

Motion 2507ADM01 – Human Resources Service

Motion to spend no more than \$1700 for a one-time initiation fee and an annual amount of no more than \$12,000) to enroll in Insperity HR services.

Purpose: Insperity's package includes payroll, worker's compensation (California and Louisiana), payroll taxes (California and Louisiana), and HR updates.

Additional benefits include:

- Insperity will take over the workers compliance policies for Pacific. This will include the annual renewal and the quarterly payroll reports. They would also enroll us in a Worker's Compensation policy for Louisiana.
- Insperity would provide a way to easily pay employees outside of CA instead of use having to get our own Employer ID in Louisiana.
- Insperity's payroll program is digital and provides several reports and extras that would be available to staff and the Personnel Committee.
- Pacific's Employee Handbook needs to be renewed every 2 years which takes a considerable amount of volunteer time and effort. Our handbook is currently out of date as are some of the trainings required by the State of California. Insperity would arrange the trainings and continue to bring our handbook up to date.
- Additional resources for staff evaluations.
- Additional benefits (at no cost to Pacific) that would be available to Pacific's salaried employees).
- Resources and people that can help Pacific with items such as job descriptions, recruiting, onboarding, training new staff and more.
- Meeting room that we can use by members for 20-30 people (Pleasant Hill).
- Insperity does offer grants! (More MEFAP?)
- Can easily to add health care and other benefits for employees in the future.

All of these benefits would free up staff to work on other projects, relieve volunteers from fulfilling legally required tasks, and ensure that we are up to date in both California and Louisiana at all times.