**A picture containing clipart

Description automatically generatedPeople Risk Management Solutions**

Rochester Chamber members currently enjoy access to the ThinkHR Comply and Insight modules at no additional cost which includes a salary tool, job description builder, federal plus one state employee handbook builder, Q&A and more.

For those employers looking for full access, **People Risk Management Base** fills a critical need for businesses of all sizes, helping them build and maintain a strong culture, drive employee engagement and performance, and mitigate the numerous people-related compliance risks that exist in every organization. Resources available in this add-on package include:

* **LIVE -** senior SPHR and PHR certified advisors provide trustworthy guidance to help prevent and resolve challenging employee situations and compliance issues. *(similar to Rochester Chamber HR Helpline)*
* **LEARN** - learning management system to deliver courses on a variety of timely topics needed to adhere to compliance mandates, improve safety, foster professional development, and improve engagement.
* **BENEFITS DOCUMENT CREATOR** - a simplified solution for the creation and ongoing maintenance of ERISA compliant Wrap, SPD, and POP documents, including policy update alerts and digital signature functionality.
* **LIVING HANDBOOK PLUS** - a multi-state compliant handbook builder that can be customized, delivers policy update alerts as laws change, provides electronic delivery and signature tracking, and one-click Spanish translation.

Don’t need the full package? These upgrade options are available separately (both include the full LEARN module):

* **WORKPLACE HARASSMENT PREVENTION** - sexual harassment prevention courses for managers and employees that comply with the unique requirements by state where mandated, plus the full LEARN course catalog.
* **WORKPLACE SAFETY** - over 125 safety courses ranging from OSHA 10 to Laboratory Safety, and ThinkHR’s OSHA tracking and reporting solution to maintain and file Form 300/300A data.

***Questions?*** Contact Kathy Richmond at (585) 256-4618 or [Kathy.Richmond@GreaterRochesterChamber.com](mailto:Kathy.Richmond@GreaterRochesterChamber.com).

**1. Main contact:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Title |  |
| Company |  | Phone |  |
| Address |  | Email |  |
| City, St, Zip |  |  |  |

**2. Order Information:** *(invoices will sent in advance of the upcoming month/quarter based on current headcount)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Check Service** | **Services** | | **Total # of Emps** | **Cost per emp. per month\*** | **Monthly Cost** | **Quarterly**  **Cost** |
|  | People Risk Management Base – full package | |  | $2.75 |  |  |
|  | Workplace Harassment Prevention/LEARN | |  | $1.00 |  |  |
|  | Workplace Safety Courses + OSHA tool/LEARN | |  | $1.00 |  |  |
| Contract start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contract end date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **Subtotal:** | | |  |  |
| **NYS Sales Tax** *(based on point of origin)***:** | | |  |  |
| **Total:** | | |  |  |

*\* partial months charged as full month. Adds/terminations will be adjusted in next invoice.*

**3. Billing preference:** \_\_\_\_ Monthly \_\_\_\_ Quarterly *(companies with less than 200 emps will be billed quarterly)*

|  |  |
| --- | --- |
| Billing email, if different from main contact: |  |

I agree to a one-year subscription for the service(s) selected above. I understand I am responsible for payment even if I cease using service(s). If I cancel Rochester Chamber membership, I will lose access to these services at the above pricing.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_