- **Retention Strategies and Program Development** - Oasis assists clients with development of reward, incentive, and recognition programs; compensation programs (i.e., salary bands, incentives, performance-based benchmarking) and client policy and benefit reviews to provide competitive positioning in the market. Implementation assistance is also available.
- **New Hire Orientation Programs** - Oasis will create, enhance and/or implement an employee orientation unique to each client to support short- and long-term human capital objectives, including attrition rate decreases, job readiness, etc.

Organizational Development

- **Staffing Analysis and Organizational Structure Assessment** - Oasis can review staffing, job titles and descriptions and make recommendations for alternative staffing levels, organizational design and structure, functional alignment, etc. to maximize staff effectiveness.
- **Behavioral Assessments** - Behavioral assessments measure the work-related behaviors and motivating needs of employees. These will give you and your management team the power and knowledge to better motivate, lead, and utilize your people to achieve your company's goals. It is also a reliable recruitment tool.

Employee Relations

- **Employee Opinion/Satisfaction Surveys** - Oasis can create and administer web-based or hard copy customized surveys (employee, supervisor/manager, department specific or organization-wide) to assess employee engagement and satisfaction.
- **Diversity Programs & Initiatives** - Oasis can create and implement programs to include sensitivity, discrimination and harassment-free workplace training.
- **Internal Investigations & Formal Complaints** - Oasis can assist and advise clients with internal investigation procedures and internal complaint processes. Employee training and coaching for supervisors and managers are also available to help with implementation.

OASIS STAFFSOURCINGsm

Oasis StaffSourcing is a cost-effective solution exclusively offered to and priced for our PEO clients. This exceptional program will save you time and money as you gain access to similar recruiting and selection tools that Fortune 500 companies use... all at an incredible savings to you. Products and services provided by StaffSourcing include:

- **Recruitment and Selection**
- **Candidate Sourcing**
- **Applicant Screening**
- **Testing and Assessment**
- **Background Checks/Drug Testing**
- **Outplacement Services**

Note: The worksite employer retains ultimate responsibility for worksite employee management and policy implementation.

