

## VALUE ADDED SERVICES

### OUR RATES INCLUDE THE FOLLOWING ADDITIONAL PRO SOURCE SERVICES:

- We handle all employee recruiting, qualifying (existing and new employees), hiring, and testing – all standards are set to meet your requirements.
- We pay all advertising – newspaper, internet -- and other recruiting costs
- We perform all screening, work history & security/criminal background checks, I-9s, PSP, STA, FMCSR Clearinghouse and TSA background checks
- We administer and pay all physicals (DOT) and other physical testing requirements
- We administer and pay all NIDA Drug & Alcohol Testing: Pre-Employment, Random, Post Accident, & Reasonable Suspicion tests
- We create a complete and compliant Driver Qualification File
- We build and administer a custom-designed Employee Handbook – built to your company's specifications
- We oversee or handle all Regulatory Compliance, including ACA, DOT, CSA, OSHA, DOL, ADA, FMLA, NLRB
- We administer all basic job safety & training, safety programs, safety meetings utilizing



- We handle all Employer-Employee Relationships, including:
  - employee grievances,
  - Pro Source hires, fires and disciplines all employees
  - workers' compensation claims, including return to work programs
  - unemployment claims,
  - COBRA, and all benefit programs, as elected
- We manage all performance evaluations and worker incentive programs
- We administer all employee payroll, P/R deductions, expense & applicable tax administration, custom-built reports for your company
- We administer all Benefits Management, including 2015/16 Affordable Care Act requirements
- We administer all Workers' Compensation Programs, Loss Control & Risk Management initiatives
- We participate in Basic Accident Investigation and Root Cause Analysis
- We are always there -- 24 Hour Emergency Corp Availability, Assist in DOT, OSHA Audit