



HUMAN RESOURCES

Got an HR question? Call our HR hotline or your dedicated consultant to receive prompt, practical and confidential answers. Our experts will help you navigate pressing issues ranging from employment law to corrective action, recruitment to termination, and workplace investigations to retention.

In the event you receive an unemployment insurance appeal, we'll review your case, help you prepare, and present your appeal at an unemployment insurance hearing.

We review your HR policies, procedures and employee handbook to meet regulatory requirements. Members also receive a complimentary all-in-one employment law poster.

SERVICES:

- Consult on HR matters
- Review HR practices
- Develop or review employee handbook and policies
- Review job descriptions,* HR documents and forms
- Develop Affirmative Action Programs*
- Represent employers at unemployment insurance appeals



LABOR RELATIONS

HEC helps prepare and negotiate collective bargaining agreements, acts as your spokesperson during negotiations, and consults on contract administration. When the threat of a strike is high, HEC can assist with preparation, provide guidance and assist with the coordination of law enforcement, customers, vendors and other employees.

HEC assists with developing strategies to deal with attempts to unionize, drafting employee communications, and training supervisors on how to remain union free.

In the event that you're on the receiving end of an unfair labor practice charge or grievance, HEC will assist you with responding to the NLRB, represent you in grievance meetings and informal arbitrations, and provide assistance to your legal counsel in formal arbitrations.

SERVICES:

- Negotiate collective bargaining agreements
- Prepare and finalize labor contract documents
- Consult on administration of collective bargaining agreements
- Assist with unfair labor practice charges, grievances, arbitration, work stoppages and strike preparation
- Provide information on collective bargaining agreement clauses
- Assist with maintaining non-union status
- Assist with union counter-organizing



SURVEYS

Members who participate in HEC surveys gain access to full survey results, which provide invaluable knowledge to employers when developing and administering compensation and benefit plans, and HR practices and policies.

Survey data spans many different industries and includes local and national wages for nearly 1,000 jobs, from entry level to C-Suite level positions.

We also offer surveys that provide insight into specific industries, HR practices and business trends.

TYPES OF SURVEYS WE CONDUCT:

- Wage, salary and other compensation
- HR practices and employee benefits
- Salary adjustment
- Custom** and industry-specific
- Employee engagement*

**Large projects may have additional fees | **Fee for service*

Speak with our membership team at **808-440-8808** to learn how our services can strengthen and complement your team.

WWW.HECOUNCIL.ORG | 2682 WAIWAI LOOP HONOLULU, HI 96819



ONLINE RESOURCES

HEC's online resources provide timely news and always-relevant information on a host of HR topics. Our members have access to sample forms and policies, checklists and guides 24/7.

RESOURCES:

- CCH HR/Benefits AnswersNow Online reference library
- News Digest: weekly eNews on timely HR topics
- Legislative Digest: updates on employment bills in Hawaii
- Employment Laws and Related Rules in Hawaii
- Arbitration Awards

GUIDES, CHECKLISTS AND TEMPLATES:

- Corrective action and termination
- New hire orientation
- Employee handbook policies
- Record retention
- Job descriptions
- Performance evaluations
- Affirmative Action Programs



DEVELOPMENT FOR HR PROFESSIONALS

With an HEC membership, your HR team will receive discounts on exam fees from the aPHR™, PHR®, SPHR® or GPHR®. We offer study programs to help them prepare for certification and help keep them certified with professional development credits, recognized by the HR Certification Institute®, SHRM and the Hawaii State Board of Public Accountancy.



COMPENSATION CONSULTING**

We provide pay levels for specific jobs based on competitive market comparisons to help organizations make the most competitive and mutually beneficial offer to prospective employees. We partner with you to develop a compensation philosophy, strategy, and structure to attract, motivate and retain talent to help your organization thrive.

SERVICES:

- Compensation strategy development
- Market pricing/Workplace analysis
- Pay structure design and assessment
- Employee benefit analysis



EMPLOYMENT LAW

Our team monitors, analyzes and provides timely updates on employment bills in the Hawaii state legislature and Congress that could affect you.



TRAINING**

HEC provides seminars and virtual trainings to support the development of your employees, HR professionals and leaders.

Fundamentals of Supervision is our signature certificate series of workshops designed for first-line supervisors with little experience or training in supervision. Participants learn what they need to know to prevent workplace harassment, build employee performance and mitigate legal risks.

TRAININGS WE OFFER:

- Fundamentals of Supervision
- Employment law compliance
- Labor relations
- Engagement and employer practices
- Leadership
- Safety and first aid

WE ALSO OFFER:

- Member discounts on workshops and seminars
- Customized In-house training
- eLearning Courses



ORGANIZATIONAL EFFECTIVENESS**

Our organizational effectiveness consulting can help you strengthen employee engagement, help retain top performers, build a talent pipeline for succession and transform your organization to achieve your strategic vision.

HEC offers tailored programs to maximize your organization's workplace effectiveness, culture, engagement and retention. Topics range from conflict resolution to results based performance. Teams can utilize assessments such as Everything DiSC™, The Five Behaviors™ of a Cohesive Team, The Leadership Circle Profile™, and more.

We also offer executive, individual and team coaching.

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