

# PEOPLE FIRST

## HR SERVICES

A division of People Corporation

Human resources solutions  
designed for small and  
medium employers

# HR @ Your Service

**HUMAN RESOURCE EXPERTISE, SOLUTIONS, AND SUPPORT**





### FLEXIBILITY

Designed exclusively for small to medium employers, HR @ Your Service (HR@YS) offers flexible plan design, expertise and assistance on a wide range of HR-related issues.



### DEPENDABILITY

From onboarding staff, to navigating legislated workplace requirements, to facilitating employee development, we're equipped to provide support where you need it.



### AFFORDABILITY

Support through our OnCall service is available for a small monthly fee. As your HR needs grow, we can build a plan that helps you meet your goals at a cost that fits your budget. Our HR Projects and Retained HR services can be adapted to ensure the needs of your workplace are met.

## HR@YS supports small, medium and growing workplaces across Canada.

Regardless of the size, type, or model of your business, we take the time to learn about your organization, become a member of your team, and deliver practical solutions that help you meet your goals.

ONCALL MONTHLY SUBSCRIPTION	HR PROJECTS FEE FOR SERVICE	RETAINED HR FEE FOR SERVICE
<p>Provides expertise and advice on HR policies and practice.</p> <p>Unlimited phone and email support providing best practice advice for general HR inquiries including:</p> <ul style="list-style-type: none"> <li>• Legislation and best practice</li> <li>• Employee and labour relations</li> <li>• Creating a respectful workplace</li> <li>• Discussing requirements for policy development and workplace procedures</li> <li>• Disability management consultation</li> <li>• Employee discipline or termination</li> </ul> <p><small>*Available Monday to Wednesday, 8 a.m. to 5 p.m., CST, and Thursday to Friday, 8 a.m. to 6 p.m., CST</small></p>	<p>For HR support developing:</p> <ul style="list-style-type: none"> <li>• HR policy manuals</li> <li>• Policy reviews</li> <li>• Employee handbooks</li> <li>• Job descriptions</li> <li>• Performance management</li> <li>• Attendance management (managing absenteeism)</li> <li>• Termination support</li> <li>• Disability management and accommodation (sick leave/substance abuse)</li> <li>• Onboarding and orientation</li> <li>• Recruitment support (job posting, interview preparation)</li> </ul>	<p>Includes OnCall along with support from an HR professional for issues including:</p> <ul style="list-style-type: none"> <li>• Building your company's people management and HR foundation</li> <li>• Project work as outlined in HR Projects</li> <li>• Termination process support and management</li> <li>• Employee development</li> <li>• Leadership development</li> <li>• Form, process, and policy development</li> </ul>
\$60/MONTH	RATES DETERMINED BY PROJECT	CUSTOMIZABLE SERVICE