



HUMAN RESOURCES

Have 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 compliance with employment law to corrective action, recruitment to termination, and workplace investigations to retention.

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

SERVICES:

- Consult on HR matters
- Review HR practices
- Review job descriptions,* HR documents and forms
- Employee handbook personalization**
- Unemployment insurance appeals preparation**



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.

SERVICES:

- CCH HR/Benefits AnswersNow Online reference library
- Tuffy -- HEC's AI tool for employee resilience
- News Digest: biweekly eNews on timely compliance, HR, and workplace topics
- Legislative Digest: updates on employment bills in Hawaii
- Employment Laws and Related Rules in Hawaii

GUIDES, CHECKLISTS AND TEMPLATES:

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



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*



TRAINING**

HEC provides in-person, virtual and self-paced educational opportunities to support the development of your individual contributors, leaders and HR professional by increasing their overall functionality, efficiency, knowledge and skills.

OUR SIGNATURE PROGRAMS:

- Fundamentals of Supervision
- Management Development Program
- Essential Skills for Thriving in the Workplace

THE TRAINING WE OFFER:

- Individual contributors
- Leadership
- Performance management
- Relationship development
- Employment law compliance
- Labor Relations
- Engagement and Employer Practices
- Safety and first aid

WE ALSO OFFER:

- Exclusive member rates on workshops and webinars
- Customized courses
- Online learning
- Blended learning
- In-house training sessions



ORGANIZATIONAL DEVELOPMENT**

Our Talent & Organizational Development team will analyze and design solutions to strengthen human interactions, achieve effective organizational structures and work efficiencies, support change transformations, enhance organizational performance, improve effectiveness of processes, and support the development of strategic initiatives.

EXAMPLES OF SERVICES:

- Measure organizational effectiveness
- Structure performance management
- Provide change management guidance
- Develop action plans



DEVELOPMENT FOR HR PROFESSIONALS

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



STRATEGIC SERVICES**

HEC's Strategic Services will educate and equip teams to increase efficiency and leadership skills, creating more time to improve processes, leverage your workforce, solve problems, and achieve better results for companies.

SERVICES:

- **Continuous Improvement**
 - Supporting the continuous improvement of members by offering webinars, in-person workshops, and member-specific* consultation
- **Talent Solutions**
 - Supporting members with talent acquisition and leadership development to strategically strengthen your workforce



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



CONFERENCE ROOM RENTAL**

We offer rooms to conduct internal company meetings and training. Room capacity ranges from 6 to 60 people.