



PROPOSAL

Employee Handbook Project

February 5, 2024

SUBMITTED BY:

Kelly A. Hayden, JD
Chief Legal Counsel

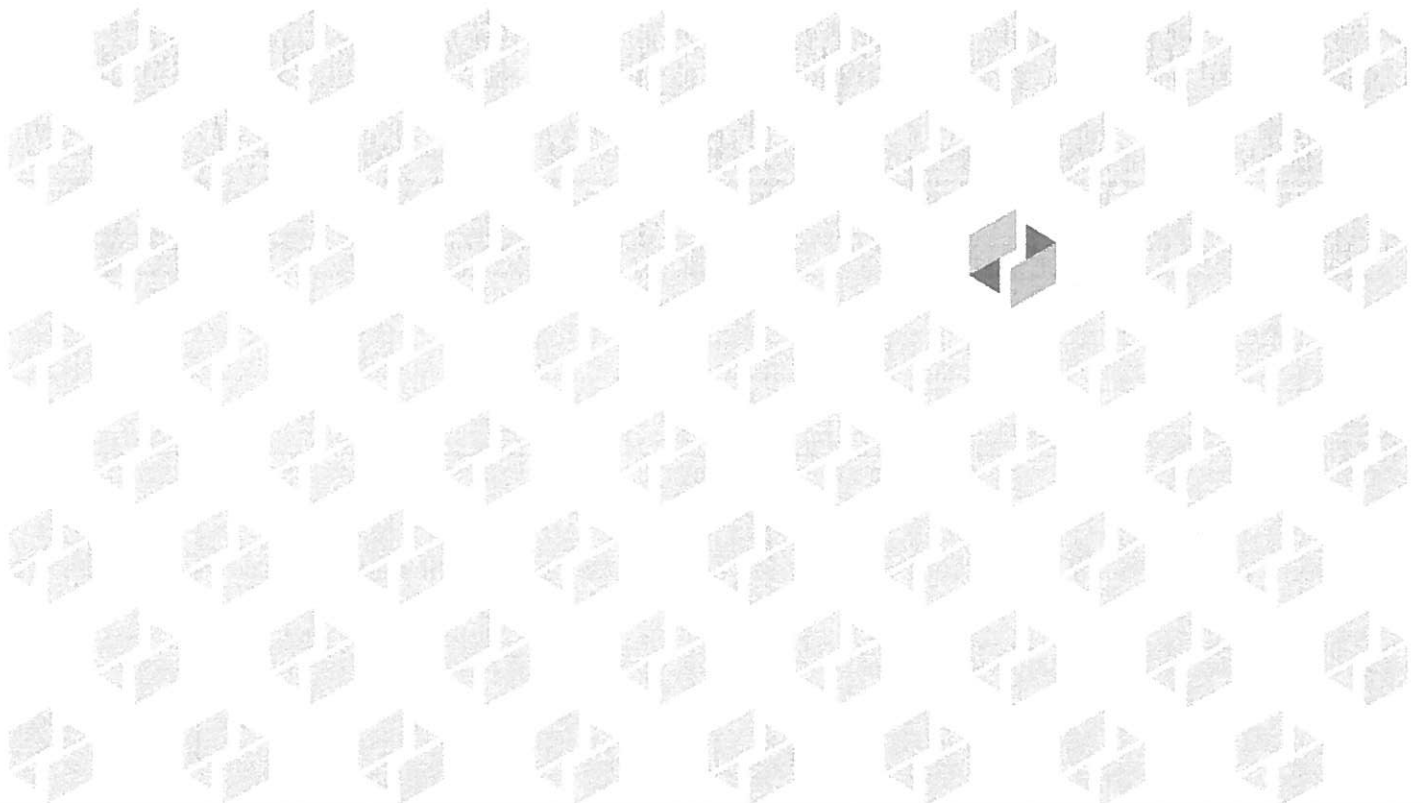




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About HR Source

HR Source has been a leader in providing service to employers for over a century. Through the years, HR Source has directed all of its efforts towards achieving a single purpose – to keep organizations strong, prosperous, and competitive by partnering to strengthen their human resource practices. Today, our strong and growing not-for-profit organization serves a diverse array of over 1,000 employers, including manufacturers, public employers, financial service providers, and social service agencies.

