

# PEOPLE FIRST

## HR SERVICES

### HR ON-CALL SUBSCRIPTION SERVICES

Reduces the risk to small employers by giving guidance on HR practices when you need it.

Unlimited support by phone and email for general HR guidance including:

- Legislation and best practices
- Reasonable Notice or Severance payments
- Labour relations
- Creating a respectful workplace
- Development of forms and documents
- Disability accommodation consultation
- Development and review of HR policies and procedures
- Employee discipline or termination

24/7 emergency support

Monthly HResources Newsletter

**STARTING AT  
\$100 MONTHLY**



### FLEXIBILITY

*HR On-Call* is available to companies of all sizes, at any stage of growth. Our services can be scaled up to suit your specific HR needs.

### DEPENDABILITY

From helping you navigate legislated workplace requirements, to determining severance and assisting with employee development, enjoy peace of mind knowing you have support for HR issues of any size.

### AFFORDABILITY

*On Call* support is available for a small annual fee. Should your HR needs grow, our flexible *On Project* services are fully customizable to best suit your goals and budget.

*We support small, medium, and growing Canadian firms. Regardless of the size, type, or model of your business, we deliver expertise and practical solutions to meet your Human Resource needs. We provide comprehensive support through a dedicated Human Resources On-Call team that has a solid understanding of the challenges small employers face.*

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## SUPPORT SERVICE AGREEMENT

### SERVICE INCLUDES:

**1. Phone or Email HR advice on areas such as, but not limited to:**

Termination process support	Severance Calculation	Vacations & Statutory Holidays
Employee Relations	Job Descriptions	Performance Management
Respectful Workplace	Legislation	HR Best Practices
Progressive Discipline	Labour Relations	

**2. Monthly Newsletter with HR resources**

**3. On Call EMERGENCY support outside normal service hours**

### HOURS:

HR On Call Services are available weekdays (Monday to Friday) during regular business hours.

### RESPONSE TIME:

All calls are responded to within 2hrs

*NOTE: Emergency support is defined as an immediate threat to safety of any individual and/or a significant threat to the business or organization.*

*DISCLAIMER: Rates reviewed February 1<sup>st</sup> each year. All rates subject to appropriate taxes. Subscription length: 12 Months.*

## HR ON-CALL CONTACT:

**EMAIL:** HRonCall@PeopleFirstHR.com

**PHONE:** 1.866.899.1340

# HR ON-CALL

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## SUPPORT SERVICE APPLICATION

### CLIENT INFO:

COMPANY/ORGANIZATION NAME: \_\_\_\_\_

CLIENT CONTACT NAME: \_\_\_\_\_

CLIENT CONTACT PHONE NUMBER: \_\_\_\_\_

CLIENT CONTACT EMAIL: \_\_\_\_\_

OTHER: \_\_\_\_\_

### CREDIT CARD INFO:

CARDHOLDER NAME: \_\_\_\_\_

CREDIT CARD TYPE:    

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_ CVS: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

**SUBSCRIPTION FEES ARE \$100 MONTHLY OR \$1200 ANNUALLY, PLUS APPLICABLE TAXES AND A 4% ADMINISTRATION FEE.**

Authorizations (Please check applicable boxes):

\_\_\_ I agree to the terms of this service agreement.

\_\_\_ I authorize People First HR Services to charge my credit card identified herein.

\_\_\_ I initiate an annual payment from my credit card effective \_\_\_\_\_ (month/year).

\_\_\_ I initiate a monthly payment from my credit card on the 28th of each month

If you wish to be invoiced instead please contact us at: [HRonCall@peoplefirsthr.com](mailto:HRonCall@peoplefirsthr.com)