



Clear Concepts

consulting group

FULL CLIENT SERVICE LIST

Devoted Exclusively to Public School Systems.



CLEAR CONCEPTS CONSULTING GROUP **COMPREHENSIVE** **HR & BENEFITS SERVICES**

As a full-service client of Clear Concepts, your system is eligible to receive all the services in this catalog.

Nearly everything listed here is included for the standard commissions that are part of the typical employee benefits program at a Georgia School District. Those with an asterisk* may require some additional funds for software licensing or printing costs, which would be fully disclosed prior to any work being done in that area.



**LET'S DO
SOMETHING
GREAT
TOGETHER.**

WHAT WE DO FOR YOU

1 OBJECTIVE SETTING

- Senior Leadership Session
- Employee Survey design and execution
- Gap Analysis
- Benefits Mission/Policy Statement development

2 BENEFITS PLAN DESIGN & PURCHASING

- Design plans based on new objectives
- Write RFP to carriers
- Manage Bid process
- Present bids to leadership or employee benefits committee as appropriate. Include trade-offs, pros and cons of various choices for cost, service, rate guarantee, etc.
- Contract negotiation
- Plan document review to ensure it aligns with requirements

- Create a brand image for benefits communications
- Design Comprehensive Communication Campaign and components to achieve benefits/HR objectives for understanding and appreciation
- Create/Design/Write Communications Materials
 - Newsletters
 - Benefits at a Glance Summaries
 - One-page targeted messages and guides
 - Email blast updates on benefits
 - Comprehensive guides including retirement
 - Open Enrollment and New Hire Presentations
 - Scripting videos and animated shorts
 - Website and mobile site design
- Production and Delivery
 - Record video presentations for open enrollment, new hire on-boarding, retirement education, etc.
 - Deliver live presentations and host Q&A for open enrollment, new hire enrollment, retirement education, etc.
 - Provide enrollment support at a computer lab to help those with technical needs during OE
 - Conduct one-on-one counselling to help employees with specific issues

4 RECRUITMENT

- Consulting to improve recruitment efforts
- Develop communications to enhance the district's brand in the market for employees.
- Programs to target recruitment of specific groups - hard to recruit positions, minorities, etc.
- Design communications to assist in recruiting for open positions
 - Websites and landing pages
 - Recruitment packages and materials to present at job fairs*
 - Posters and other communications to send to colleges and universities graduating education candidates
- Job Fair program design for district-hosted fairs
- Student loan debt mitigation as a recruitment tool

5 SELECTION

- Training for HR and hiring managers to improve application screening techniques and interview development and execution
- Training for compliance with EEOC
- Development of skills assessments to test job-related abilities of candidates

6 ONBOARDING

- Presentations to help get new employees off on the right foot
- Collection of all new hire forms without paper

7 RETENTION

- Draft employee handbooks
- Design and host employee engagement surveys, exit surveys, focus groups, pilots, and other feedback programs
- Salary studies and job description development and maintenance
- Use student loan debt mitigation as a retention tool
- Retiree benefits administration

8 TECHNOLOGY

- Online Job Center that has comprehensive selection tools
- Benefits Administration to police plan rules, educate employees, maintain records, communicate with carriers, ensure security, and more
- On-boarding tool that is customizable to the employee's job and work location that captures new hire data in a database and eliminate paper from the process. Integrates with e-Verify for one stop administration of new hire.
- Electronic Contracts Management to issue contracts electronically, monitor open, signed, and declined contracts, and apply the superintendent signature in bulk.
- Electronic Verification of Experience to verify certified or classified experience as well as sick leave balances and State Health enrollment of transfers.
- HR Records to maintain all records needed to manage personnel including salary and increases, training requirements, verifications of employment, EEO reporting and more* (all consulting and training included. Additional fees for some data conversion, implementation, and software license may apply)
- Volunteer management to ensure all information on the multitude of volunteers in the district are known and managed.* (all consulting and training included. Additional software license fees may apply)
- Job Description builder and maintenance tools* (all consulting and training included. Additional fees for software licenses may apply)

9 COMPLIANCE

- ACA compliance consulting and reporting* (all consulting, data work and software fees are included. Additional fees for print and mail apply)
- Training and consulting on EEOC, FLSA, FMLA, etc.
- COBRA administration

10 ADMINISTRATION & PROCESS IMPROVEMENT

- Process Improvement and Workflow optimization
 - Onboarding process
 - Flow of personnel action forms (how to ensure terminations, transfers, job openings, are routed to those requiring the information in a paper-free way)

11 OTHER STUFF

If you'd like some help with anything HR or Benefits, ask us first!

**THE
BOTTOM
LINE**

We are ready to assist with any and all HR and Benefits related challenges for what you're paying an insurance broker today.

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