



HR Services

You've got enough things to worry about. HR shouldn't be one of them.

Imagine having access to comprehensive HR resources that are easy to understand, accurate and dependable. With HR Services through Concordia Plans you'll receive just that with anytime access to online HR tools and documents. Help also will be just a phone call away with unlimited live consulting, providing reliable HR advice over the phone by certified HR advisors.

You'll have unlimited access to information including:

- ✓ Proactive handbook builder
- ✓ Live chat
- ✓ State and federal law library
- ✓ Proactive To-Dos and law alerts
- ✓ Resources covering common employer laws including ACA, FLSA, and FMLA
- ✓ What Matters – monthly HR Newsletter and other email updates
- ✓ Virtual training for HR professionals, including sexual harassment prevention training
- ✓ Policy, job description and document creator
- ✓ HR forms, templates and policies library
- ✓ Unlimited, live HR advice
- ✓ HR compliance library and interactive calendar

Some of the common issues HR advisors can help solve include:

- We received a complaint about harassment. How should we respond?
- Does an I-9 form need to be updated when an employee has a name change?
- Can the same person be both an employee and an independent contractor?
- If someone just quit, do I have to pay out his/her vacation?
- What does at-will employment mean?
- Do you recommend reducing hours as a disciplinary measure?
- Does our ministry have to offer FMLA due to Families First now?
- Do we have to get permission to run a background check?

Get HR Services today.

Concordia Plans is proud to provide access to HR Services to help meet your needs. Learn more about HR Services by contacting MinistrySolutions@ConcordiaPlans.org or 888-927-7526.