



Package Considerations- Updated June 2025

Project-Based HR Advisory

Employee Handbook

| Item | Basic Handbook | Comprehensive Handbook |
|---------------------------------------|----------------|------------------------|
| Existing document review | ✓ | ✓ |
| Gap Analysis - Remote | ✓ | ✓ |
| Site visit/interviews | ✗ | ✓ |
| Table of Contents for review/approval | ✓ | ✓ |
| Part 1 – Core Policies | ✓ | ✓ |
| Part 2 – HR Practices | ✗ | ✓ |
| Part 3 – Optional Add-ons | ✗ | ✓ |
| Part 4 – Customization/Branding | ✗ | ✓ |
| Implementation Plan | ✗ | ✓ |
| Staff training presentation | ✗ | ✓ |
| Implementation templates | ✗ | ✓ |
| Cost: | \$4,000 | \$8,000 |

*Note: Handbooks cover only Human Resources Related Items, Health and Safety and Environment would not be included. (See below for basic table of contents)



HR Audits and Assessments

| Item | Basic Assessment | Full Audit |
|---------------------------------|------------------|------------|
| Document Review | ✓ | ✓ |
| Gap Analysis - Remote | ✓ | ✓ |
| Site visit/interviews | ✗ | ✓ |
| Results – Table | ✓ | ✓ |
| Results – Text descriptions | ✗ | ✓ |
| Recommendations | ✓ | ✓ |
| Corrective action plan | ✗ | ✓ |
| Schedule for corrective actions | ✗ | ✓ |
| Cost | \$3,000 | \$5,000 |

Training

| Duration | Price |
|-----------------------|---------|
| 90-min sessions | \$2,500 |
| ¼ day (approx. 3 hrs) | \$4,000 |
| Full day | \$7,500 |



Retainer-Based HR Advisory

1. Basic HR Support Package

Ideal For: Small businesses seeking foundational HR support and compliance.

Includes:

- Policy Development:
 - One-time review of existing policies.
 - Creation of 2–3 essential policies (e.g., workplace harassment, employee conduct).
- Basic Employee Handbook:
 - Streamlined, tailored to business needs. (See above)
- HR Compliance Check:
 - Annual review to ensure employment standards compliance.
- Dedicated HR advisor:
 - Up to 5 hours/month to deliver the services outlined above and provide ongoing HR guidance.

Cost: \$1,500/month (\$18,000/year)

2. Standard HR Partnership Package

Ideal For: Growing businesses needing consistent HR guidance.

Includes:

- Comprehensive Policy Suite:
 - Development or revision of up to 10 policies, including advanced topics (e.g., remote work, DEI).
- Comprehensive Employee Handbook:
 - Fully customized with annual legislative updates. (see above)
- Training Sessions:
 - Two 90-minute sessions per year (e.g., harassment, leadership, conflict resolution).
 - Discounted rates for additional training.
- Dedicated HR advisor:
 - Up to 10 hours/month to support all included services and provide ongoing HR guidance.
- HR Tools and Templates:
 - Templates for performance reviews, onboarding, job descriptions.
- Quarterly Check-ins:
 - Strategic HR planning sessions.

Cost: \$3,000/month (\$36,000/year)



3. Premium Full-Service HR Package

Ideal For: Established businesses requiring full-service HR support.

Includes:

- Complete HR Policy Management:
 - Unlimited creation, review, and updates of HR policies to ensure compliance.
- Comprehensive Employee Handbook:
 - Comprehensive with annual revisions. (See above)
- Extensive Training Program:
 - Up to 4 full-day or 8 half-day training sessions annually, customized to business needs.
- Dedicated HR advisor:
 - Up to 20 hours/month covering all included services, support, and employee relations guidance.
- HR Audit and Strategy:
 - Annual HR audit with a detailed report on compliance, practices, and opportunities for improvement; customized HR strategy to align with business goals.
- Recruitment & Onboarding Support:
 - Help with postings, interviews, and onboarding.
- Employee Engagement Initiatives:
 - Design and implementation of surveys and programs to enhance workplace culture.

Cost: \$6,000/month (\$72,000/year)

General Notes

- **Agreement Term:** All packages require a minimum 12-month agreement, with services to be completed within the year at mutually agreeable times.
- **On-Site Visits:** On-site visits are not included in the cost in any package. If required, travel expenses and time will be billed separately at cost plus 10%.
- **Project Work:** Retainer-based packages include a discount on project-based work or extra training outside the scope of their agreed to package.
- **Service Scope:** All packages are designed to ensure compliance with Ontario's Employment Standards Act, 2000 (ESA), which sets out the minimum standards for employment, including wages, work hours, overtime, vacation, and leaves of absence.



Employee Handbook basic table of contents:

Employee Handbook – Table of Contents

Who We Are

About the Company

Working at COMPANY NAME

Call-In Procedure

Shifts and Pay Times

Hours and Overtime

Probationary Period

Holidays

Vacation

Facilities

Dress Code and Proper Protective Equipment

Performance Reviews

Progressive Discipline

Technology and Social Media Use

Privacy and Confidentiality

Compensation, Benefits, and Leaves

Leaving the Company

Maternity and Parental Leave

Family Medical Leave

Bereavement Leave

Jury Duty

Changes in Personal Status

Workplace Policies and Standards (Examples but may not all be included)

Workplace Violence Policy

Harassment and Discrimination Policy (including Human Rights Code Compliance)

Accessibility (AODA) Policy

Substance Use and Impairment Policy

Training and Development

Employment Standards Act (ESA) Compliance