HR Source delivers timely information, local and national benchmarking data, first-rate educational programs, forums for member networking, and a menu of solutions to current management challenges. Our services focus on complying with complex regulations, attracting and retaining talent, training employees to keep pace with today's constantly changing work environment, and building relationships with other employers and valuable resources.

HR Source's dedicated and experienced staff strive to provide our members and clients with the most current information, counsel, and best practices available. We believe the human side of the organization is the key differentiating factor and we endeavor to offer employers effective and efficient services which allow them to thrive.

Our Approach/Investment

- We are reviewing your handbook for legal compliance. In accordance with this goal, we will also make suggestions of alternate wording or phrasing to make issues clearer or easier for employees to understand.
- We will propose suggested policies for inclusion in the handbook, if needed.
- The handbook review will be conducted by one of our employment law attorneys to ensure compliance with **Illinois and federal employment laws**. Compliance with additional state laws will result in extra charges.
- We request that you provide the handbook in Microsoft Word format, so we can make suggested changes directly to the Microsoft Word document. These changes will be delineated so that you can see exactly what we suggest. **While we can work with a pdf, this may delay the completion of the handbook.**
- We will provide one Zoom meeting upon completion of our revisions to discuss the revisions and/or any questions or concerns you may have about the handbook. **This meeting must be held within 60 days of project completion.** Meetings not held within 60 days and/or held outside of normal business hours (8 a.m.-5 p.m.) are charged at our normal hourly rate.
- **Please note:** the cost proposal does **not** include layout, design, administrative or formatting services (e.g., table of contents, index, placing the document in final format once legal review is completed, appendix, graphic design, etc.), or any additional material/policies/addendums.
- **Reviews are normally completed within approximately 12 weeks of approval to proceed and our acknowledgement of your approval.**
- The cost for development of your organization's handbook is **\$1850**.



Project Team

Kelly Hayden is Chief Legal Counsel for HR Source, a professional organization providing human resource solutions for member organizations for over 100 years. In her role, Kelly provides representation to employers before the Illinois Department of Human Rights, the Illinois Human Rights Commission, the Equal Employment Opportunity Commission, the Illinois Department of Labor, the US Department of Labor and other state and federal agencies. She also assists employers with hiring, discipline, and termination procedures; preparation of employment agreements; and the drafting and reviewing of employment policies and handbooks. She provides employment law compliance training for managers, supervisors, and HR professionals covering many topics including harassment, discipline and discharge, the FMLA, ADA, social media, employee handbooks, interviewing and hiring and drug and alcohol testing. As a representative of HR Source, Kelly frequently lectures to professional organizations on numerous employment law topics and contributes to the Association's website and has authored articles in numerous trade journals.

Kelly has a J.D. from the Indiana University Maurer School of Law and a B.A. in English and psychology, also from Indiana University, Bloomington. Kelly is admitted to practice law in the State of Illinois and before the Northern District of Illinois, the United States Court of Appeals for the Seventh Circuit and the United States Supreme Court. Kelly came to HR Source from a large Chicago law firm where she practiced for nine years defending employers in employment discrimination trials. Kelly served as a fire commissioner for the Village of Frankfort Fire Protection District for 15 years and has led HR Source's Legal Department for over 10 years.



Letter of Agreement

In all work provided to members by HR Source attorneys, the member is the client and all decisions are made based solely on professional judgment and what is in the client's/member's best interest.

The handbook development project rate as contained in the proposal is \$1850. The project will be invoiced and is due after submission of the first draft. This arrangement is separate from any other services you may be using or receiving as a member of HR Source.

If these terms are acceptable to you, please sign below as an acknowledgement and we will proceed. Of course, if you have any questions, please do not hesitate to contact me directly.

I acknowledge and agree to the terms of as stated in this letter and authorize HR Source attorneys to proceed accordingly.

A stylized handwritten signature in black ink, written over a horizontal line.

Member Authorized Representative Signature

A handwritten date "2/8/2024" in black ink, written over a horizontal line.

Date

A handwritten printed name "Michael J. Baum" in black ink, written over a horizontal line.

Member Authorized Representative Printed Name

A handwritten date "2/8/2024" in black ink, written over a horizontal line.

Date