Human Resources Services Fee Schedule

### Service

#### Background Checks
Criminal background checks that include SSN verification, criminal court records, state criminal searches, county criminal searches, inmate and criminal records, arrest and booking records and nationwide sex offender registry search.

$35 per person

#### Required Federal and State Postings
Provided annually, such postings include Oregon State Minimum Wage poster, Oregon Family Leave Act poster, Oregon OSHA poster, Federal Minimum Wage poster, Federal Family and Medical Leave Act poster, EEOC “It’s the Law” poster, Federal Polygraph Protection Notice, and Federal USERRA (military rights) poster.

$30 per office per year

#### Employee Handbook Creation and Custom Development
Comprehensive, custom-designed employee handbook that includes recommended policies to meet HR compliance as well as any policies and procedures specific to your practice.

$100 per hour; caps at $1,000. $20 per hard copy (optional).

#### HR Consulting
Consulting services with a PHR or SPHR consultant: Employee relations issues, coaching, staff meetings, policy creation, discipline and termination, etc.

$100 per hour (includes drive time).

#### Recruiting
Employee recruiting to meet your office needs. Advantage will draft and post job advertisements, maintain all resumes and applications in accordance with legal requirements, test and screen all applicants, coordinate in-person interviews with client, conduct reference checks and advise on candidate selection.

$100 per hour

#### Job Descriptions
Thorough job descriptions that meet ADA requirements and include position, department, reporting structure, employment and exemption status, schedule, summary, essential functions, competencies, supervisory responsibilities, work environment, physical demands, travel, required and preferred education and experience, and AAP/EEO statement.

$100 per job description

#### Complaint Investigation
Thorough and legally compliant investigations of harassment and discrimination.

$100 per hour

#### Supervisor Training
Includes discrimination and harassment, hiring practices, wage and hour laws, managing, absenteeism and family leave, and safety responsibilities.

$350 per office (max. 3 attendees; additional costs for more attendees and travel time)

#### Direct Placement
Employee placement to meet your office needs. Advantage will post all job advertisements, maintain all resumes and applications in accordance with legal requirements, test, screen, and coordinate and participate in interviews of all applicants with client, conduct background and reference checks and provide initial OSHA and harassment training.

Fees are on a contingency basis; there is no fee due until you hire someone. The amount of the fee is 17% of the candidate’s salary.

If the candidate leaves within the first 29 days, Advantage will refund 50% of the fee.

If the candidate leaves after 29 days but before the 59th day, Advantage will refund 25% of the fee.

After the candidate works 60 days none of the fee will be refunded should the candidate leave.

$75 per employee; caps at $1,000.

#### Annual Training
Provide comprehensive annual training that includes harassment, general safety (fire, natural disasters, workplace violence, etc.), OSHA (Bloodborne Pathogens Exposure Control, Hazard Communication, Globally Harmonized System, Biomedical Waste Management, etc.) Ergonomics and HIPAA.

$750 (includes drive time paid at $35/hr). Specific audits may be conducted at the HR consulting hourly fee.

#### Comprehensive HR Audit
OSHA compliance, ADA compliance, EEO compliance, Safety audit, FLSA and Wage and Hour compliance, FMLA/OFLA compliance, personnel files and record keeping audit, I-9 audit and COBRA audit.

$750 (includes drive time paid at $35/hr).

#### How to Sign Up:
To start the sign up process or get more information about the services and fees contact Advantage Dental Human Resources at:

541-504-3962

HR@advantagedental.com