



HR Retainer Services – Pricing Summary

Our pricing options are structured to offer flexible levels of support so you can choose the plan that best aligns with your organization’s current season, needs, and growth pace. Each tier is designed to ensure you receive the right level of HR partnership - whether you need occasional guidance, steady weekly involvement, or full HR leadership coverage. Our goal is to provide the level of support that feels right for where you are today, with the confidence that we can scale as your team and operations grow.

Monthly Retainer Tiers

Tier	Investment Range	Ideal For	Support Focus
Foundation Support	\$2,200 – \$3,400 /month	Organizations that need consistent supplemental HR support, but not a full HR department or full-time HR role.	<ul style="list-style-type: none"> • Maintaining HR documentation and compliance records. • Supporting basic recruiting and onboarding coordination. • Assisting managers with straightforward employee guidance. • Providing periodic leadership check-ins for alignment.
Standard Support	\$4,200 – \$6,800 / month	Organizations experiencing growth or increased HR needs.	<ul style="list-style-type: none"> • Regular employee support and follow-through on HR matters. • Guidance on performance discussions and employee relations situations. • Coordinating and assisting with interviewing and hiring decisions. • Facilitating structured onboarding for successful new hires. • Reviewing and aligning HR processes and policies to organizational needs. • Providing leadership with timely insights and recommendations
Comprehensive Support	\$7,200 – \$10,800 / month	Organizations needing full HR function coverage	<ul style="list-style-type: none"> • Serving as the primary HR point of contact for employees and managers. • Managing complex employee relations and performance situations. • Leading recruiting cycles and hiring recommendations. • Overseeing onboarding systems, communication processes, and workflows. • Reviewing or updating policies, handbooks, and role frameworks. • Advising leadership on culture, planning, and organizational alignment. • Coordinating transition planning for permanent HR coverage.



HR Hourly Services – Pricing Summary

Hourly blocks allow you to secure dependable HR support while maintaining full control over usage and scope. This is a practical option for organizations with variable or project-based HR needs.

Hourly Services

Block Size	Hours Included	Rate	Total Investment
Basic	10 hrs./month	\$145/hour	\$1,450
Standard	20 hrs./month	\$135/hour	\$2,700
Comprehensive	40 hrs./month	\$125/hour	\$5,000

Hourly block packages provide flexible HR support that can be used as needed within a 30-day period. Hours must be used during the month they are purchased and do not roll over.

Statement of Work & Documentation

Regardless of which support level or hourly block is selected, a Statement of Work will be provided prior to the start of services. This document will clearly outline:

- The specific services to be performed.
- The goals and priorities for the engagement
- The communication expectations and points of contact
- The boundaries and scope of work
- The documentation methods used to track time and tasks.

We provide detailed notes of all work performed, including time spent, actions taken, and next steps. This ensures full transparency, smooth leadership visibility, and a seamless transition when internal HR capacity resumes.

If you would like more information or are ready to move forward, please email **Leslie Baker** at leslie@seasonssolutionsgroup.com