




## HR Service Packages

		Standard	Enhanced	Elite
Employee Handbook review (1/year)		X	X	X
FLSA Audit		X	X	X
Onsite Safety Audit (no confined spaces or mining)		X 1 location/year	X 2 locations/year	X Max 4 locations/year
I-9 Audit		X	X	X
24/7 Employee Relations Hotline (Discrimination, harassment, etc. reporting number for employee use)		X	X	X
HR Call-in advisory for management, including FMLA inquiries			X 10am-2pm weekdays only	X 8:30am-5pm weekdays only
HR Metrics development (hiring, termination, performance review ratings)			X	X
Unemployment Response (up to 5/month)			X	X
OSHA 300 log review			X Up to 5 locations	X Up to 10 locations
Job Descriptions (20 JDs, non-customized)			X	X
Succession Planning for up to 6 leadership roles				X
EEOC Response (max 1/quarter)				X
RIF/Lay Off Planning (up to 3 job families)				X
Performance Management Process Review				X
Onboarding Process Review				X
<b>Monthly Investment</b>	Up to 14 employees	\$120 PEPM	\$220 PEPM	\$275 PEPM
<div style="border: 1px solid black; padding: 5px;"> <p><b>EXCLUSIVE:</b></p>  <p><b>Member Pricing</b></p> </div>	15-49 employees	\$1800	\$3300	\$4000
	50-99 employees	\$2700	\$3900	\$5100
	100-350 employees	\$3600	\$4800	\$6200
	351+ employees	Contact for Pricing	Contact for Pricing	Contact for Pricing

\*custom packages available upon request

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## HR Service Packages Ad Hoc Services

Ad Hoc Services	Minimum Investment
Recruiting (non-executive, salaried roles)	\$150/hour or 15% of first year salary
Online Training (employee)	\$500/month unlimited users
Online Training (manager)	\$500/month unlimited users
Company Culture Survey (1/year) including summary report for leadership	\$5000
Diversity Baseline Survey (1/year) including summary report for leadership	\$5000
Exit Interviews of voluntary terminations	\$75/interview; limit 30 minutes/interview
Executive Coaching	\$225/hour
New Manager Assimilation, includes one 4-6 hour meeting with Manager and team as well as 1 hour of manager strategic coaching	\$3000
FMLA Administration	Call for rate
Customized Training	Call for rate

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