



An Exceptional Business Partner
to Navigate Today's Workplace

Simplifying HR, Accelerating Success



MEET SANDY

With extensive human resource leadership experience in Fortune 50, corporate, start-up and non-profit environments, Sandy founded On Course HR Consulting in 2013. On Course provides a flexible HR partnership for small to medium-sized businesses in all industry types who desire access to valuable, competent guidance to build or improve people practices to excel at business goals. The relationship with On Course HR begins with listening to where the organization is today and where it desires to go. Understanding this perspective is key to recommending and providing custom, value-add solutions with impact based on the unique needs of the business. As a trusted and knowledgeable advisor, On Course HR provides services to strengthen and elevate human resource practices with a common goal for the business to thrive and grow. We hope you'll consider scheduling a complimentary exploratory conversation to discover how On Course HR can support your business goals!

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Sandy has over 20 years of HR management consulting and employment experience and is considered a trusted advisor who has helped many businesses identify and implement contemporary HR best practices positively impacting the workplace and business results. Sandy has an MBA from the University of North Carolina, Wilmington, and a B.S. dual degree in Business Management and Human Resource Management from Franklin University, Columbus, Ohio. Additionally, she holds both her SHRM-Senior Professional Certification (SHRM- SCP) and Senior Professional in Human Resources (SPHR) certifications. Sandy is a long-standing member of the Society for Human Resource Management (SHRM) and is Past President of the State Council of the North Carolina Society for Human Resource Management (NCSHRM). She is also Past President of the 1100-member Human Resource Association of Central Ohio. Sandy is an Instructor for Duke University Continuing Studies Department where she teaches both the SHRM Certification Prep Course, HR Intensive, as well as the SHRM Essentials of Human Resources course. She has presented at many small business roundtables including several local chambers of commerce and community college entrepreneur centers. Sandy is honored to be the recipient of the 2020 Robert F. McLain HR Professional of the Year award given by Raleigh Metro SHRM.

SERVICE MEETS EXPERTISE



HR LEGAL
COMPLIANCE



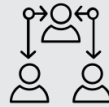
EMPLOYEE
HANDBOOKS



RECRUITING &
ONBOARDING

SUPPORT.

GUIDANCE.



EMPLOYEE
RELATIONS



HR AUDITS



PAY PRACTICES



COMPENSATION
AND BENEFITS



TRAINING



PERFORMANCE
MANAGEMENT

TRUSTED.

ADVISOR.



SAFETY



JOB
DESCRIPTIONS



HR TECHNOLOGY



COACHING



WORKPLACE
INVESTIGATIONS



EMPLOYEE
RECORDKEEPING

SOLUTIONS AND GUIDANCE

Employee Handbook/ Employment Policies	• Review or development of stand-alone policies • Interpretation and guidance on policy administration • Update or author new employee handbook
HR Assessments	• Conduct targeted, comprehensive, functional or compliance assessment with actionable roadmap
Performance Management	• Guidance on: ○ performance feedback and documentation ○ correction action conversations and documentation ○ performance improvement plans (PIP) ○ performance coaching • Developing or updating performance management processes, forms, policies, • Performance management communication and training
Recruitment and Selection	• Establish recruiting and selection process • Develop employment application • Position profiles • Job posting preparation • Resume and application evaluation • Candidate assessment guides • Interview guidance and preparation • Reference checking, background, drug screening, education, licensure or certification verification • Offer letters • Orientation and onboarding plans • ATS evaluation, selection and implementation • Evaluate and select recruitment vendors • Employer branding action plan
Organization Structure/Design	• Job task analysis • Job description development • Competency framework • Consultation and guidance on reorganization (action plan, communication, and implementation) • Organizational charts
Payroll and Pay Practices	• Assist with questions regarding employer pay practices • Establish payroll process • Payroll/HCM Vendor selection and implementation

SOLUTIONS AND GUIDANCE

HR Start-up	• Provide prioritized and scalable recommendations to implement the HR function for the growing business • Conduct recruiting and selection process for the HR role
HR M&A	• Conduct HR due diligence, integration planning and implementation support
HR Strategy	• Evaluate current HR service delivery model • Roadmap guidance to align HR with business goals
Culture	• Business culture initiatives • Engagement and retention strategy
Employee Recordkeeping	• Guidance on business HR recordkeeping/retention
Leave Administration	• Advise on process and leave laws
Workers' Compensation	• Guidance on claims and workplace policies
Unemployment Claims	• Advise on claim responses
Compensation and Benefits	• Compensation guidance benchmarking and analysis • Compensation strategy, pay structure, plan design • Benefit plan design and assistance with open enrollment • Broker selection • Benefit comparison analysis • Total rewards communication
Workplace Investigation	• Conduct unbiased investigation with prepared report
Employee Relations	• Advise on ER matters – attendance, performance, and conduct • Employee disputes and complaints • Harassment, discrimination, and retaliation • Employee separations
Employee Learning & Development	• Individual development planning • Succession planning
Employee Surveys	• Identify survey scope, method, communication, delivery, results and recommendations
HR Technology	• RFP, evaluation, selection, implementation and training
HR (people) Analytics	• Collection, measuring and interpreting data, preparing dashboards and reports with recommendations
Training	• Design and facilitation of HR related training programs
Offboarding	• Conduct meetings with voluntarily separated employees



SERVICE ARRANGEMENTS

An Extension of Your Leadership Team!

FRACTIONAL HR

Unlock the power of experienced HR leadership—exactly when you need it. With a flexible monthly subscription, you get access to expert HR guidance and support for as many (or as few) hours as your business requires. It's a smart, scalable solution that delivers high-level HR expertise without the cost or commitment of a full-time hire.

PROJECTS

A project-based approach tackles the specific HR areas your business needs most. From HR audits and customized employee handbooks to recruiting processes, performance management systems and workplace investigations, each project is designed to deliver real results. Every engagement comes with a clear scope, defined deliverables, and a detailed proposal—so you know exactly what to expect.

HOURLY

For those businesses who are not taking advantage of a subscription package and simply want access to an HR leader whenever questions or a need for guidance arises, hourly support is available through this arrangement.



COMPLETED PROJECTS [SAMPLE]

Employee Investigation	900 employee county entity
HR Audit and employee survey	500 employee county entity
Performance management system design and technology implementation	60 employee state association
Drug and alcohol-free workplace policy	50 employee aviation organization
HR Audit	8 employee state association
Job description project	50 employee aviation organization
Employee culture survey	475 employee healthcare organization
Health insurance broker selection and plan design	90 employee residential service company
Employee handbook	60 employee construction services
Leadership training	300 employee manufacturing company
Employee handbook	1200 employee recreation association
Multi-city/state leave law research and report	1000 employee life sciences company
Performance management project and training	40 employee technology company
Hr audit and benefit analysis	50 employee technology company
Employee handbook	45 employee technology company
Employee investigation	75 employee recreational organization
Recordkeeping and I9 audit	90 employee residential service company
Facilitation training for team leaders	475 employee healthcare organization
Benefit analysis	65 employee state association
Compensation and benefit design	50 employee healthcare organization
Recruiting process design and training	50 employee airport
Recruiting and selection – General Manager	75 employee hospitality organization
Hr audit	75 employee manufacturing company
Supervisor training	40 employee technology company
Employee handbook	8 employee state association
HR Audit	90 employee residential services company