



Minutemen HR Service Agreement: Fractional HR Staffing

Provided to: City of Olmsted Falls (attn. Cory Swaisgood)

Minute Men HR will provide a qualified HR professional to the client to provide HR Generalist tasks as outlined below:

- Oversight of open enrollment and benefits administration
- Handling day-to-day employee questions that may arise
- Assisting on employee relations issues
- Assisting with any recruiting, hiring, and onboarding needs
- Processing payroll
- Communications and oversight of vendor relationships
- HR generalist tasks and small projects as requested
- Assisting with performance management and reviews
- Assess and develop any other new HR process necessary for the efficient consolidation of operations for the company

The HR professional will be considered to be an employee of Minute Men for the duration of the assignment.

Client agrees not to hire MM consultant as a direct employee, independent contractor, or in any other manner without the permission of Minute Men during the assignment and for a period of one year at the conclusion of the assignment, or client will be billed \$10,000.00 payable upon demand.

Fee- Client will be billed a fee of \$100.00 per hour.

Client Signature \_\_\_\_\_

MM Signature \_\_\_\_\_

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