



Cooperative Network Services



HR BUSINESS PARTNER SERVICES

Compliance. Support. Guidance.

WHY CNS HR SERVICES?

Employees are the lifeblood of your company. They differentiate you from national providers, and keeping them successful, means keeping your business successful.

Employees and employment law can also cause some of the biggest hurdles for your organization - we'll complete the time-consuming tasks, so you can focus on process and revenue.

Benefits administration increases in complexity each year - we've got the experience and the focus to help your team navigate these changes quickly.

HOW IT WORKS

1. We complete a review of all of your current process and documentation
2. We identify your needs and goals
3. We provide a general overview of potential improvements
4. Working within your guidelines we'll provide the level of service you desire - from simply highlighting potential issues, to regular on-site meetings with your team members, you can choose your level of support:

Management Support

If you have someone on staff to complete day-to-day activities, we can provide management guidance and training, as well as policy and compliance advice.

Management and Employee Support

Focus on running your business, we'll take care of all of your HR needs - from onboarding, to training, to benefits, to policy management and more.

WHAT TO EXPECT

- Privacy.** We will never jeopardize the privacy of any employee
- Honesty.** If we feel that changes should be made to improve your business, we'll clearly identify our suggestions
- Flexibility.** We can be on-site as little or as often as you prefer. We're happy to work with your current HR employee or we can address all of your needs
- Cost-effective.** By streamlining processes across member companies, and leveraging information systems, we can provide high-touch services that save you money, and protect your business

CONTACT US TO GET STARTED

www.cooperative-networks.com | 218.564.3000 | sales@cooperative-networks.com



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IT ALL STARTS WITH A NEEDS ASSESSMENT

Our Needs Assessment includes an in-depth review of the following 5 categories. Once we complete the review, you are provided with a report that will assist you in planning. CNS can then help make the suggested changes, or you're free to make changes on your own. Regardless, we'll be here to assist.

Compliance

With state and federal regulations being changed faster than HR Departments can implement them, it is imperative to stay up to date in order to reduce a company's risk exposure.

Items reviewed:

EEOC Compliance Standards, OSHA Reporting Standards and Compliance, Posting Requirements, CDL Requirements / Driver Qualifications, FMLA, ADA, ADEA, FLSA, Drug Testing Policy and Procedure, Wage and Hour Laws, Employee Handbook Development, Policy / Procedure Updates, Employee Files, Background Checks.

Compensation and Benefits

One of the most important influences in job selection for a potential employee is the benefits that go along with the position. However, compensation doesn't just pertain to wages it is all monetary and non-monetary rewards and benefits that are provided for an employee's contribution to the company.

Items reviewed: Benefit Planning and Design, Total Compensation Package, Compensation and Benefit Metrics, Commissions, Bonus Plans and Formalized Salary Structures, Healthcare Reform, Retirement Plans and Planning, Unemployment and Workman's Compensation, Training and Development

Employee and Labor Relations

The HR contribution to employee and labor relations is without a doubt one of the most time consuming parts of any role of human resources due to the vast variety of functions this can encompass. HR plays a hand in the strategic contribution to the culture, change and decision making involved in the company to create a more streamlined and profitable organization.

Items reviewed: Employee Assistance Program, Work Place Investigations (i.e. Drug/alcohol abuse, sexual harassment, violence in the workplace), Union Initiatives, Coaching, Demotions, Promotions, Suspensions, Terminations, Performance Improvement Planning, Job Satisfaction / Appraisal System, Communication Strategy, Exit Interviews, Mentorship Program / Employee Development

Health, Safety & Security

With the ever-rising costs in insurance benefits it is more important now than ever to keep your employees safe and healthy. This area of focus can be viewed as preventative maintenance – being proactive is key to reducing or remaining constant at current premium costs.

Items reviewed: Accident and Injury Reporting, Disaster Plans / Contingency Planning, Ergonomics, Monitoring, Surveillance / Work Place Searches, Risk Management, Wellness Committee, Safety Committee, Personal Vehicle / Company Equipment Use, Smoking Cessation Program

Recruitment and Retention

HR's role in recruitment and retention efforts needs to be on-point for the most costly asset in any organization – human capital.

Items reviewed: Job Postings, Interview Scripting, Selection, Background Checks, Eligibility Verification (I-9), Internal / External Recruiting, Orientation & Training, Third Party Contractor Employment, Contingent Staffing, Employment Contracts, Job Description & Updates, Retention Initiatives, Succession Planning, Leadership Development, HR Metrics, Internship Opportunities.

Schedule your Needs Assessment today.



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INDEPENDENT TELECOM EXPERIENCE

Jenna Monse, PHR - HR Business Partner

Jenna received her Bachelor's Degree at St. Cloud State University in Business Management with an emphasis in Human Resources. Following college in 2009, Jenna went to work as a Human Resources Associate for Good Samaritan Society – Woodland for 3 years for the approximately 180 employee organization. This position covered all aspects of human resources including but not limited to: all internal and external recruitment efforts in a high turnover environment to include onboarding process: pre-screened interviews, background investigations, Federal and State compliance measures, orientation and drug testing, safety initiatives meetings, investigations in relation to drug/alcohol, abuse/neglect investigations, promotions, transfers and terminations.

Jenna has also administered all health, dental & long term care insurance, COBRA, OSHA, and FMLA administration. Jenna has held leadership roles on the LAHRA Board of Directors in 2012 and 2013. Jenna's experience in the Telecommunications and Cooperative industry started from an HR internship with Consolidated Telephone Co. (CTC) during college.

Jenna is currently the CNS Human Resources Business Partner and specializes in HR for telecommunications cooperatives. She supports dozens of different companies throughout Minnesota, North and South Dakota in all aspects of the HR function with a strategic focus in mind for each of the companies in order to ensure visions, goals and efficiencies are met.



Learn more about how one CNS customer benefits from CNS' HR solutions:
<http://goo.gl/BCnlcy>

Flexible pricing options depending on your project type:

- On Site Complete HR Assessment
- Wage and Benefit Assessment
- Mid Level HRBP
- Senior – Level HRBP
- Compensation and Benefits

Get started - Contact us

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