



Business Spotlight of the Month, February 2006

## **COR•TECH HR educates employers on labor laws and employment regulations**

COR•TECH HR is a human resource management consulting and services firm that serves small to midsized employers — meaning those with just a few employees to those with up to about 3,000. Over the years, COR•TECH HR has provided services or products to over 5,000 employers nationwide, according to Steven C. Robinson, president of the company.

“The company’s general consulting services include providing advice and best practice information concerning issues faced on a day-to-day basis by its employer clients. Services could include recruiting and hiring matters, new employee orientation, codes of conduct and related disciplinary issues, paid time off and other benefit structures, and similar workplace questions.

“For many of our clients, we become the place to call when difficult situations arise — such as workplace violence, on-the-job drug use or possession, instances of employment termination, wage and hour questions, and the like,” Robinson said.

In addition to general human resource management consulting, one of COR•TECH HR’s principal services is writing and publishing very specifically customized employee handbooks and policy and procedures manuals. Since the company’s beginning in 1978, well over one million employees in companies throughout the country have received a handbook created and published by COR•TECH.

In addition to printed handbooks and manuals, COR•TECH HR clients can access their policies and procedures through the company’s Web site. They also have access to a variety of everyday personnel forms and information relative to the human resources field.

Other products and services include an “employee hotline” that provides employees with a natural third-party reporting mechanism when confronted with issues such as harassment, fraud, and safety concerns. Callers may remain anonymous or give their name; most in fact identify themselves. Giving their name better enables their employers to resolve concerns before they become major problems. Companies using the hotline are located coast-to-coast; the call center is in Virginia.

In another national alliance, the company also provides employers with online recruiting, applicant tracking, and background screening solutions. This is a rapidly growing field, and COR•TECH HR is pleased to offer state-of-the-art support for the hiring process.

Finally, the company provided numerous standard and custom forms, and various software products associated with the human resource management functions of businesses and organizations.

Overall, it is COR•TECH HR’s goal to provide the services and tools needed by employers to effectively communicate with their employees, and to implement measures that will help employers avoid costly employee-related problems and litigation.

More information about the company may be obtained by visiting their Web site at [www.EmployerHelp.com](http://www.EmployerHelp.com).

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