

HR2Leap™ gives you access to HR consultation, guidance and coaching services including:

- HR subject matter expertise with a certified HR professional
- Talent management strategies
- New hires
- Benefit administration
- Wage and hour compliance
- Workers compensation administration
- Leaves of absence administration
- Regulatory compliance
- Employee relations such as workplace harassment, discrimination and violation of policies.
- Performance management
- Discipline and documentation
- Annual HR legislative updates to incorporate into employee handbook

*Services available in Spanish*

## Our Packages

### HR2Leap5

5 hours per quarter / \$875

### HR2Leap10

10 hours per quarter / \$1,700

### HR2Leap15

15 hours per quarter / \$2,475

### Launch Kit

\$250

(Required for any package)

**Add-On Services / quoted by request**



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**leapsolutions®**



**HR2Leap™**  
**HR Solutions for Every  
Business and Every Budget**

**ARE YOU READY TO LEAP?®**

# ARE YOU READY TO LEAP?®

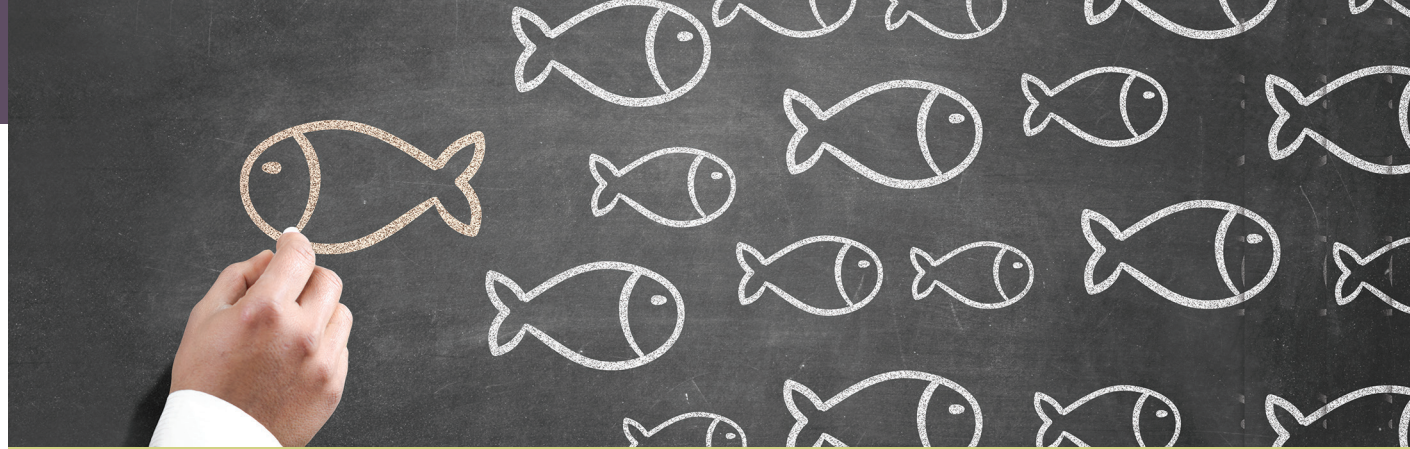
## What We Do

At Leap Solutions Group, we know that thriving human resources is vital to a healthy organization. While not every business can maintain an in-house HR department, no business can afford to neglect HR—there's just too much at stake when it comes to keeping your people and your organization safe, strong and successful. We've got the perfect solution. From temporary relief to long-term support, we've got you covered.

HR2Leap™ is the ideal program for organizations of any size looking for top quality HR without the expense of hiring a full team. Our HR2Leap packages are utterly flexible, entirely customizable and completely tailored to your unique business needs and goals. You pick the package—5, 10, or 15 hours per quarter—and the Leap team is at your service.

The professionals at Leap have the experience, know-how, compassion and discretion to help you handle even the thorniest HR situations, boost your compliance and protect yourself against unintended violations that could result in penalties or lawsuits, and make your organization run smarter and perform more competitively than ever.

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## How It Works

When you engage with HR2Leap™, we'll meet with you to get to know the culture of your organization, gain a thorough understanding of your current HR, and determine how we can best serve you. We'll then help you select the right package for your organization, your objectives and your budget.

## Launch Kit

*Whatever package you choose, we'll provide you with a proprietary HR2Leap™ Launch Kit, which features these invaluable HR essentials:*

- Access to HR Engagement Survey
- Annual subscription to Leap Newsletter
- Subscription to Employment Law Update (for breaking news on employment and labor laws)
- Access to our HR2Leap™ Resource Library (including customizable forms, guidelines and notices, such as sample job descriptions, leave of absence information, and much more)
- Legal employment poster
- Employment forms (including customizable forms, such as recruiting interview questions, new-hire checklists and required notices, and termination checklists)

## Add-On Services

*Outside the scope of our packages, we offer additional value-added, project-based solutions, including but not limited to:*

- + Customized training for leadership, team or individual contributors
- + Workplace harassment investigations

- + Employee handbook development
- + Market-based compensation analysis and planning
- + Full-cycle recruitment

