



Breyla May Consulting, LLC

Office Service Solutions - Partner Package Options HR On-Call

<u>Product</u>	<u>Description</u>	<u>For Profit Investment</u>	<u>Non-Profit Investment</u>
HR On-Call (Virtual) ≤ 10 employees	<ul style="list-style-type: none"> Phone & Email HR Support. ACH with yearly agreement / paid monthly. Additional hours billed per hour at agreed upon rate. 	<ul style="list-style-type: none"> 1 hour per month: \$99 monthly retainer 5 hours per month: \$625 monthly retainer 10 hours per month: \$1,250 monthly retainer 	<ul style="list-style-type: none"> 1 hour per month: \$74 monthly retainer 5 hours per month: \$500 monthly retainer 10 hours per month: \$937 monthly retainer
HR On-Call (Virtual) 10 - 25 employees	<ul style="list-style-type: none"> Phone & Email HR Support. ACH with yearly agreement / paid monthly. Additional hours billed per hour at agreed upon rate. 	<ul style="list-style-type: none"> 5 hours per month: \$1,250 monthly retainer 10 hours per month: \$2,500 monthly retainer 	<ul style="list-style-type: none"> 5 hours per month: \$937 monthly retainer 10 hours per month: \$1,875 monthly retainer
In Person HR Support	<ul style="list-style-type: none"> In person Billed hourly No Contract 	<ul style="list-style-type: none"> \$350 per hour 	<ul style="list-style-type: none"> \$262 per hour

HR On-Call

- Have Human Resources questions?
- Need customized expert HR advice now?
- Perfect for companies that do not need a full slate HR department on staff but do have HR questions.
- Breyla May Consulting, LLC offers answers to common topics specific to company needs.

HR On-Call topics can include but are not limited to:

- Covid Compliance
- Corrective Action
- Employee Relations
- Mediation Inquiry
- Leave Adherence
- Supervisor Questions
- Employee Questions
- Termination Protocol



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Office Service Solutions - Partner Package Options
HR Topic Specific

<u>Product</u>	<u>Description</u>	<u>For Profit Investment</u>	<u>Non-Profit Investment</u>
Organization Chart and Job Description per Job Title	<ul style="list-style-type: none"> • Create or revise organizational chart • Create or revise job description per job title 	<ul style="list-style-type: none"> • \$200 per Job Title 	<ul style="list-style-type: none"> • \$150 per Job Title
HR Manual and Employee Policy Review	<ul style="list-style-type: none"> • Review and/or revise employee handbooks to include individual policy reviews. 	<ul style="list-style-type: none"> • ≤ 10 Employees: Starting at \$500 • 11-25 Employees: Starting at \$1500 • ≥ 26 Employees: <i>Contact for pricing</i> 	<ul style="list-style-type: none"> • ≤ 10 Employees: Starting at \$375 • 11-25 Employees: Starting at \$1125 • ≥ 26 Employees: <i>Contact for pricing</i>
Employee Files Audit	<ul style="list-style-type: none"> • Employee Files Audit 	<ul style="list-style-type: none"> • ≤ 10 Employees: Starting at \$500 • 11-25 Employees: Starting at \$1500 • ≥ 26 Employees: <i>Contact for pricing</i> 	<ul style="list-style-type: none"> • ≤ 10 Employees: Starting at \$375 • 11-25 Employees: Starting at \$1125 • ≥ 26 Employees: <i>Contact for pricing</i>
Corporate Trainings	<ul style="list-style-type: none"> • Anti Harassment • Drug Free Workplace • Preventing Violence in the Workplace • Soft Skills • Additional Topics Available 	<ul style="list-style-type: none"> • Zoom or In-Person • Full or Half Day • <i>Contact for Pricing</i> 	<ul style="list-style-type: none"> • Zoom or In-Person • Full or Half Day • <i>Contact for Pricing</i>
Management or Leadership Coaching	<ul style="list-style-type: none"> • Individual coaching sessions • Team coaching • Management group coaching sessions 	<ul style="list-style-type: none"> • Zoom or In-Person • Hourly, Full or Half Day • Ongoing or Issue Specific • <i>Contact for Pricing</i> 	<ul style="list-style-type: none"> • Zoom or In-Person • Hourly, Full or Half Day • Ongoing or Issue Specific • <i>Contact for Pricing</i>

Corporate Trainings

- Anti Harassment Training
- Drug Free Workplace
- Preventing Violence in the Workplace
- Soft Skills Training (Ex: Communications, Being a Good Teammate, New Team Quick Start)
- For additional topics, please contact us at info@BreylaMay.com



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Office Service Solutions - Partner Package Options
Diversity, Equity, Inclusion, and Accessibility

