

Service PLEDGE

1. Initial client meeting (1 hour): FREE
 - Introduction to consultant's value, skills and service delivery
 - Investigatory questions on client's profile, needs & expectations
 - Promise of follow-up in writing with service offering
2. Follow-Up: FREE
 - Written email outlining anticipated
 - costs/fees
 - timing
 - what is needed from client
 - what will actually be delivered
3. Choice of Services:
 - HR Basic Audit of HR function (new hire to term) cost: \$800
 - HR Safety Audit cost: \$800
 - I-9 Employment Eligibility Audit cost: \$300 (or \$75/hour for smaller employee pools)

All above audits include recommendations for actions to be taken includes recommendations for work than can be performed by OCHRChick Business Services.

Other HR services can be quoted on an hourly rate* and include but are not limited to:

- Employee Relations Resolution
- Harassment Claims & Training
- Claims resolution (workers' compensation/benefits/labor or wage disputes etc)

*Standard Hourly Rate = \$75 per hour (if not included in a project cost)

- Design of Policies & Procedures (and employee handbooks)
- Safety Handbooks and Safety Programs to meet OSHA compliance and SB.198
- Development of employee forms & packets (New Hire, Termination, FMLA, Safety, Drivers)
- Wage & Salary Administration
- Benefits Design & Administration
- Workers' Compensation Management
- Organizational & Strategic Design (streamline and/or create structure)
- Training & Development

Optional Retention Fee includes maximum consulting hours:

- \$1,350 up to 18 hours (or 3 hours per month) over 6 months
- After initial meeting hourly rate will be charged at \$75* per hour (including travel time) if not provided with a project cost
- Mileage will be charged at 51 cents per mile from Anaheim Hills, CA

Our PLEDGE to you:

- We will conduct a NEEDS ANALYSIS to determine how to best meet your expectations.
- We will determine PROJECT SPECIFICS to ensure we understand, agree and communicate
- Time-lines b) work completed on project inside company & out and c) budget.
- We will ascertain a GAP ANALYSIS to determine the gap between “where you are” and “where you need to be”.
- We will identify possible SOLUTIONS and present clear RECOMMENDATIONS.
- We help IMPLEMENT approved RECOMMENDED PLAN(S).
- You WILL have an IMPROVED and COMPLIANT business!

From you the Client we will need:

- A committed team that is available to provide quick responses to emails or telephone calls.
- A signed consulting agreement (Senior Management signed off).

*Standard Hourly Rate = \$75 per hour (if not included in a project cost)