



We are where HR Happens.

HR Happens is a human resources consultancy offering varying levels of services to small and medium size businesses, both for profit and nonprofit. We tailor our services to your needs. Our strength is aligning your business' culture with best HR practices. We help our clients develop work environments that are empowering, scalable and sustainable to meet your short and long term goals.

We offer support in the following areas:

Recruitment Support:

- Develop advertisement/job posting
- Identify core competencies, skills desired/necessary for role
- Assist with establishing appropriate salary range
- Track candidates throughout recruiting cycle
- Manage candidate communications
- Develop candidate/resume screening tools
- Develop screening and interview tools and questions for role
- Develop rating sheets for interviews
- Assist in candidate selection and development of job offer & negotiations

Hiring & Onboarding:

- Develop or streamline existing onboarding process
- Develop onboarding schedule for new employees and hiring manager
- Facilitate or oversee enrollment in benefits programs
- Establish schedule of necessary training

Policy Development:

- Review employment policies & HR practices, recommend changes as necessary for compliance and HR best practices
- Development of employee handbooks and policies
- Development of tracking systems for FMLA and related purposes

Employee Relations, Complaints & Investigations:

- Conduct workplace investigations into allegations of misconduct
- Conduct investigations of unlawful harassment or discrimination complaints
- Training managers and employees to prevent unlawful harassment based on all protected categories
- Support management in managing and addressing difficult employee relations matters, conflicts and complaints
- Support and facilitation of offboarding of employees, including coordination with Legal Counsel as may be necessary.



Performance Management:

- Develop performance management systems & tools
- Performance management training & coaching for supervisors

Fees:

We have a flexible model that allows us to work with you to determine the appropriate level of support and a budget that makes sense for your business. Our fee structure is as follows:

- **HR Consulting Projects:** \$250 per hour. This is typically for one-time projects, investigations or other work that does not include an expectation of an ongoing Fractional HR Leadership relationship.
- **Fractional HR Leadership:** \$200 per hour for ongoing support with a minimum of 10 hours per month. We can serve in an interim role or as your HR leader within your organization.
- **Monthly Remote Support:** \$500 per month for 3 hours of remote support per month, typically for a business owner or senior leader(s). This is especially helpful for when the unanticipated HR Happening... Happens.

Travel time outside the local area is charged at a rate of \$60 per hour and mileage is billed at the standard IRS rate. All time and expenses must be approved by our clients in advance.

Bios & Email:

Mark Heyman, JD, Owner & Senior Consultant, is an HR and organization development consultant, with experience in both the private and public sectors. Mark began his professional career practicing labor and employment law, serving as Deputy Legal Counsel to the VT State Employees Association. Mark also served as an Assistant Clerk in the VT House of Representatives for the 1996-97 Legislative Session. He then transitioned to HR work as co-owner and then owner of an HR and OD consultancy, Cope & Associates, Inc. and Cope HR for ten years. Mark then served as HR Director and General Counsel of OnLogic, a global industrial PC company headquartered in VT until turning back to consulting. Mark received his bachelor's degree from the University of Vermont in 1992 and his JD from Suffolk University Law School in 1995. He and his family live in South Burlington, VT.

David Stewart, JD, Senior Consultant. Dave joined HR Happens in December of 2022, bringing with him over 20 years of public and private sector experience. Immediately prior to joining HRH, Dave served for 10 years as HR Director for the Town of Hanover, where he managed all facets of the town's human resources function. He previously served for six years as an HR Consultant for Dartmouth College, specializing in employee and labor relations. Prior to being an HR professional, Dave was a practicing Vermont attorney and served as an Assistant Attorney General, followed by six years as General Counsel to the VSEA. Originally from the San Francisco Bay Area, Dave holds a bachelor's degree from Pomona College and a law degree from Northeastern University. He and his wife, Anne, live in Norwich, VT.

Email us at Mark@HRHappens.com or Dave@HRHappens.com.