<u>Product</u>	<u>Description</u>	<u>For Profit Investment</u>	<u>Non-Profit Investment</u>
DEIA Training	<ul style="list-style-type: none"> A style of group workshop, ideal for large (≤ 25 participants) cohorts and peer-to-peer learning. 	<ul style="list-style-type: none"> Zoom or In-Person Full or Half Day <i>Contact for Pricing</i> 	<ul style="list-style-type: none"> Zoom or In-Person Full or Half Day <i>Contact for Pricing</i>
DEIA Policy	<ul style="list-style-type: none"> Create DEIA policy Review and/or revise DEIA policy. 	<ul style="list-style-type: none"> ≤ 10 Employees: Starting at \$500 11-25 Employees: Starting at \$1500 ≥ 26 Employees: <i>Contact for Pricing</i> 	<ul style="list-style-type: none"> ≤ 10 Employees: Starting at \$375 11-25 Employees: Starting at \$1125 ≥ 26 Employees: <i>Contact for Pricing</i>
DEIA Individual Topic Workshops	<ul style="list-style-type: none"> Dynamic team-based situational approach, in which each learner can interact and observe. 	<ul style="list-style-type: none"> Zoom or In-Person Full or Half Day <i>Contact for Pricing</i> 	<ul style="list-style-type: none"> Zoom or In-Person Full or Half Day <i>Contact for Pricing</i>
DEIA Situational On-The-Spot Support	<ul style="list-style-type: none"> Phone & Email HR Support. ACH with yearly agreement / paid monthly. Additional hours billed per hour at agreed upon rate. 	<ul style="list-style-type: none"> 5 hours per month: \$1,250 monthly retainer 10 hours per month: \$2,500 monthly retainer 	<ul style="list-style-type: none"> 5 hours per month: \$937 monthly retainer 10 hours per month: \$1875 monthly retainer



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- **EQUITY**: *Equity is giving each individual what they need to be successful. Equity leads to the fair treatment of all individuals based upon their circumstances. Equity and equality are not the same thing. Equity is the process; equality is the outcome.*
- **INCLUSION**: *Inclusion is about respecting and engaging with the differences encompassed within diversity. This intentional and ongoing work takes place in the work spaces, meeting rooms, and boardrooms.*
- **DIVERSITY**: *Diversity is any dimension that can be used to differentiate groups and people from one another. It means respect for and appreciation of differences in gender, gender identity, age, national origin, disability, sexual orientation, ethnicity, socioeconomic background, family composition, education, learning styles, race, religion, and other dimensions.*
- **ACCESSIBILITY**: *Accessibility is to eliminate barriers and forge pathways to allow all individuals to fully engage in work life, both inside and outside the organization. It is to respect and appreciate the diverse characteristics of each individual as we strive to create an environment where community can take place.*



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**Office Service Solutions - Partner Package Options
Recruitment Processes**

Product	Description	For Profit Investment	Non-Profit Investment
Job Description per Job Title	<ul style="list-style-type: none"> • Create or revise job description per job title 	<ul style="list-style-type: none"> • Creation - \$150 per Job Title • Review - \$75 per Job Title 	<ul style="list-style-type: none"> • Creation - \$112 per Job Title • Review - \$56 per Job Title
Compensation per Job Title	<ul style="list-style-type: none"> • Create or revise job description per job title 	<ul style="list-style-type: none"> • Creation - \$150 per Job Title • Review - \$75 per Job Title 	<ul style="list-style-type: none"> • Creation - \$112 per Job Title • Review - \$56 per Job Title
Applicant Sourcing	<ul style="list-style-type: none"> • (3) to (5) qualified candidates 	<ul style="list-style-type: none"> • Starting at \$500 	<ul style="list-style-type: none"> • Starting at \$375
Interview and Interview Coordination	<ul style="list-style-type: none"> • In-person interview • Coordination of interviews with internal stakeholders 	<ul style="list-style-type: none"> • Starting at \$250 	<ul style="list-style-type: none"> • Starting at \$187
Background Check	<ul style="list-style-type: none"> • Process background check • Review findings and follow up on any outstanding issues 	<ul style="list-style-type: none"> • Starting at \$75 	<ul style="list-style-type: none"> • Starting \$75
Offer Extension	<ul style="list-style-type: none"> • Extend offer • Negotiations 	<ul style="list-style-type: none"> • Starting at \$150 	<ul style="list-style-type: none"> • Starting at \$112
Full Recruitment per Position	<ul style="list-style-type: none"> • Job Description • Compensation • Applicant Sourcing • Interview • Background Check • Hiring / Offer 	<ul style="list-style-type: none"> • 20% of incumbent's base salary for exempt or hourly 	<ul style="list-style-type: none"> • 15% of incumbent's base salary for exempt or hourly