**Virtual HR Pros**

**STANDARD Menu of Services**

**Other fees may apply for special projects and Services**

|  |  |
| --- | --- |
| **On Demand Support** | |
| HR online Manager and HR Team services and support, with 12-month agreement | $99 Per Month |
|  | |
| **Projects** | |
| Employee Handbooks | Per Hour Rate  (Negotiable) |
| Policies and Procedures |
| Compensation and Bonus Plans |
| Live Virtual Management Training |
| Performance Management |
|  | |
| **\*Workplace Audits** | |
| Employee Personnel Files, HIPAA Compliance, Workers’ Comp Records, and I9 Files | No Charge |
| Leave of absence and Paid Time Off Practices |  |
| Record Keeping (Document Retention Policy) |  |
| Onboarding and New Employee Notices |  |
|  |  |
| **Recruiting** | |
| Management and Executive Recruiting and Placement with 30-day Guarantee. | 15% of Annual Base Salary |

\*Free Audit with Comprehensive Needs Analysis