



# Your One Stop HR Solution

Award-winning HR Solutions for Your business

## HR Intelligence at Your Fingertips

We're committed to helping you stay HR-compliant. Our HR Library is your online source for essential HR tools, forms, and guidance. We can provide you with expert guidance on topics like COBRA, health care reform, and human resources.



## Your Round-the-Clock Online HR Department



### Federal Compliance Help

Easy-to-understand information on major federal employment laws including COBRA, HIPAA, FMLA, and USERRA.



### State-Specific Guidance

Attorney-reviewed state-by-state guidance including continuation of benefits, minimum wage, and much more.



### Fast Answers to Your Questions

Our FAQ sections deliver the answers you're looking for quickly and efficiently.



### Robust Library Source

Hundreds of forms, sample policies, checklists, and a sample employee handbook are available for download and customization.



### Hiring & Termination Resources

A wide range of resources to simplify the hiring and termination process — a must-read for every hiring manager in your company.



### Online HR Tools

Streamline workflows and save your staff time with our online job description builder, salary benchmarking, and total compensation statement tools.



# We're Here to Help You Comply



As part of our dedication to supporting your business, we're offering you a subscription to the HR Library — your attorney-reviewed source for HR news, tools, forms, and training.

## Your Single Source For...

- The latest health care reform tools and guidelines
- How to interview, hire, and terminate employees
- How to conduct performance reviews at every level
- Interactive tools including:
  - Job description builder
  - Performance review builder
  - Salary benchmarking tool
  - Total compensation statement builder
  - Federal and state employee handbook generator
- Customizable employee handbook
- State and federal compliance information
- State labor laws guidance



The HR Library has the answers you need 24 hours a day, 7 days a week

Provided by:



South Central Service Cooperative  
Phone: 507-362-2982

[www.mnscsc.org](http://www.mnscsc.org)

