



# Employment Packages for Employers



**A company is only as good as the people it keeps.**

Mary Kay Ash Business Leader and Entrepreneur

## What are our Employment Packages for Employers?

We have distilled our two decades expertise and experience in Human Resources into three readily accessible, flexible Employment Packages that take the stress out of managing people. They ensure that you have effective, comprehensive HR policies in place to support you to effectively manage, develop and retain your most important asset... your people.



## What are the benefits of the Employment Packages for Business?

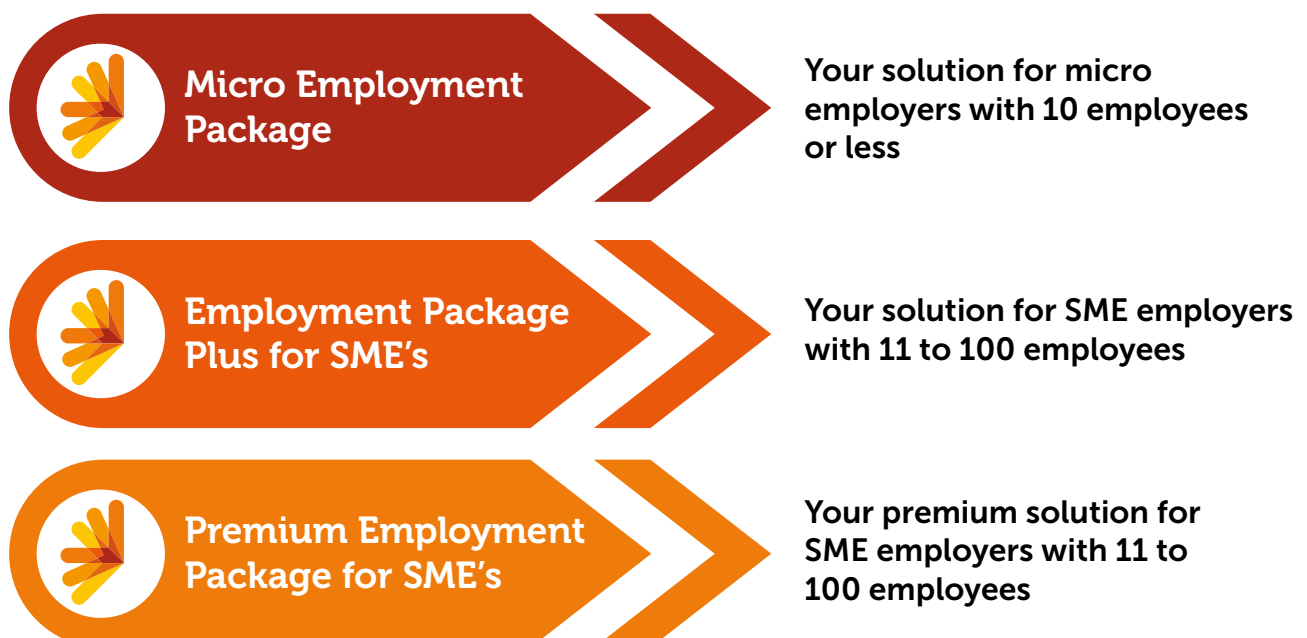


Your business is no doubt an expert in its field, delivering high quality products and services for your existing customers and perhaps looking at attracting new customers and moving into new markets. This takes time and energy and needs your full focus.

Our Employment Packages enable you to keep this focus, by ensuring that all your HR affairs are in order and maximising the effectiveness of how your business supports its employees. From constantly evolving employment rules and regulations to employee engagement, we've got it covered.

