



## Omega HR Limited: Packages & Services offered

Package / Service	What this includes	Benefits for Client	Further support available
<b>1 Free Healthcheck of your current employee documentation</b>	Our assessment of your current employee contract and your current staff handbook or policies, which must be provided by the Client to us in an electronic format; we'll give you written feedback including any recommendations.	Any areas of potential concern, or gaps, in the current HR provision will be identified and action recommended to enable significant risks to be avoided.	We can revise the existing employee documentation so that it is compliant with employment and other law and reflects the culture and needs of the Client's organisation.
<b>Free consultation on resolution of a current issue (1 per Client)</b>	One face-to-face meeting to hear about the issue and give you an overview/analysis; we'll give you written follow up with recommendations, and an estimate of any further time required to implement these and the cost of our support during this process.	The issue will be analysed and put in the relevant context (for example, is formal action the right way to go); avoidable risks will be identified and their significance assessed; and a clear way forward will be recommended.	We would support the Client through the process recommended so that the issue is resolved, and work with the Client to address any wider findings (for example, a lack of clarity about policies on attendance, conduct or performance; or confusion over job roles).
<b>Employment documentation package</b>	Provision of up-to-date and legally compliant policies, staff handbook, and employment contract templates, all tailored to the needs of the Client's organisation, for a fixed price. Preparing individual contracts for the Client to issue to each employee can be included at an additional cost.	The Client will know their organisation's employee documentation is risk-proofed and reflects the needs and culture of the business.	We would support the communication of the staff handbook content to employees and ensure managers of people are aware of the steps needed to deal with any issues, in line with the culture of the organisation. Facilitated workshops for managers could be arranged to embed people management techniques.
<b>New employer support package</b>	Employment documentation package as above (including preparation of individual contracts) and support with setting up employee files and recording systems for attendance, holidays, etc, for a fixed price. (The Client will need to set up PAYE but there are many solutions available, for instance Quickbooks or Xero, or engaging a Payroll services provider.)	The Client will know their organisation's employee documentation is risk-proofed and reflects the needs and culture of the business; and that contracts of employment have been issued correctly, and employee records set up to comply with legislation.	We would support the communication of the staff handbook content and the recording systems to employees and ensure managers of people are aware of the steps needed to deal with any issues, in line with the culture of the organisation. Facilitated workshops for managers could be arranged to embed people management techniques.
<b>HR Advice on call</b>	Reactive support by an HR practitioner in response to issues as they arise, available by phone or email, or via meetings; written confirmation of the advice given will be provided. This support is charged for on an hourly basis.	The Client will have complete flexibility on when to access support and will therefore pay just for the time utilised.	Having supported the Client to resolve the immediate issue, we would work with the Client to address any wider findings (for example, a lack of clarity about policies on attendance, conduct or performance; confusion over job roles; or an identified development need in employees or their managers).



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<b>HR Advice guaranteed</b>	Access to a HR practitioner for an agreed number of hours each month of HR support, available by phone or email with guaranteed maximum response times; face-to-face meetings can be included. The support can be reactive or pro-active - for example, including a regular meeting to provide a strategic HR overview of the Client's business. Discounts are available on the hourly rate if the Client signs up for a minimum number of hours per month for 6 or 12 months.	The Client has guaranteed support for the time agreed, and can't lose out because of the flexibility of roll-over on unused hours. (Please note, the Client cannot bring forward hours from future months of the contract.)	The agreed time, if sufficient, can be used for other purposes, such as updating the Client's HR policies and staff handbook, or delivery of training. The Client can at any time increase the number of hours paid for each month, and can sign up to a new 6 or 12 month commitment at the higher hours to receive the relevant discount.
<b>HR Advice guaranteed Plus</b>	HR Advice guaranteed package as above, plus additional time each month for provision of pro-active updates to policies, staff handbook, and employee documentation where all of these have been provided or validated by Omega HR. The same discounts on the hourly rate for a contract of 6 or 12 months would apply.	The Client has guaranteed support for the time agreed, and can't lose out because of the flexibility of roll-over on unused advice hours. (Please note, the Client cannot bring forward advice hours from future months of the contract.) The Client will have full confidence that its employee documentation is up to date with changes in response to evolving employment case law and legislation.	The agreed time, if sufficient, can be used for other purposes, such as delivery of training or reviewing job roles and organisation structure. The Client can at any time increase the number of hours paid for each month, and can sign up to a new 6 or 12 month commitment at the higher hours to receive the relevant discount.
<b>Project support</b>	Pro-active and/or reactive HR practitioner support for at least half a day a week, on the Client's premises if desired, during an agreed time period, for example supporting or carrying out an investigation, advising and supporting with a restructure, relocation, or expansion of business. This would be charged at a daily or weekly rate, with discounts available depending on the length and phasing of the support.	The Client will have one or more HR professionals available for the agreed time (for example, 1 day a week), on site if desired, to work to a defined project brief and will know the cost in advance.	Within the agreed time, as well as the defined project work, any type of HR support can be provided; or if other concerns are identified, additional time can be agreed to deal with these, and an integrated approach can be taken to ensure the Client and its employees benefit from best-practice people management and organisational design.
<b>Interim support where Client has HR function</b>	HR practitioner working on the Client's premises as part of the organisation for an agreed time each week, and if desired for an agreed duration, including management or supervision of Client's HR team where appropriate. This would be charged at a daily or weekly rate, with discounts available depending on the length and phasing of the support.	The Client will have one or more HR professionals available on site for the agreed time (for example, 2 days a week) and will know the cost in advance.	Within the agreed time, all types of HR support can be provided; and if other concerns are identified, additional time can be agreed to deal with these so that an integrated approach is taken to ensure the Client and its employees benefit from best-practice people management and organisational design. This could include an assessment of the Client's HR function to ensure it is optimised for the needs of the business.