



HR POLICIES AND PROCEDURES

Every organization, regardless of size or number of employees, should have basic human resource policies and procedures in place to both ensure legal compliance and serve as a resource for employees and their supervisors. Don't see the service you're looking for? Affinity HR group develops tools customized to meet the unique needs of your organization.

General HR Support

**\$150 per hour
(Billed in 15-minute increments)**

Affinity HR Group professionals are available to assist with employee challenges such as:

- Practical guidance on day-to-day employment issues to help you understand the options, assess the risks and make the decisions that are right for your business
- Managing time, attendance, personal appearance and other essential workplace policies
- Calculating pay, overtime, what constitutes hours works and other common issues when paying employees
- Administering leave, time off benefits, and FMLA and complying with state leave requirement
- Administering progressive disciplinary policies, including disciplinary warnings, terminations and ongoing documentation
- Employee relations and workplace collaboration
- Best practices when responding to unemployment claims and employment verifications

Employee Handbooks

- Custom tailoring for each company's policies and practices
- Compliance with all applicable federal and state legislation
- Conformance to current generally accepted practices and trends

Employee Size	Association Members
1 - 14	\$ 799
15 - 19	\$ 1,099
20 - 49	\$ 1,399
50+	\$ 1,899

*Prices reflect "starting at" pricing. Actual price will vary depending on such factors as multi-state location, pre-existing handbook, regulatory or compliance issues, resident state of company, etc.



Full HR Practices Review

\$4,200 plus travel expenses if applicable

- Thorough review of general HR Administration
- Confirmation of departmental and administrative compliance with federal and state legislation
- In-depth review of policies, procedures, compensation, benefits, hiring, and other HR functions
- Development of action plan for addressing areas in need of compliance

HR Mentorship Program

From \$1,500

Affinity HR Group professionals are available to assist with:

- 10 hours of customized HR training and support per year
- One-on-one training with Affinity HR Group's content experts
- Content areas include compliance, recruiting, employee engagement and people management

FOCUSED HR REVIEWS

The same expert advice you've come to expect from our HR consultants, tailored and targeted to address your distinct compliance needs and budget.

Hiring Process

From \$750

Deliverable: Assessment of company's hiring practices as compared with best practices and regulatory requirements; offer suggestions for greater efficiency or effectiveness and better compliance with regulations

- Review all forms including job posting, application, interview questions, offer letters, pay scales/ranges, new hire documents (authorizations, acknowledgements, required, etc.)
- Review hiring procedure
- Provide recommendations and best practice guidance
- Provide I-9 and e-verify guidance as needed

Wage-and-Hour

From \$900

Deliverable: Assessment of company's time-keeping practices for compliance with FLSA; review employee demographics data for concerning trends; recommend actions for better compliance

- Review employee list/census for exposure and trends (i.e., adverse actions and disparate impacts)
- Review time-keeping procedures
- Provide guidance on regulations and best practices

Performance Management Review

From \$600

Deliverable: Assessment of company's performance management process for compliance and effectiveness in meeting company's goals

- Review forms and procedures (goal-setting, performance evaluations)



- Assess company's desired outcome of PMP
- Provide recommendations for revisions and updates for effectiveness
- Provide guidance on crucial conversations

Handbooks Mini Review

From \$450

Deliverable: Comprehensive notes on language in current handbook and recommendation of revisions and additions to be more compliant

- Detailed review of handbook
- Research into applicable federal, state and local laws
- Provide recommendations for revisions

Disciplinary Action & Termination

From \$600

Deliverable: Assess company's discipline and termination processes for consistency and compliance; offer recommendations to improve and streamline as needed

- Review forms and procedure (discipline/warning forms, procedures, termination forms, checklists, etc.)
- Assess company's procedures
- Provide recommendations for revisions
- Provide guidance on crucial conversations

Record-Keeping and File Management

From \$450

Deliverable: Provide guidance on compliant record-keeping procedures; assist with updating procedures as needed

