

Salopek Service Offering Packages:

What are the packages?

Salopek's signature packages bundle our online documents/services and provides our clients an opportunity to obtain a number of our fundamental policies, procedures, templates and guides at an appealing price, which can be supplemented by consulting hours.

HR Essentials – \$499 | Policies, Procedures Templates that you can customize yourself

- Access to 75 Policies, procedures and HR Templates that organizations can customize themselves
- Guide to customization
- Monthly Newsletter with legislation update or best practices

HR Fundamentals – \$1499

- Recruitment Guide
- Performance Management Guide
- Corrective Action Guide
- Disability Management Guide
- Guide to customization
- Monthly Newsletter with legislation update or best practices

HR in a Box - \$4,999

- Access to 75 Policies, procedures HR templates & forms
- Access to HR Fundamental Guides
- HR Policy Manual Template
- 10 hours of remote consulting support from a dedicated Certified HR Professional
- Additional consulting hours at a discounted rate
- Monthly Newsletter with legislation updates and/or best practice reminders

Why did we do this:

- Salopek has invested a large amount of resources into creating a large inventory of HR documents that are under utilized. Right now they are a sunk cost and we want to leverage our e-store documents and get more people purchasing these.

How will this benefit Salopek:

- On top of brining in additional revenue for documents that are currently sitting there with sunk costs, we hope the clients will see value in the documents and contact us for an additional HR support
- From a clients perspective, this will benefit them as they will have access to valuable, professional HR documents at an affordable rate. This will also allow the clients to try us out, with minimal risk

Frequently Asked Questions:**How much are additional hours?**

- For the Essentials and Fundamental packages, additional hours will be at our regular consulting rate and we will direct them to our HR on Call.
- For HR in a Box, there is 10 hours of remote consulting support included. For additional hours they will be available at a discounted rate 15%. (\$160 an hours * for internal knowledge only, will not be advertised online).

Can I buy hours in bulk or go Hour by Hour?

- Yes to both. You can buy a minimum of 10 hours a month, with a minimum commitment of 6 months to get the discounts rate of \$160/hour. However you can also purchase on an hourly basis at our regular rate/HR on Call.

How do I purchase the packages?

- Currently for the launch of these new programs (June), people interested in purchasing the packages will contact the info line. Someone will reply within 24 hours and send over our Terms & Conditions form along with payment details. We will be able to take payment over the phone with credit card or e-transfer. Upon receiving payment we will send over a link that has access to all the documents in the corresponding purchased package. (Vanessa will set up this link this weekend). In July we will have purchase and payment accessible through our website which will be automated.

How long do I have to access the documents?

- Customer will have 1 year to access the documents and then the link will expire.

Do my consulting hours from HR in a Box expire?

- The assigned consultant will work with the client to put a plan in place to ensure the hours are utilized based on the needs of the client. Their hours will be utilized within the year.

How do I access the documents?

- During the launch (June), clients will get a link once they have paid via our info line. This will be administrated and sent by Zoe (Link to be sent by Vanessa to Zoe). Link will have access to all documents in the corresponding purchased package. Link will expire after a year. In July customers can go online and purchase any of our packages. Once payment has been received they will automatically be directed to a link where they can download their documents. They will access to these documents for one year.

What do the documents look like when there sent to me?

- All documents are in a word document format for easy customization. Any areas that require customization will be identified with an underline. **Please note that all documents have been created under Alberta Employment Legislation.**

Will I have designated go-to- person?

- The Essentials and Fundamentals are just documents where customers/clients customize these themselves. HR in a Box will have an assigned certified HR Consultant that will work REMOTELY with you.

Can I pay for consulting hours on a “as required” basis ?

- Yes. Please see our HR on Call program.
- You can bundle hours for discounted rate based on our retainer package of 10 hours a month , for a minimum of 6 months. The discounted rate will be \$160/hr

How soon will I be able to access the documents once I've paid?

- During the Launch (June) , once payment has been received, they will get a link within 24 hours (During business hours). After July , this will be administrated through the website and sent automatically once payment and term sheet has been processed. (Done through website).

Can I share my templates?

- Documents can only be shared within your organization. Sharing with anyone outside the organization violates our term and conditions and not allowed under any circumstances, and could result in legal action.

Will there be a Term sheet?

- Yes. Upon purchasing your package, you will receive a term and conditions sheet upon payment. Before opening the link it will disclose to you that by opening the link, you have agreed to our terms and conditions. In July, term sheet agreement and payment will be automated online via the website.

How difficult is it to customize the documents?

- All customization will be identified by a underline in the document. However you will need to be award of the legislation and labor laws that applies to your organization.

- For help customizing please contact us for our HR on Call/hourly services.

How many policies, templates, and guides where there be?

- There are 75 policies , procedures and templates, under the HR Essentials package
- There are 4 guides & 75 polices, procedures and templates included in the HR Fundamentals
- HR in a Box has all the above PLUS 10 hours of remote consulting time & a policy manual.

What if I have questions relating to my documents that I purchase?

- Please contact us through our info line.