



The Difference

AIS provides clients with full-scale, pro-active Human Resources services, not just access to websites. We prevent problems before they arise.

Standard Services

Standard services include a **monthly 2 hour telephone allotment** with a Human Resources Advisor, in addition to **unlimited e-mail**. Standard services also include assistance with/advice on:

- . Performance Management
- . HR Audits
- . Employee Handbook Review
- . Harassment & Discrimination Complaints
- . Immigration
- . Job Descriptions
- . Compensation and Total Rewards
- . Policy & Procedure Review
- . Wage & Hour/Equal Pay Act Regulations
- . Leave Policies
- . Conflict Resolution
- . Employee Relations
- . Talent Selection & Retention
- . Statutory Compliance
- . EEO/ADA/FMLA Administration
- . HIPAA, ERISA Compliance
- . Recordkeeping Support
- . Training & Development
- . Mandatory Training Programs
- . Research
- . Risk Management Assessment
- . Internal Investigation Support
- . Mandatory Workplace Notices



1.800.523.8351
www.aiservicesinc.com



List of Optional Available Client Services

In addition, we can assist your organization in performing the following services on a fee basis:

- . COBRA Administration
- . Drug Testing
- . Background & Reference Checks
- . Employee Handbook Development
- . Policy & Procedure Development
- . Wage & Benefit Surveys
- . Job Offer/Rejection Letters
- . Employee Surveys
- . Compensation Studies
- . Employment Agreements
- . Waivers & Separation Agreements
- . Candidate Interview and Selection Services
- . Confidentiality and Non-Disclosure Agreements
- . EAP

After an initial consultation, fees are generally determined on the basis of the documents or transactions to be completed and are fixed, whenever possible, before the services are rendered.

In cases where a fixed fee cannot be determined in advance, a reasonable fee will be assessed based on time spent and costs incurred. The fees for time will be based on hourly rates between \$65 and \$90 (depending on the nature of the services). Phone time exceeding 2 hours per month is subject to additional charges billed at an hourly rate of \$95.



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