

YOUR INDUSTRY IS UNQIUE...

so are your people

RESTAURANTS . RETAIL . HOSPITALITY .

WE UNDERSTAND YOUR INDUSTRY

- Your people are your biggest asset.
- You deal with challenging people issues daily. Without proper policies and procedures in place it can expose your business to liability.
- Your hours are NOT 9am-5pm Monday-Friday. It's 7 days a week, evenings and weekends!
- Your team consists of Millennials who have a couple of jobs on the go and structure in the workplace can be hard to implement.
- Easy to read and concise policies & procedures work best for your team so they clearly know the rules and what is expected of them.
- Your office work is done between serving the needs of your customers. You work from your bar, front desk or in the coffee shop. As such your HR Tool Kit needs to be simple and practical.
- No day is EVER the same. Pivoting and adjusting to the needs of your business is part of your everyday life. You are good at managing change and you thrive on it!



WE CAN HELP MANAGE YOUR PEOPLE NEEDS



word on the street...

Testimonials from some of our valued clients

MARKET RESTAURANT

- 66 *Working with Salopek is comforting knowing that our people issues are in good hands. We love the flexibility in services they provide and can always count on them to be there when needed. They understand our industry which is very important and are small business owners themselves, so they can appreciate what we go through to make our business a success. Our team feels valued knowing we have an outsourced HR department dedicated to ensuring their needs and voices are heard. We feel safe knowing that Salopek is there to help us with the difficult people issues and ensures our liability is reduced. We would highly recommend.* 99

SWIMCO

- 66 *We have been working with Salopek and Associates for over two years. They have been instrumental in providing training and support for us in developing organizational direction in our growing company. They have provided insight and direction in areas in which we lacked experience. We relied on them as our contract Human Resources department. They then provided us with the skills and training to allow us to develop our own HR department. We continue to utilize their services in a consultancy role and we are happy to have them as our HR consultant/partner.* 99



Menu

HUMAN RESOURCES SERVICE OFFERINGS



WWW.SALOPEKCONSULTING.COM

STARTERS | INVEST IN YOUR PEOPLE

COVID-19 Re-Opening | \$185

Re-open with confidence. We provide a Staff Recall Letter, Healthy Screening Assessment & Consent Form + customized Return to Business OH&S Check-list to ensure a safe re-opening for your team and customers. Get 1 hour consultation with an HR Consultant to answer any of your re-opening questions.

HR On Call | \$150/hr

We've got your back! Contact us with your challenging employee questions. Let's talk it through – trust us, we have heard it all. A minimum charge of 15 minutes. A good investment for expert advice on your difficult people issues.

Confidential Staff Hotline | STARTING AT \$250/YR

Protect your most important resource and make sure your people have a voice. Our confidential hotline gives your team access to an HR consultant if they feel they are being disrespected, bullied, harassed or un-safe. Mitigate your risk as an employer and proactively ensure a healthy workplace. We provide posters and customized communication material for your team about our hotline.

Less than 50 employees - \$250/YR | 50+ employees | \$500/YR

Staffing Up | \$375

Turnover can happen fast and the show must go on! Get 3 hours with an HR Consultant who will guide you in effectively recruiting new people or recalling your employees. We will answer questions, provide tips and tools on interviewing, reference checks and provide assistance to ensure you are legislatively compliant.

Termination Support | \$375

No one likes to fire a member of their team. We are here to ensure it goes smoothly and will help with Termination Letters, Release Forms and support on the day of termination while managing the exit of the employee and staff morale. This is one of the largest liabilities a business can have, so make sure you are doing it right!

MAIN COURSE | BUILDING YOUR HR INFRASTRUCTURE

Retained HR | \$550

We are your outsourced HR department and business partner. A dedicated HR Consultant will be available to your organization to ensure all your HR issues are addressed in a timely manner. Includes 5 hours of Consulting support and you decide how to use them with guidance from our team.

HR Essentials - Policies & Procedures | \$499

Access to all 75 key HR Policies and Procedure templates your business needs to ensure compliance with all employment legislation. Pick and choose which documents you want to create or add to your own employee handbook.

HR In A Box | \$1999

We've got this! Our HR experts will build and customize your employee handbook to ensure compliance with all employment legislation. We will develop a communication plan to role out your handbook to your team and provide 3 hours of consulting time for customization. This is the complete HR package to ensure your HR infrastructure is solid and the correct Policies and Procedures are in place to reduce liability for your organization.