

## Pioneer Library System Appendix

January 5, 2022

Member Libraries can engage with HR Works directly to customize the Employee Handbook Template, developed by HR Works and provided by Pioneer Library System, as outlined in the proposal dated January 5, 2022.

Should you wish to move forward, please fill out this form, sign the document and email it to Terri Meechan at [meechan@hrworks-inc.com](mailto:meechan@hrworks-inc.com). You can also call Terri Meechan at HR Works directly at (585) 381-8340 ext. 128 with questions or to discuss what you are looking for in more detail.

Member Library: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number and Email Address: \_\_\_\_\_

This letter confirms our agreement that the Member Library indicated above is retaining HR Works to customize the Employee Handbook Template, originally developed by HR Works in 2022, to meet unique organizational needs. The terms of this agreement are as follows:

1. An HR Works Compliance Specialist will customize the Employee Handbook Template to meet the requirements of the above listed Member Library. Customization can include additional, HR Works core policies, not included in the Pioneer Library System document.
2. For these services, the above listed Member Library agrees to pay HR Works \$100.00/per hour for any hours worked. Fees will be invoiced in full upon completion. For projects extending beyond 30 days, a progress bill will be issued. There will be a 1.5% finance charge per month for any outstanding invoice over 30 days.
3. Should the Member Library choose to hire HR Works' Consultant during the period they are providing services, and for a period of six months thereafter, the fee for a contract buyout will be 100% of the annualized salary.

**Please initial:** \_\_\_\_\_

4. All information that is provided to HR Works regarding the operations of the Member Library will be kept in the strictest of confidence.
5. The Member Library agrees and acknowledges that HR Works is not engaged in rendering legal services. The Member Library, and not HR Works, retains the right to, and will make, all final decisions concerning human resources issues at the Member Library. HR Works shall not be responsible for, and does not warrant, the human resource decisions made by the Member Library nor the truth or accuracy of any data provided to HR Works by the Member Library or third parties.

6. The Member Library agrees to indemnify, defend and hold harmless HR Works and HR Works' directors, officers, employees, and agents, from and against all claims, losses, suits, damages, and expenses arising out of, or resulting from, whether directly or indirectly, the provision of services by HR Works and HR Works' directors, officers, employees, and agents under this Agreement, except to the extent due to the gross negligence or intentional misconduct of HR Works or HR Works' directors, officers, employees, or agents.

**AUTHORIZATION TO PROCEED**

I agree to the terms in the above letter and grant authorization to proceed in accordance with these terms.

*Teresa Meenan*

1/5/2022

\_\_\_\_\_  
HR Works Representative / Date

\_\_\_\_\_  
Authorized Signature / Title / Date