

**AR**  
**Strategic Solutions**



*“Our goal is to relieve you of the stress and hassle related to HR administrative responsibilities.”*

**AR**  
STRATEGIC SOLUTIONS

AR Strategic Solutions  
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HUMAN RESOURCES SERVICES FOR COMPANIES AND BUSINESSES



*“Helping You Build HR Structures That Yield The Best Results”*

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[www.arstrategicsolutions.com](http://www.arstrategicsolutions.com)

## OUR COMPANY

AR Strategic Solutions (ARSS) understands the need for businesses and companies to maximize their resources in order to increase their profits. We believe that businesses and companies must develop human resources structures that will help them thrive.

ARSS provides outsourcing services including all functions usually associated with a traditional in-house human resources department. We provide you with the depth and breath of experience required to make your company successful.

ARSS works with your company individually to ensure an HR plan is developed that meets your needs. We guarantee that your company will be given the value it deserves by receiving the level of support necessary to allow your company to focus on its strategic priorities and accomplish its business goals. ARSS is committed to giving you the highest level of service and to assist you by establishing organizational structures that yield best practices.



*“ARSS operates a full-service human resources company that provides a wide spectrum of services for any business.”*

## OUR SERVICES

### PROCEDURE AND POLICY DEVELOPMENT

- Confidentiality agreements
- Employee handbooks
- Employment contracts
- Internet, email, drug and alcohol abuse policies
- Sexual harassment compliance
- Vacation, sick leave and absence policies

### PUBLIC RELATIONS AND MEDIA MARKETING

ARSS specializes in creating and maintaining the ultimate public image. We develop a sound and strategic plan that makes companies highly marketable and competitive. ARSS gives companies the professional image necessary to drive-up profits.

Our expert consultants can assist you with:

- Community outreach and awareness
- Partnership building
- Image enhancement
- Communication and media relations
- Project management
- Branding
- Message and media development
- Advertisement and campaign mailers
- Social event planning



### HUMAN RESOURCES MANAGEMENT

- Developing benefit, compensation and job classification plans and structures
- Payroll policies and procedures (comp time, overtime and salary placement)
- Developing forms and templates
- Developing job descriptions
- Auditing and managing personnel records
- Meeting Fair Employment compliance
- Establishing new employee orientation programs and required forms
- Conducting terminations and layoffs
- Complying with OSHA regulations, Workplace Safety, EEOC, DFEH, Affirmative Action and ADA