



TOWN OF WOODBURY

Professional Services Agreement

EMPLOYEE HANDBOOK

PARTIES TO AGREEMENT

This Professional Services Agreement is made by and between the Town of Woodbury, herein referred to as the "Client", and Public Sector HR Consultants LLC (PSHRC), with principal offices located at 14 Knollwood Drive, Glenville, NY, 12302.

PSHRC provides a comprehensive human resource management consulting service. PSHRC does not represent that it is in the practice of law, but provides administrative and consulting services to effectively manage the Client's human resource management needs. In the event the Client requests that its legal counsel participates in any aspect of PSHRC's human resource management, PSHRC will consult with the Client's legal counsel as directed. The Client understands and agrees that PSHRC's role is limited to an advisory capacity only and that the application and implementation of the information and services provided by PSHRC, and any employment actions pursued as a result of advice furnished by PSHRC, are solely the responsibility of the Client. Furthermore, Client understands that neither PSHRC nor any other party can determine with certainty how an appropriate government agency or other trier of fact may apply the law with regard to a specific factual situation. As a result of such, Client acknowledges that PSHRC shall not be responsible to Client as a result of a determination made by a government agency and/or other trier of fact absent negligence or willful misconduct of PSHRC.

SCOPE OF SERVICES

EMPLOYEE HANDBOOK

PSHRC will develop and implement an **Employee Handbook** for the Town of Woodbury. The specific professional services to be provided by PSHRC will include:

1. Review current employee benefits, personnel policies, procedures and established practices, and collective bargaining agreements.
2. Attend one consultative meeting on-site at the Client's location to interview designated Town personnel to review current policies and procedures and established past practices, and to ascertain needs and make recommendations for additions and modifications to such policies, procedures and practices.
3. Produce an executive draft of Employee Handbook for review by appropriate Town representatives. This draft will include content as represented above, customized to the Town's specific circumstances.
4. Produce one master copy of the finalized Employee Handbook. Bulk printing of the Employee Handbook is not included in this proposal.

5. Provide updates when requested by the Town or when a compliance change occurs, at no additional cost, for a period of one year from the signing of the Employee Handbook Agreement.
6. Provide unlimited telephone / e-mail support with respect to implementation, application and questions on the Employee Handbook, for a period of one year from the signing of the Employee Handbook Agreement.
7. OPTIONAL – At the Town Board’s request, conduct a workshop to introduce the final (adopted) Employee Handbook to Town personnel.

FEE FOR SERVICES

Employee Handbook Development and Implementation - The fee for the services described above will be **\$4,500**.

OPTIONAL WORKSHOP - The fee for the introductory workshop presentation to explain and distribute the Employee Handbook to Town personnel will be **\$750**.

Travel Expenses: The Town of Woodbury agrees to reimburse PSHRC for all reasonable travel expenses (limited to mileage/tolls) directly related to providing services detailed in this proposal. The mileage rate that will be charged shall be the IRS mileage rate in effect at the time of travel.

TERMS OF PAYMENT

Forty percent (40%) (\$1,800) billable upon execution of this agreement; forty percent (40%) (\$1,800) billable upon delivery of the initial draft of the Employee Handbook; twenty percent (20%) (\$900) billable thirty days following delivery of the initial draft of the Employee Handbook. Travel expenses will be billed as they occur. Invoices will be due upon receipt.

IN WITNESS WHEREOF, the parties have executed this Professional Services Agreement through their respective representatives.

Town of Woodbury

Public Sector HR Consultants LLC

Signature: _____

Signature: Ronni M. Travers

Print Name: _____

Print Name: Ronni M. Travers

Title: _____

Title: President

Date: _____

Date: 11/27/17



TOWN OF WOODBURY

Professional Services Agreement

UPDATES TO WORKPLACE VIOLENCE PREVENTION PROGRAM

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SCOPE OF SERVICES

Workplace Risk Evaluation

PSHRC will perform an evaluation of worksites applicable to Town operations to determine the presence of factors or situations that might place employees at risk of occupational assaults or homicides. The risk evaluation will consist of:

- An examination of the history of past incidents to identify patterns or trends which occurred in the Town workplace
- Review of the Town occupational injury and illness logs (SH 900) and incident reports to identify injuries that resulted from workplace violence incidents
- Conducting physical workplace security building surveys

Results of the risk evaluation will be documented and incorporated into the Town's existing Workplace Violence Prevention Program.

FEE FOR SERVICES

The fee for the services described above will be **\$750**.

Travel Expenses: The Town of Woodbury agrees to reimburse PSHRC for all reasonable travel expenses (limited to mileage/tolls) directly related to providing services detailed in this proposal. The mileage rate that will be charged shall be the IRS mileage rate in effect at the time of travel.

TERMS OF PAYMENT

The fee for services will be billable upon completion of the workplace risk evaluation. Travel expenses will be billed as they occur. Invoices will be due upon receipt.

IN WITNESS WHEREOF, the parties have executed this Professional Services Agreement through their respective representatives.

Town of Woodbury

Public Sector HR Consultants LLC

Signature: _____

Signature: Ronni M. Travers

Print Name: _____

Print Name: Ronni M. Travers

Title: _____

Title: President

Date: _____

Date: 11/27/18

PUBLIC SECTOR HR CONSULTANTS LLC
14 Knollwood Drive
Glenville, NY 12302

Phone # (518) 399-4512	Fax # (518) 384-1963
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BILL TO

Town of Woodbury
 Attn: Desiree Potvin, Town Clerk
 511 Rt 32, Box 1004
 Highland Mills, NY 10930

Invoice

Date	Invoice #
11/28/2018	3854

Terms
Due on receipt

Description	Amount
Employee Handbook - 1st installment (of 3) As per Professional Services Agreement	1,800.00
Total	\$1,800.00