Human Resources Services
Overview

Collaborative Nonprofit Human Resources
The Expertise, Experience, and Partnership You Need

The Commonwealth delivers the skill, expertise, and protection of a large, fully-staffed human resources team—something most nonprofits are unable to attain on their own. We are experts in human resources that KNOW nonprofits—we work as a part of your team supporting your managers and employees.

Human Resources Services that Cover the Basics

- Compensation and benefits management
- Design and purchase of benefit programs
- Policy development and implementation
- Payroll administration

A Human Resources Team to Take You to the Next Level

- Ensuring legal compliance
- Performance management
- Recruitment/staffing support
- Talent development/training
- Supervisor support tools
- Organizational development and change management advising

Key Benefits of CommonWealth Human Resources Services

- The CommonWealth’s Human Resources services provide an organization protection from lost time and resources when dealing with employment-related issues.
- As a member of the CommonWealth, you have the benefit of collaborative best practices and knowledge from across our member organizations.
- We deliver increased effectiveness in managing employees and the resources it takes to ensure employees are successful.
- Our services lower an organization’s legal and fiduciary compliance risks and ensure accuracy of employee-related records and processes.
- As the nonprofit sector evolves, funding continues to shift, and the demands on staff change, we offer organizations the ability to focus strategically on their talent management and building bench strength.
**Included in Our Services**

- **Payroll Administration**
  
  Provide and administer payroll and time reporting systems
- **Benefits Administration**
  
  Design, purchase and administration of benefit and employee leave programs/systems
  Perform background checks, create offer/rejection letters
  Option to participate in MACC CommonWealth’s fully-compliant, low-cost multiple-employer 403(b) plan and 401(k) plan
- **HR Record-Keeping, Reporting, & Compliance**
  
  Maintain all employment-related records, including verifying employment to third parties consistent with industry best practices
  Track employee census and data base maintenance
  General oversight of compliance with regulatory environment
  Provide data and reports to Member’s Board or other governing body, as requested by the Board
- **Recruitment**
  
  Core staffing functions including assist in developing or updating job descriptions, manage advertising/postings, collect resumes, track applicants and EEO-1 reporting
  Basic new employee orientation (payroll, benefits and handbook)
- **Employee and Manager Support**
  
  Assistance with workers’ compensation loss management activities, including return to work
  First response to inquiries from staff
  Consultation to managers on employee relations issues, including conducting routine employee investigations when appropriate
- **Human Resources Planning and Consultation**
  
  Design and administration of compensation systems
  Design and administer employee appraisal systems
  Develop and interpret human resources policy and employee handbook
  Learning and development offerings related to human resources (e.g., training in sexual harassment policy) and leadership development
  Other human resources consultation, including support for employee engagement and organizational effectiveness on a “best effort” basis

**Excluded Services**

- Determination of compensation
- Legal services or legal advice, other than making incidental inquiries related to employee relations issues on behalf of Member
- Cost of advertising or other direct employee recruiting costs
- Agency expense for employee pay and benefits
- Cost of payroll services (charged directly to Member’s payroll account)
- Cost of third-party COBRA administrator
- Orientation of new staff to a specific position or work group
- Maintenance of employee directories (address, phones, or e-mail)
- Managing organization’s general compliance with licensing requirements
- Coaching and other intensive activities developing leadership
- Drug testing and other special employment testing
- Safety
- Support for volunteers or the agency’s use of volunteers
- Cost of courier/messenger services when used
- Support for non-ERISA pension plans other than transmittal of authorized payroll deductions
- Additional payroll runs to support bonuses or other incentive programs
- Payments to employees or support for employee incentives other than cash
- Support for substantial activities related to mergers, acquisitions, corporate spinoffs, or similar restructuring
- Employment investigations of the Member’s CEO

**Other Member Commitments**

- Ensure accurate time and pay reporting using tools provided
- Pay employees on a biweekly basis with one week of accrued wages
- Maintain organizational compliance with the Member’s human resource policies and MACC CommonWealth’s human resource procedures
- Communicate relevant human resource issues to MACC CommonWealth
- Participate in MCW cross-agency benefits programs wherever feasible
- Use MCW preferred benefits broker
- Sign agreements with MACC CommonWealth providers of payroll and COBRA benefits administration services
- Maintain sufficient cash in all accounts against which paychecks are debited to meet all payroll obligations at all times