- Provide employee file requirement and checklist
- Provide white paper of record-keeping best practices
- Provide guidance on required postings/notices for the workplace
- Review I-9 file-keeping procedures and provide guidance
- Optional 2-hour, \$270 add-on to assist with virtual spot review of random sample of employee files

Employee Lifecycle

From \$1,900

Deliverable: Assess company's processes of the employee life cycle from hiring to separation for consistency and compliance; offer suggestions for improvements and efficiencies

- Combination of Hiring, Performance Management & Disciplinary Action and Termination Mini Reviews

Compliance

From \$800

Deliverable: Assess two critical components of a company's compliance with regulatory requirements

- Combination of Handbooks and Record-Keeping Mini Reviews



Employee Census/Detailed List

From \$600

Deliverable: Assess employee census/demographic data for concerning trends; communicate concerns for issues found

- Review for possible exposure and trends
- Provide guidance on protected groups, compensation levels, seniority, etc.

RECRUITING AND PLACEMENT

At Affinity HR Group, we offer low-cost, flat-rate recruiting services that will get you the right talent for your organization, guaranteed. With a best-in-class process and a more than 90% success rate, we're here to help with all or any part of your recruiting effort.

Comprehensive Recruiting Package

\$8,750

(Excludes fees for assessments & specialty job boards)

Complete management of the entire recruitment process including:

- Job posting development
- Active recruiting and candidate sourcing
- Resume evaluation and candidate screening
- Style assessments (TriMetrix HD Profile) on top candidates
- Presentation of final candidates
- Client coaching & interview preparation
- Client interview debrief
- Reference checks

Comprehensive Recruiting Package - Executive Level

\$14,800

(Excludes fees for assessments & specialty job boards)

Developed for senior-level and executive searches. Also, a great option for companies that routinely recruit for the same position or strategic hires. Complete management of the entire recruitment process including:

- Job Benchmarking
- Market Pricing Compensation Research & Report
- Job posting development
- Active recruiting and candidate sourcing
- Resume evaluation and candidate screening
- Style assessments (TriMetrix HD Profile) on top candidates
- Presentation of final candidates
- Client coaching & interview preparation
- Client interview debrief
- Reference checks



Job Posting/Active Sourcing

\$4,500

- Develop job posting
- Identify best posting sites and advertising locations
- Post job to relevant job boards, social media, and advertising locations
- Manage and maintain all postings and advertising
- Source candidates from job board databases and passive candidates who may not be actively looking for a new role
- Compile and maintain database of resumes
- Deliver candidate resumes

Job Benchmarking

\$2,250

For key positions and repeat hire positions, job benchmarking takes much of the guess work out of getting the right “fit.” The process provides an in-depth look at what is truly required for the position and ensures a high degree of success when hiring. Included in the benchmarking process includes

- Identification of key expectations and accountabilities of position
- Ranking and weighting of key accountabilities
- Scoring of key accountabilities using benchmarking assessment tool (TTI) to capture the knowledge, intrinsic motivators, personal attributes, behaviors and hard skills required for the position
- Development of an ideal candidate profile and assessment tool to compare the candidate(s) to the requirements of the position

Job Posting Development

\$150 per hour

- Develop job posting
- Identify best posting sites and advertising locations and advise client

Client Coaching & Interview Prep

\$150 per hour

- Conduct coaching session on best interview practices and tips for success
- Provide sample behavioral interview questions
- Provide sample prohibited questions

Candidate Screening

\$150 per hour

(Cost excludes Style Assessment Expense)

- Review all submitted resumes using client job description
- Conduct preliminary phone interviews
- Conduct in-depth behavioral interviews with top candidates
- Forward top 3-5 candidates with interview summaries
- Conduct Style Assessment (TriMetrix HD) for top candidates



Reference Checks

**\$150 per hour
(Costs are per candidate)**

- Conduct minimum of 2 reference checks
- Supply written summary for each reference

COMPENSATION

The current economic climate presents many challenges for small businesses. It's more important than ever to keep your best employees and recruit the best new hires by spending your compensation dollars wisely and effectively. We can provide help and assistance for all your compensation-related needs.

