

Eileen F. Meehan*Human Resources Consulting*74 Thunderbird Drive
Southington, CT 06489**INVOICE**INVOICE #20-06-01
06/15/2020**TO:**Timothy Angevine, First Selectman
Town of Warren
Warren, CT
selectman@warrentct.org**FOR HR CONSULTING SERVICES AND
ORGANIZATIONAL REVIEW/DEVELOPMENT**

DESCRIPTION	HOURS	RATE	AMOUNT
JUNE 2020			
Services to be performed for the Town of Warren to include but not be limited to:			
<ul style="list-style-type: none">Research and gathering data on current HR structure	3.00	80.00	240.00
<ul style="list-style-type: none">Development of recommendations for modifications of HR functions including policy development; job descriptions; compensation review; recruitment; orientation; performance evaluation and supervision and general HR matters.After initial review of current situation a proposal with a work plan will be submitted for prioritization and authorization	7.00	80.00	560.00
<ul style="list-style-type: none">Implementation of agreed upon work plan and development of HR strategies, policies, structure and systems. Number of hours will be determined based upon prioritizations and number of functions to be developed.	10-65 est. up to 2-3 hrs per week avg to EOY2020	80.00	TBD
TOTAL:	10.00	80.00	800.00
Upon acceptance of this work proposal, the Town of Warren agrees to pay the above amount to begin the initial research and data gathering and will receive a summary of recommendations and work plan within a timeframe to be determined by the parties. Future invoices will be submitted monthly for payment within 30 days of receipt.			

Thank You for Your Business!

