



About MyOHR

We are focused on providing a variety of Human Resources services for companies as a cost effective alternative to hiring a full time Human Resources professional. Our consultants can advise on many aspects of the HR Policy and practice. Our HR Service focuses on the following areas:

- **Compliance** -- we focus on compliance with California law in employment practices, legal posting and general employee management.
- **Infrastructure** -- our infrastructure systems include personnel files, hiring processes, employees relations management and termination processes.
- **Training** -- training support programs include safety training, harassment prevention training, customer service training effective communication training and ethics training. The programs are geared for managers and non-management employees.
- **Triage** -- OHR triage support includes problem resolution with a rapid response for day-to-day business and management related issues.

Services include:

- Crisis Support
- Employee Handbooks
- Leave Management
- HR Audits
- EDD Appeals
- Regulatory Compliance
- Employment Processes and Screening Policies
- Business and Policy Strategies
- Employee Relations
- Department of Labor Actions
- Compensation Analysis and Planning
- Training and Mentoring
- Special Project Work
- *and More!*

Our consulting staff has over 25 years of experience in the Human Resources field. Based in Silicon Valley, we are well-versed in California law and practical research principles to support employee needs outside of California. Our consultants provide generalist support. We've designed and implemented the full hiring process from requisition approval process, sourcing, interviewing and selection, offer letter generation to successful hire.



Member Product Offering

As of January 2015

Basic Client Package **\$200 per month**

- Human Resources Forms Library
- Phone Support/Triage, up to 4 calls, max 1 hour per year
- Annual Seminars
- Web Access
- Newsletters
- HR Project Services at \$150 per hour

Members HR Legal Compliance Package **\$500 per month**

- Includes the Basic Package, and
- Required Posters, 1 location
- On-site Records Audit, up to 5 hours
- General Employment Practices Review
- Phone Support, up to 12 hours per year
- HR Project Services at \$100 per hour after 12 hours

Premium Members **\$1,000 per month**

- Includes the Basic Package, and
- Required Posters for 1 location
- On-site Records Audit, up to 5 hours
- General Employment Practices Review
- Employment Application
- New Hire Orientation Kit 1 master document
- Employee Handbook, updated annually
- Injury and Illness Prevention Plan (SB 198)
- Flash drive with Forms and Documents
- Invitations to Quarterly Harassment Prevention Training
- Group Training Workshops
- Phone Support and On-site Visits, up to 24 hours per year total
- HR Project Services at \$100 per hour after 24 hours



Premium Member Product Offering
As of January 2015

Premium Members Package **\$1,000 per month**

OHR Legal Compliance Package
Required Posters for 1 location
On-site Records Audit, up to 5 hours
General Employment Practices Review

HR Project Services discounted fee \$100 per hour after 25 used

Custom Employment Application
New Hire Orientation Kit (1 master)
Annual Employee Handbook Updates
Injury and Illness Prevention Plan (SB 198)

Flash Drive with Master Forms and Documents

Project work/On-site Visits/Phone Support/Triage up to 25 hours per year

Human Resources Forms Library
Annual Seminars
Invitations to Quarterly Harassment Prevention Training no charge for groups
Invitations to Workshops
Web Interface of HR Documents from OHR
Monthly Human Resources Newsletters

Special Project Work and Other Consulting Services