



CYPRESS RIDGE SOLUTIONS
& INSURANCE SERVICES, INC.

CLIENT ADVISORY PROGRAM

Cypress Ridge Solutions' Client Advisory Program (CAP) offers clients the availability of a Human Resources professional without the fixed costs of full time staff. We work with our clients to get them started, provide valuable on-call HR expertise and support, as well as coach managers and supervisors through daily HR activities and those challenging people issues.

Cypress Ridge Solutions offers a broad range of services to clients including:

- Compensation Planning and Programs
- General state and federal HR compliance
- Talent Management, including Hiring and Interviewing Programs
- Sexual Harassment Trainings
- Management and Supervisory Training Programs
- Performance Management Programs
- Employee Climate Surveys and Assessment Tools
- Human Resources Staff support and coaching
- Benefits planning and analysis

Client Advisory Program (CAP) Includes

- Access to a Senior Human Resources professional
- Telephone response or on-site consultation within 1 business day (same day when possible)
- No cost Sexual Harassment Training for management every two years
- Significant savings on in-house & public training programs, projects or assessments
- Additional hours for HR services billed at same discounted rate
- Periodic written updates of current HR issues
- Invitation to HR Forums—informal, small client gatherings on timely topics
- Use of P.O. Box or special email address for blind ads
- Complimentary required annual posters (state and federal)

CAP Level 1: 10 Hours per Month

CAP Level 2: 15 Hours per Quarter

Easy, Simple and Flexible

- Hours can be used for general consulting or applied to specific projects
- A custom program may be tailored to fit your specific needs
- You can elect to end the CAP at any time for any reason with written notice
- *Client Advisory Program is paid by the 1st of the month (or quarter) in advance*

Call Cypress Ridge Solutions today at 408.294.3431
www.CypressRidgeSolutions.com