

## HR Extra – *Your Low Cost HR Solution*

By subscribing to the HR Extra program, your management will enjoy the following benefits:

- Unlimited Telephone and Email HR Consultations by highly experienced HR Consultants\*.
- 24/7 Access to Online Forms Library
  - Instant access to legal and human resource forms, including forms to help you with hiring, firing, leave of absence, and many more.
- Monthly Electronic HR Alerts
  - Keep up to date on ever-changing employment laws and court cases.
- Webinars every other month that cover a variety of HR topics that are “hot” issues in the workplace today.

\*Please note, consultants are NOT attorneys. Please review our premium package for this service.

## HR Extra Premium Package – *including Legal Advice for HR*

By subscribing to our Premium HR offering, your management will enjoy the following benefits:

All of the features of the Low Cost HR Solution:

- Unlimited Telephone and Email HR Consultations by highly experienced HR Consultants.
- 24/7 Access to Online Forms Library
- Monthly Electronic HR Alerts
- Webinars every other month that cover a variety of HR topics that are “hot” issues in the workplace today.

**PLUS, under the Premium Package, you receive the following ADDITIONAL BENEFITS:**

- Dedicated HR Consultant
- Unlimited telephone and email **legal consultations** with **HR Attorneys:**
  - Includes unlimited document review and preparation
  - Unlimited telephone *legal* advice
  - Unlimited email *legal* advice
- Customized Employee Handbook
- Annual Human Resource Audit