



## CONTACT US

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# HUMAN RESOURCES

*As your strategic partner,  
The ESC of The Western Reserve (ESCWR)  
assists you with day-to-day human resource management.*





# HOW WE CAN HELP

We invite you to partner with us as we bring forth our expertise and services to support your needs. Here is an overview of the wide range of services we offer, tailored to assist you effectively:

- Human Resource Staff Mentoring
- Development and Maintenance of Job Descriptions
- Job Postings
- Workers' Compensation/Safety
- FMLA
- Labor Management and Compliance Audits
- Payroll Systems and Process Development
- Consulting of Office Operations



## Proven Experience

The ESCWR staff has a wealth of experience in Human Resources and Operations, spanning more than 30 years. We are responsible for overseeing all aspects of human resources for the ESCWR and supporting member districts with related projects. With a licensed Business Manager on staff.

Additionally, we manage the ESCWR's business agreements and contracts, information technology, and facility management. With HR certifications that include PHR and SHRM-CP, and having previously served on leadership teams for advocacy and strategic planning work sessions, our staff possesses the necessary expertise to assist you in all areas of HR and operations. Whether it's recruitment and onboarding, employee life cycle support, substitution management, labor management and compliance, or payroll systems and process development, we are equipped to provide comprehensive assistance.

Contact us today, to see how we can be of help to you!

## Recruitment and Onboarding

The ESCWR can assist you with all your recruitment and onboarding needs. We will ensure you have accurate and complete job descriptions and advertise available openings. We can manage your Applicant Tracking System, whether electronic or paper, attend career fairs and assist with interviewing, pre-employment screening, and placement of candidates and fulfill the onboarding and benefits process for new hires. We can post job openings that reach several external job boards.

## Employee Lifecycle

Your staff has many needs during their employment with you. We can assist with benefits management, open enrollment, Family Medical Leave (FLMA) processing, and/or coordination with your Workers' Compensation TPA and MCO for reporting, and return to work.

## Labor Management and Compliance

Here at the ESCWR, we have extensive experience working with labor organizations, conducting or representing administration at hearings, and are available to your staff for general questions or concerns. We are experienced in EEO, PERRP and compliance management and policy.

## Payroll Systems and Process Development

The ESCWR can develop your HR records management and processes, or assist you in improving your current system. We will discuss your current processes and assist you with the steps necessary to improve so you can easily manage and maintain them. Additionally, we can assist with payroll law and processing questions