



## One-Time Project Packages Catalog

### New Hire Set-Up

**Hours: 15 | Flat Fee: \$1,485**

Includes:

- Best practices for onboarding
- Orientation deck, checklist, onboarding packet
- Light HRIS setup support

### Employee Separation & Offboarding Set-Up

**Hours: 13 | Flat Fee: \$1,287**

Includes:

- Best practices for voluntary & involuntary terminations
- Exit survey, separation process & packet
- HRIS separation setup guidance

### Performance Evaluation Process

**Hours: 75 | Flat Fee: \$7,425**

Includes:

- Evaluation best practices
- Processes & forms (ICs, managers, execs)
- Training slide deck
- HRIS setup support



## One-Time Project Packages Catalog

### CA Workplace Violence Prevention Plan

**Hours: 27 | Flat Fee: \$2,673**

Includes:

- Cal-OSHA compliant plan
- Process, best practices, training

### Leave of Absence (LOA) Set-Up

**Hours: 70 | Flat Fee: \$6,930**

Includes:

- LOA best practices
- Tracking tool & template letters
- Policy, training, rollout
- HRIS setup support

### Employee Handbook – New

**Hours: 15 | Flat Fee: \$1,485**

Includes:

- Full handbook development
- Branding customization
- Implementation



## One-Time Project Packages Catalog

### Employee Handbook – Update

**Hours: 15+ | Flat Fee: \$1,485** (Additional hours at \$99/hr.)

Includes:

- Review & update existing handbook
- Branding customization
- Implementation

### Handbook State Addendums

**Hours: 5 (per state) | Flat Fee: \$495 per state**

Includes:

- Custom state-specific addenda

### Injury & Illness Prevention Plan (IIPP)

**Hours: 13 | Flat Fee: \$1,287**

Includes:

- Cal/OSHA Title 8 Sec 3203 compliant plan
- Forms, implementation, training



## One-Time Project Packages Catalog

### AB 1825 Harassment Prevention Training

**Hours: 4–5 | Flat Fee: \$396–\$495**

Includes:

- In-person training (EN/ES/bilingual)
- Travel within 50 miles included
- Certificates & sign-in

### Employee Relations Training & Policy

**Hours: 25 | Flat Fee: \$2,475**

Includes:

- Progressive discipline forms
- Tracking system & policy

### New Manager Training

**Hours: 5 | Flat Fee: \$495**

Includes:

- Compliance essentials
- Interview do's and don'ts
- Customizable, online or onsite



## One-Time Project Packages Catalog

### Compensation Structures

**Hours: 1.5 per job | Flat Fee: \$149/job**

Includes:

- Position leveling
- Benchmarking
- Job families
- Job descriptions (summary, KSAs)

### Benefit Plan Design & Implementation

**Hours: Project-based | Flat Fee: Scoping required (Free consult)**

Includes:

- Plan design & benchmarking
- Carrier coordination
- HRIS setup
- Employee communication

### I-9 Compliance Audit

**Hours: 1 hr per 10 forms | Flat Fee: Scoping required (Free consult)**

Includes:

- Form reviews & corrections
- Audit report
- Staff training



## One-Time Project Packages Catalog

### Employee File Audit

**Hours: 1 hr per 15 files | Flat Fee: Scoping required (Free consult)**

Includes:

- Review for compliance
- Audit log & recommendations

### HR Files Conversion (Paper → Digital)

**Hours: 0.5–1 Hour per file | Flat Fee: Scoping required (Free consult)**

Includes:

- Digitization of files
- File structure & naming
- HRIS integration & training

### HR HelpDesk System Setup

**Hours: 40+ | Flat Fee: Scoping required (Free consult)**

Includes:

- Workflow & ticketing setup
- FAQs & escalation templates
- Team training



## One-Time Project Packages Catalog

### Mergers & Acquisitions HR Support

**Hours: Project-based | Flat Fee: Scoping required (Free consult)**

Includes:

- Integrations
  - Benefits
  - Policy integrations
  - HRIS
  - Culture
- Transition support

### RIF, Mergers & Acquisitions HR Support

**Hours: Project-based | Flat Fee: Scoping required (Free consult)**

Includes:

- WARN/state compliance
- Severance templates
- Communication plans
- Transition support

### Benefits Open Enrollment

**Hours: 25–40 | Flat Fee: Scoping required (Free consult)**

Includes:

- Carrier coordination
- HRIS file feeds
- Employee communications



## One-Time Project Packages Catalog

### Time-Off Policies Design & Implementation

**Hours: 10–20 | Flat Fee: Scoping required (Free consult)**

Includes:

- PTO, sick, holiday policy design
- HRIS accrual setup
- Employee rollout

### Office of Head Start (OHS) HR Services

**Hours: Project-based | Flat Fee: Scoping required (Free consult)**

Includes:

- Annual Wage Studies
- Annual Self Assessments (ASA)
- CA Title 22 & Title 5 compliance
- Documentation & reporting

### Conflict Resolution & Coaching

**Hours: 2–4 hrs/session | Flat Fee: Scoping required (Free consult)**

Includes:

- Manager coaching
- Mediation
- Conflict resolution strategies