Market Pricing/Starting Salary for Individual Positions

From \$495

- Benchmarking research of salary and wage differentials for key executive, exempt and non-exempt positions using a variety of published local and national surveys
- Customized summary report provides market data and tailored recommendations for salary increases and/or adjustments that are both externally competitive and internally equitable

Annual Market Assessment

Pricing Varies by Company Size and Location(s)

- Annual salary planning to help manage and plan upcoming compensation budgets and spend compensation dollars more effectively
- External market review to assist in projecting salary increases for the upcoming year
- Recommendations to ensure competitiveness

Base Pay Structure Audit

Pricing Varies by Company Size and Location(s)

- Evaluation of current pay structure and compensation policies
- Review of organizational compensation goals and philosophy
- Identification of changes and/or enhancements
- Development of strategies to make pay structures successful and cost-effective

Bonus/Incentive Plan Audit

Pricing Varies by Company Size and Location(s)

- Evaluation of existing bonus/incentive and compensation policies
- Review of organizational business goals and financial standing
- Identification of changes and/or enhancements
- Development of recommendations to ensure ongoing competitiveness and effectiveness



Base Pay Plan Design

Pricing Varies by Company Size and Location(s)

- Evaluation of organizational needs and administrative capabilities
- Review of current pay practices
- Development of salary structures and promotional career paths
- Development of policies and procedures to support ongoing administration of plan

Bonus/Incentive Plan Design

Pricing Varies by Company Size and Location(s)

- Review of organizational goals and objectives
- Evaluation of current and future incentive/bonus alternatives
- Development of cost-effective plans to accomplish incentive goals at individual, team and organizational levels

ORGANIZATION AND EMPLOYEE DEVELOPMENT

Affinity HR Group's professional learning facilitators and coaches can help your business become more effective by building on the strengths of your organization and your employees. We provide a variety of services that focus both on the organization and on individual employees.

Strategic Business Planning

Pricing Varies by Project and Company Size

- Core Values, Mission, Vision Development
- Strategic Planning
- Business Process Improvement
- SWOT analysis and team problem solving initiatives
- Leadership coaching and development

Employee Engagement

Pricing Varies by Project and Company Size

- Explore employee attitudes via focus groups or survey
- Identification of areas of organizational strength, gaps and weakness
- Development recommended engagement strategies and improvement tactics

Performance Management

Pricing Varies by Project and Company Size

- Identification of organizational performance goals and cultural norms
- Review existing performance evaluation tools, policies and processes
- Develop tailored employee evaluation tool
Recommendations for ongoing employee performance evaluation process and procedures



Onsite & Virtual Workshops

Workshop Topics		
Improving Communications	Effective Communications & Social Media	Train-the-Trainer
Team Development	Change Management	Providing Effective Feedback
Selling Solutions	Excellence in Customer Service	Juggling Priorities -- Time Management
Leadership Development	Emotional Intelligence	Presentation Skills
Achieving Win-Win Solutions	Stress Management	Discrimination/Harassment Training

New Employee On-boarding and Orientation Pricing Varies by Project and Company Size

- Review of current on-boarding and new-hire orientation practices
- Identification of areas of strength, gaps and weakness
- Recommendations for enhanced on-boarding and orientation processes

DISC Behavioral Style Assessment \$165

- Review of personal style assessment results
- Discussion of key strengths and weaknesses
- Understanding similarities/differences in other styles
- Coaching and communication tips for ongoing enhanced awareness

TriMetrix HD Behavioral Style Assessment \$305

- Review of behavioral preferences based on completed profile
- Review of personal motivators
- Analysis of skills inventory
- External and internal clarity and values acumen
- Coaching tips for development and enhanced awareness

Emotional Intelligence Inventory Assessment \$100

- Review of Emotional Intelligence (EQ) assessment results
- Discussion of key strengths and weaknesses
- Identification of development goals and objectives
- Coaching tips for individual development and enhancement