

## Exhibit B

### Human Resources Contract Outline

Ramos HR Consulting | Town of Bladensburg

**Contract Date:** February 10, 2025 (Pending Council Approval)

### Terms of Agreement

- **Duration:** Two-year term with the option for a one-year renewal.
- **Scope Adjustments:** After two years, the Town reserves the right to reduce the scope of work if a full-time HR employee is hired.

### Fees

- **Monthly Fee:** A fixed monthly rate of **\$2,750.00**, amounting to an annual total of **\$33,000.00**.
- **Terms for Visits:** The frequency and duration of on-site or remote visits will adhere to the terms outlined in the proposal.

### Scope of Services

Ramos HR Consulting will provide comprehensive Human Resources support, including:

1. **Benefit Management:**
  - Administration of employee benefits programs.
  - Solicitation of vendors for benefits renewal and supplemental insurance coverages.
2. **Policy Development:**
  - Reviewing and updating HR forms.
  - Developing and revising policies and procedures.
  - Offering guidance and advice on written communications for employees.
3. **HR Consulting Services:**
  - Advising employees and management on HR-related matters.
  - Recommending best practices in Human Resources to align with industry standards.
4. **Payroll and Records Management:**
  - Consulting on payroll processes and ensuring best practices for record-keeping.
5. **Strategic Advisory Services:**
  - Providing advice and guidance to the Town Administrator and management team on key HR issues.
6. **Generalist HR Support:**
  - Delivering comprehensive HR services to support operational needs.

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## Proposed Schedule and Priorities

### Timeline: March 2025 – December 2025

#### 1. Personnel Manual and Practices Review

- Review and update the Personnel Manual and current HR practices.
- Provide samples of policies and procedures for other similarly sized municipalities
- Recommend the development of new and needed policies
- **Timeline:** March – September 2025

#### 2. Employee Record Review:

- Review and update employee record reviews.
- Provide samples of best practices for file maintenance
- Onboarding Solution: Support on identifying a POC, obtaining all necessary forms, especially documentation for the I-9, and reviewing all benefit offerings and making sure they get enrolled.
- **Timeline:** March – October 2025

#### 3. Forms and File Format Review

- Assess and standardize existing forms and file formats for efficiency and compliance.
- **Timeline:** May – July 2025

#### 4. Benefit Assistance (Ongoing):

- **Renewal Process:** Conduct annual benefits renewal between September and October (for December implementation).
- Administer supplemental insurance and benefits programs.
- Assist employees in scheduling online and in-person benefits sessions.
- Provide continuous support for employee benefit inquiries.

#### 5. Operational Evaluation:

- Evaluate the Town's current HR operations and recommend best practices for improvement.
- **Timeline:** June – November 2025

#### 6. Employee Performance:

- Evaluate the Town's current Employee Performance Materials and Processes and recommend best practices for improvement.
- Pay scales: Review and update pay scales so we can collapse them into something simpler to avoid salary compression. I think we talked before about having pay scales in bands (ex. on A-Z), and all categories/positions fall within those bands rather than the individualized salary scales for each position.
- **Timeline:** August – June 2026

#### 7. Advisory Support:

- Ongoing advisory services for employees, management, and leadership on HR matters.
  - Online and in-person training and tracking and management
  - Advising on professional development opportunities for Town Staff
  - Mental Health and Supplemental removal
  - **Timeline:** Continuous \ Ongoing
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## **Additional Considerations for the Contract**

### **1. Flexibility and Scalability:**

- Include provisions for scaling services based on evolving needs, such as hiring a full-time HR employee or unexpected priorities.

### **2. Performance Metrics:**

- Establish clear metrics to evaluate the success of HR initiatives, such as employee satisfaction surveys, policy compliance rates, and improved HR efficiency.

### **3. Feedback and Reporting:**

- Define reporting intervals (e.g., quarterly) for updates on progress, challenges, and recommendations.

### **4. Compliance Assurance:**

- Ensure all HR practices comply with local, state, and federal regulations, particularly regarding benefits, payroll, and employment policies.

### **5. Cost Transparency:**

- Specify the cost structure, including additional charges for unforeseen or specialized services outside the scope.

### **6. Insurance Limits and Professional Liability**

- State the limits required by the Town and other requirements.