



EEO Solutions, Inc. Menu of Services **(Effective July 1, 2011)**

EEO Investigation

- ❖ Hourly rate for all work connected with Investigation assignment including but not limited to interviews in person and via phone, document review, travel time, fact analysis and writing of Report of Investigation **\$300/hour***

Employee Handbook

- ❖ Draft and deliver handbook (includes initial 2 hour meeting with decision makers to discuss) **\$2,400**
- ❖ Additional meetings (to roll out to staff etc.)
 - *Printing, printer layout fees, handbook shipping and delivery additional* **\$300/hour***

EEO Compliance Training Package (Two 2- or 3- hour sessions per day)

- ❖ Sexual Harassment Training for staff and managers
- ❖ Manager training - Overview of federal and state employment laws **\$2,400/day***
 - (e.g., FMLA, Title VII, ADA, ADEA, FLSA, etc.)
- ❖ Employment Law overview for Recruiting Staff

Ongoing Availability, HR/EEO consulting

- ❖ On as-needed basis via phone, email, or in person
- ❖ Covers questions and inquiries concerning employee relations, such as **\$300/hour***
 - Hiring/firing, drug testing issues/questions
 - Discipline, responding to Employee Hotline queries
 - Response to EEOC Complaints

Employee Hotline Program

- ❖ Design and Implementation (includes initial meeting up to four hours) **\$2,400**
 - Document covering use, policy and access information
 - *Does not include any costs associated with the implementation such as installation of or purchase of hardware or other wireless accessories required*
- ❖ Roll-out meetings with staff and/or additional time for initial meeting **\$300/hour***
- ❖ Off-site administration of Hotline **\$99/call**
 - monthly flat rate is an option after a 3 month period

* Prices *do not include* travel expenses, long distance telephone calls, postage or other additional expenses incurred. These items will be billed as separate line items where applicable. Additionally, preparation time for training is billed at the rate of \$300/hour, with a minimum of \$1,200 per engagement.

EEO Solutions, Inc.

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