

## EMPLOYERS SERVICES FEE SCHEDULE - 2012

This brochure contains details of the following services and products available from **LIMEhr**:

- HR-on-a-disc- £599 + VAT
- Red Retainer Package;  
£1,875 + VAT incs  
15 hours advice
- Gold Retainer Package;  
£4,310 + VAT incs  
40 hours advice
- Black Retainer Package;  
£6,380 + VAT incs  
65 hours advice &  
a **FREE iPad with HR  
document package included**
- Day rates / fixed fees  
by arrangement
- Bespoke retainer packages

## HR-ON-A-DISC

For any new business starting out, or, if your business has grown to a size that you now need to implement contracts and a staff handbook, we offer a documentation only package.

The package includes employment contracts, policies and documents, everything an employer needs to manage their staff effectively and legally.

All documents are prepared by fully qualified Solicitors with over a decade of experience in dealing with Employment Law.

**LIMEhr**  
THE EMPLOYMENT LAW EXPERTS

LEGAL INNOVATORS FOR  
MANAGERS & EMPLOYERS

LIMEhr are a private limited Company registered in England and Wales under number 75 17 050.

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THE EMPLOYMENT LAW EXPERTS



EMPLOYMENT LAWYERS

HR EXPERTS

MEDIATORS

PERFORMANCE COACHES

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## HR-ON-A-DISC CONTENTS

1. Job offer letter
2. Contract of employment
3. Zero hours contract
4. Directors service level agreement
5. Sickness recording form
6. Sickness self certification form
7. Holiday request form
8. Performance improvement plan (in excel)
9. Annual appraisal
10. Contract for self employed contractors
11. Staff Handbook containing;

Personal details, home address and next of kin, Dress Code, Expenses Policy, Equal Opportunities Policy, Anti-harassment and Bullying Policy, Sickness Absence Policy, Capability Procedure, Disciplinary Rules Disciplinary Procedure, Grievance Procedure, Whistleblowing Policy, Retirement Policy, Maternity Policy, Paternity Policy, Adoption Policy, Parental Leave Policy, Time Off for Dependents Policy, Compassionate Leave, Bereavement Leave, Flexible Working Policy, Homeworking Policy, Career Break Policy, Time Off for Training Policy, Compassionate Leave, Bereavement Leave, Flexible Working Policy, Homeworking Policy, Career Break Policy, Time Off for Training Policy, Time Off for Public Duties, Health and Safety Policy, No-smoking Policy, Stress Policy, Substance Misuse Policy, Data Protection Policy, Electronic Information Policy and redundancy policy.

### What is not covered:

Please note that the disc is a document only package, the discs do not include advice on the meanings of the clauses and how they relate to your business. If you feel your Organisation might require bespoke documents or advice there on please combine the Disc with one of the Retainer pack pages opposite.

## THE RETAINERS

### Red retainer package.

£1,875.00 + VAT

- 15 hours of email and telephone advice to include standard letters and documents
- Annual audit of contracts and staff handbook
- Monthly employment law updates
- Annual visit (more by arrangement)

### Gold retainer package.

£4,310.00 + VAT

- 40 hours of email and telephone advice to include standard letters and documents
- Annual audit of contracts and staff handbook
- Monthly employment law updates
- Annual visit (more by arrangement)

### Black retainer package.

£6,380.00 + VAT

- 65 hours of email and telephone advice to include standard letters and documents
- Annual audit of contracts and staff handbook
- Monthly employment law updates
- 2 annual visits (more by arrangement)
- This package includes a **FREE iPad with full HR documentation package uploaded**

### Bespoke Retainer Package.

Bespoke packages can be created to suit your Business needs.

## MISCELLANEOUS

### Day Rates | Fixed Fees

Day rates and fixed fees can also be agreed by special arrangement for issues such as;

- Training
- Coaching
- Attendance & preparations for disciplinary hearings
- Attendance & preparations for grievance hearings
- Attendance & preparation for redundancy consultations
- Preparation of performance improvement plans
- Preparation of annual appraisals
- Contract reviews and audits
- Tribunal threat and risk assessment

### Loyalty Referral Scheme

For those clients who engage us by way of one of our retainer schemes additional hours can be 'earned' by way of our loyalty referral scheme. For each client you refer who also signs to a retainer scheme you shall 'earn' additional hours which shall be added to your retainer package. Enquire for further details.

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