



HR SERVICE MENU

	SERVICE PACKAGE
COST TO NONPROFIT	\$2,000
THE HR PACKAGE INCLUDES THE FOLLOWING SERVICES	<ul style="list-style-type: none"> — Dedicated HR Business Partner <ul style="list-style-type: none"> • Certified HR professionals (PHR SHRM-CP, and SPHR/SHRMSCP) • Provides HR support to partner clients to ensure HR strategy aligns with each organization's unique mission and goals — Audit - 2 hours <ul style="list-style-type: none"> • Initial consulting meeting to review current HR processes and systems — HR Consulting - 12 hours <ul style="list-style-type: none"> • Client Partners are encouraged to schedule monthly or bi-monthly connection points to stay up to date and review concerns/questions in regular intervals • General HR related questions outside of connection points may be answered using this time • Up to 2 hours (virtual) team training sessions can be provided using this time (training sessions are from a standard menu of available trainings) • Basic template documents/policies/procedures can be provided using this time — Poster Elite <ul style="list-style-type: none"> • Annual poster purchased for one headquarters location • Service includes email PDF updates to print and post throughout the year • Additional posters and upgraded service options are available for additional cost — Handbook <ul style="list-style-type: none"> • Federal and State of Colorado handbook provided; new handbook/updates or revisions to current handbook • Additional states; upgraded options are available for additional cost — Shared Services Participant Group Trainings <ul style="list-style-type: none"> • Six - 1.5 hour online/virtual training sessions — Quarterly reporting on overall use of services
	ADDITIONAL SERVICES
	BILLED SEPARATELY
FOR SHARED SERVICES PARTICIPANTS	<ul style="list-style-type: none"> — Project Work - Need more than 12 hours of consulting time? <ul style="list-style-type: none"> • HRx offers additional project work. Proposals will be shared with Client Partners directly based on scope of project needs.

“THE PROGRAM SAVED TIME AND MONEY, BUT MORE IMPORTANTLY, IT GAVE ME PEACE OF MIND BECAUSE I KNOW WE’RE GETTING THE RIGHT ANSWERS.”

LEANN MASSEY,
EXECUTIVE DIRECTOR OF
RESPITE CARE, INC.

INTERESTED IN LEARNING MORE?
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ABOUT THE EXPERT!
 HRx IS PREPARED TO PROVIDE EXPERTISE, BEST PRACTICES, PROCESSES, AND POLICY INFORMATION TO HELP SUPPORT THE BUSINESS WITH HUMAN RESOURCES RELATED WORK.

