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HUMAN RESOURCES RATE SCHEDULE

BRONZE SUPPORT	\$150/month
New Hire Pamphlets & Documents	
Termination Pamphlets & Documents	
Monthly HR Newsletter	
Unlimited Phone & Email Support	
Assist in Hiring/Termination	

GOLD SUPPORT	\$300/month
New Hire Pamphlets & Documents	
Termination Pamphlets & Documents	
Monthly HR Newsletter	
Unlimited Phone & Email Support	
Assist in Hiring/Termination	
Review & Annually Update Employee Handbook	
Provide Annual Training to Support Staff	

COMPLETE HR SERVICES (under 50 employees)	\$500/month ~ 1-year commitment required
New Hire Pamphlets & Documents	
Termination Pamphlets & Documents	
Monthly HR Newsletter	
Unlimited Phone & Email Support	
Assist in Hiring/Termination	
Create/Review & Annually Update Employee Handbook	
Employment Document Audits	
Pre-Employment Background Check (up to 5/month)	
New Hire Posting and Interviews	
Sexual Harassment Training	
Supervisor Reasonable Suspicion Training	
Quarterly Employee/Manager Training (Hot Topics)	
Assist Employer with any Claims	
Assist with Employee Leave (PFL, PDL, Parental)	
Assist with Benefit Administration	

COMPLETE HR SERVICES (over 50 employees)	\$750/month ~ 1-year commitment required
New Hire Pamphlets & Documents	
Termination Pamphlets & Documents	
Monthly HR Newsletter	
Unlimited Phone & Email Support	
Assist in Hiring/Termination	
Create/Review & Annually Update Employee Handbook	
Employment Document Audits	
Pre-Employment Background Check	
New Hire Posting and Interviews	
Sexual Harassment Training	
Supervisor Reasonable Suspicion Training	
Quarterly Employee/Manager Training (Hot Topics)	
Assist Employer with any Claims	
Assist with Employee Leave (PFL, PDL, CFRA/FMLA)	
Assist with Benefit Administration	

NEED A CUSTOMIZED QUOTE FOR YOUR BUSINESS? PLEASE CONTACT US FOR MORE INFORMATION