



# Partnership Handbook 2024

HR Covered Inc. provides HR support to over 1500 Canadian small businesses and not-for-profits. We provide unlimited subscription based HR services on one and three-year plans. These services help your organization maximize its employees' potential and reduce employer liability. Learn more at [www.hrcovered.com](http://www.hrcovered.com). In Quebec, we operate under a separate company called Exact RH Inc.





# HR Hub

Access over 1000 up-to-date HR documents in accordance federal and provincial regulations plus HR content.

Flat Fee

~~\$990~~ /Year

**NO CHARGE**



## HR Hub (formerly known as the Document Library)

- Unlimited downloads to over 1000 HR documents & policies
- Document templates you can customize in minutes
- HR policies for provincial and federal jurisdictions
- Up-to-date with the latest laws and regulations
- Includes various HR forms such as fitness to work
- Includes HR letters including disciplinary warnings
- Includes various job descriptions templates
- HR webinars on various HR topics, blogs and other content
- Plus you get 50% off the recruiting commission as a HR Hub user

**Click [Here](#) to Register/Login to the HR Hub**

If you're reading this, you are now a member of the HR Covered Partnership program. As a member, you now get unlimited access to our HR Hub at no charge.

# Legislative Training

Train your staff to follow safety laws and meet mandatory training requirements for legal compliance.

Starting at

**\$495** /Year

*\*Based on a one year subscription for 20 employees or less*



30 Day Money Back Guarantee



## Unlimited Access

Train your entire team, including part-time staff and volunteers.



## Employee Certificates

Your staff will receive a certificate of completion for each course they take. The certificates meet government training records requirements.



## Self-Serve Portal

Empower your staff to train at their own pace from home or at the office; enroll them at any time of the day.



## Mandatory Training Courses

We offer the core online training courses that are mandatory for employees in your jurisdiction.



## Unlimited Reporting

Your organization has unlimited access to progress reports. These reports show you who has finished the training courses and who hasn't.

**Become a VIP. If you buy a three-year plan, you get auto-enrolled into our VIP program. VIP members get 20% off all services compared to one-year plans.**



# Unlimited HR

No matter how many employees you have, we offer unlimited HR advice you can rely on - *and* afford.

Starting at

**\$1495** /Year

*\*Based on a one year subscription for 20 employees or less*



30 Day Money Back Guarantee



## Unlimited HR Advice

Access our team for expert HR advice and solutions. No more waiting – get the answers you need in under an hour.



## Employment Contract Templates

Make your hiring process easier and protect your business with our Employment Contract templates.



## Independent Contractor Agreement Template

Use our template to make sure your contractor relationships are compliant and secure.



## Unlimited HR Document Requests

Need an HR document or policy we don't have? We will create it for you.

**Become a VIP. If you buy a three-year plan, you get auto-enrolled into our VIP program. VIP members get 20% off all services compared to one-year plans.**



# Unlimited HR Plus

We'll support your employees and handle terminations and discipline, so you don't have to.

Starting at

**\$11,119** /Year



30 Day Money Back Guarantee

*\*Based on a one year subscription for 20 employees or less*

*\*\*This service must be purchased with Unlimited HR*



## Employee Assistance & Support

- Employee onboarding support and set up help for new hires
- Supporting employees with concerns, complaints, and policy inquiries, including harassment and workplace conduct
- Answering questions about company benefits, entitlements, EI, employment standards and statutory holiday pay
- Our HR professionals are here to talk privately about sensitive HR issues with owners, managers, and employees



## Disciplinary Actions & Terminations

- Facilitating confidential communication between management and employee
- Termination and discipline letter drafting
- Facilitating progressive discipline process
- Employee termination execution
- Severance negotiation and securing release documentation

**Become a VIP. If you buy a three-year plan, you get auto-enrolled into our VIP program. VIP members get 20% off all services compared to one-year plans.**



# Occupational Health & Safety

We will help your organization understand health and safety rules and responsibilities so you can keep your employees safe.

Starting at

**\$995** /Year

*\*Based on a one year subscription for 20 employees or less*



30 Day Money Back Guarantee



## Unlimited OHS Advice

Get unlimited advice from HR professionals on occupational health and safety (OHS) solutions for your safety needs.



## Virtual OHS Walkthrough

Experience an innovative virtual walkthrough and receive a comprehensive safety report which identifies potential hazards and how to address them.



## Health & Safety Manual

Work on making your workplace safe and compliant with our OHS manual, specific to your jurisdiction, employee count, and workplace hazards.



## Unlimited OHS Document Requests

Need an OHS document or policy we do not have? We will create it for you.

Become a VIP. If you buy a three-year plan, you get auto-enrolled into our VIP program. VIP members get 20% off all services compared to one-year plans.



# Unlimited Legal

We offer a better way to get the legal advice you need from lawyers you can trust. No more retainers or hourly charges.

Starting at

**\$2999** /Year

*\*Based on a one year subscription for 20 employees or less*



30 Day Money Back Guarantee



## Unlimited Employment Law Advice

Get advice on employment law from our team of lawyers with our unlimited employment law service.



## Custom Independent Contractor Agreements

Get unlimited custom independent contractor agreements to ensure compliance in your contractor relationships.



## Custom Employment Contracts

Receive professional employment contracts tailored to your unique business needs, designed to safeguard your interests.



## Advice, Negotiation, and Termination Documentation

You can rely on our lawyers to confidently navigate employee terminations and put your business interests first.

**Become a VIP. If you buy a three-year plan, you get auto-enrolled into our VIP program. VIP members get 20% off all services compared to one-year plans.**