## What we provide

We have developed three solutions to support your HR requirements, tailored to meet the needs of businesses of different sizes:





## Micro Employment Package



**Do you employ 1 - 10 people? Then you will need to ensure your business complies with all relevant employment legislation.**

Our Micro Employment package will deliver this outcome for you by ensuring that you have a comprehensive library of HR documents and procedures in place, including:

- Standardised contract of employment
- Standardised employment policies and procedures
- Standardised employee handbook
- Job descriptions for the roles in your business
- Access to a HR/Employment telephone advice line - Monday to Friday 9am to 5pm\*

\* Subject to reasonable use

By introducing the Micro Employment Package, you'll benefit from:

- Peace of mind that your business is, and will remain, compliant with legislation
- Reduced employment related risks
- A consistent and fair approach in dealing with your employees, reducing the risk of employment claims and disputes
- Access to the expertise and experience of highly experienced HR professionals
- Improved employee engagement, with all your employees being clear of what is expected of them



Micro Employment Package Fees

£75 per month (+ VAT)



## Employment Package Plus for SMEs



**Do you employ 11 - 100 people? In addition to complying with employment legislation, you need an HR solution that is scalable and able to meet the evolving needs of your business.**

Our Employment Package Plus will deliver this outcome for you by ensuring that you have a comprehensive library of HR documents and procedures in place, including:

- Standardised contracts of employment for 3 levels in your business
- Enhanced employment policies and procedures
- Bespoke employee handbook
- Job descriptions for the roles in your business
- Access to a HR/Employment telephone advice line - Monday to Friday 9am to 5pm\*

\* Subject to reasonable use

By introducing the Employment Package Plus, you'll benefit from:

- Peace of mind that your business is, and will remain, compliant with legislation
- Reduced employment related risks
- A consistent and fair approach in dealing with your employees, reducing the risk of employment claims and disputes
- Access to the expertise and experience of highly experienced HR professionals
- Improved employee engagement, with all your employees being clear of what is expected of them
- A flexible and scalable approach, reflecting your business culture with legal requirements
- A cost effective, flexible service that puts you in control and enables you to 'flex' your approach as your business evolves



Employment Package Plus Fees

£99 per month (+ VAT)



## Premium Employment Package for SMEs



**Do you employ 11 - 100 people? In addition to complying with employment legislation, you need an HR solution that is scalable and able to meet the evolving needs of your business.**

Our Premium Employment Package will boost your HR capability by giving you access to enhanced HR advice, whenever you need it, and support in drafting and implementing your HR strategy. Furthermore it will ensure that you have an updated, comprehensive library of HR documents and procedures in place, including:

- Standardised contracts of employment for 3 levels in your business
- Enhanced employment policies and procedures
- Bespoke employee handbook
- Job descriptions for the roles in your business
- Access to a HR/Employment telephone advice line - Monday to Friday 9am to 5pm\*

\* Subject to reasonable use

By introducing the Premium Employment Package, you'll benefit from:

- Peace of mind that your business is, and will remain, compliant with legislation
- Reduced employment related risks and improved engagement with your workforce to improve performance and retention
- A consistent and fair approach in dealing with your employees, reducing the risk of employment claims and disputes
- Access to the expertise and experience of highly experienced HR professionals
- Improved employee engagement, with all your employees being clear of what is expected of them
- A flexible and scalable approach, reflecting your business culture with legal requirements
- A cost effective, flexible service that puts you in control and enables you to 'flex' your approach as your business evolves
- An annual HR Health Check, comprising an on-site visit from one of our HR specialists to conduct a review of your policies and procedures



Premium Employment Package Fees

£145 per month (+ VAT)





# **petaurum** — solutions

Your Springboard to Success

**We specialise in supporting companies with the challenging people and employment issues that can distract them from delivering services, hinder performance and impact on profitability. We know how to remove obstacles.**

We design and implement complete HR solutions for all organisations, specialising in:

- Pension Auto Enrolment
- Workplace Mediation
- Employment Packages for Employers
- Benefits Packages for Employers and Clubs & Associations

1 Bell Yard • London • WC2A 2JR

Tel +44 (0)203 667 7270

[info@petaurumsolutions.co.uk](mailto:info@petaurumsolutions.co.uk)

[petaurumsolutions.co.uk](http://petaurumsolutions.co.uk)