

# OUR SERVICES

## EMPLOYEE POLICY HANDBOOKS

Handbooks which establish customized company policies, incorporating State and Federal employer requirements.

## RETAINER PROGRAMS

Plans which provide the convenience of a full-time human resources staff without the expense, including such services as reduced rates, unlimited telephone consultations, continual legal updates and annual review of employee policies.

## SUPERVISORY TRAINING

Workshops that train supervisors in the areas of hiring, firing, interviewing, performance management, employee motivation, and other related topics.

## HUMAN RESOURCES AUDITS

An audit of your human resources functions, including employee handbook review, procedure evaluation, employee satisfaction and legal compliance.

## JOB DESCRIPTIONS

Job descriptions customized to your industry and that meet the requirements of the Americans with Disabilities Act.

## SITUATIONAL FRONTLINE LEADERSHIP®

SFL® is a revision of the award-winning program, Leadership Training for Supervisors®, which is designed to increase team member productivity and engagement. It equips leaders to effectively handle the situations they face every day - setting goals, assigning work, giving praise, and resolving performance problems. We offer this training in "open" or custom sessions.

## EMPLOYEE OPINION SURVEYS

Surveys that are customized to present an avenue for your employees to provide their candid feedback regarding their place of employment and increase their morale, productivity, and retention.

## COMPENSATION SURVEYS

Surveys that provide customized information regarding wages and benefits to employers within an industry or geographic location.

## PROCEDURES MANUALS

Manuals which clearly define job functions and increase productivity by facilitating training time with new hires and temporaries.

## ORGANIZATIONAL STUDIES

Evaluations which are designed to analyze the efficiency and effectiveness of the organizational structure of your company.

## CONFLICT RESOLUTION ASSISTANCE

Workshops or one-on-one sessions that help employers and their employees handle conflict confidently and facilitate positive results. This will provide a chance to learn from each other, to improve work methods, and to build team solidarity.

## BACKGROUND INVESTIGATIONS

Preemployment background investigations are conducted that cover past criminal convictions, motor vehicle record, degree verification, credit report, professional licensing, and other related areas.

## SUPERVISORY REFERENCE CHECKS

Past supervisors of your applicants are contacted to verify employment and performance history, as well as dates of employment and rate of pay.

## AFFIRMATIVE ACTION PLANS

AAPs that meet Federal requirements, as well as specific company needs.

# CLIENT BENEFITS

Quick, easy access to HR answers that keep you and your company informed.

Qualified, user-friendly consultants that understand the needs of small- and medium-sized businesses.

Answers that deal with specific employee issues.

Training that teaches supervisors to lead effectively and increase the satisfaction and productivity of employees.

Consultants that will assist on either a retainer basis or an as-needed time and material basis.

For a fraction of the cost, employers have access to full-time HR staff support.

## SMALL- and MEDIUM-SIZED BUSINESSES:

You CAN have quick and easy access to Human Resources assistance without employing your own HR Staff!

The key is knowing who to ask! P•A•S Associates specializes in helping businesses that aren't large enough to hire a full-time HR staff...and we've been doing it successfully since 1987!

We help you deal with EVERY kind of HR issue, from complex employee problems to the simplest of employee-related questions.

We're here to help you solve the employee issues you need to deal with on an everyday basis and to do so more effectively.

YOU can call us!  
YOUR MANAGERS can call us and if you'd like an employee hotline,  
YOUR EMPLOYEES can call us!

(661) 631-2165



"Our priority is people. • Our product is service."  
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## ABOUT THE STAFF

HOLLY CULHANE, SPHR, President/Senior Consultant, identified the need for human resources and organizational assistance for small- and medium-sized businesses and formed Professional Administrative Systems in 1987. Now known as P•A•S Associates, this firm combines specialists in the fields of human resources, labor and employment law, affirmative action, and substance abuse policies and education, providing an unsurpassed Human Resources Center. Ms. Culhane's rare gift for relational and substantive HR consultation and training makes her a popular choice by associations, private organizations and the public sector alike for general assistance, training, and presentations in the human resources field.

JUANITA WEBB, Consultant, provides our client base with general human resources consultation, harassment and discrimination investigation expertise, and a wide variety of training services.

KAREN BONANNO, Human Resources Specialist, works with clients in the areas of employee opinion surveys, salary surveys, background checks, and general human resources consulting.

MARIA PAINE, SPHR, and CARON McNEARNEY, SPHR, both Associate Consultants, assist our clients in the areas of general human resources assistance and consultation.

SHELLY BROWN, Human Resources Coordinator, works directly with clients to assure their needs are met in the area of policy development and background investigations.

TRISHA REED, Office Assistant/Training Coordinator, specifically works in the areas of reference checking and training coordination.



HUMAN RESOURCES CONSULTANTS

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For HR forms, updates, and HR tips check out our website at:  
[www.pasassociates.com](http://www.pasassociates.com)

P•A•S has expertise in human resources and other areas involving employment issues. P•A•S does not represent that it is acting as an attorney or that it is giving any form of legal advice or legal opinion.



PRODUCTS AND SERVICES

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