

**Statement: No: 0418**  
**Consultant: Shanee Hunter**  
**Date: February 28, 2022**

**Services Performed By:**

HR Philosophy, LLC  
10610 S. Cicero Ave, Suite 1  
Oak Lawn, IL 60453

**Services Performed For:**

Village of Orland Park  
14700 Ravinia Ave  
Orland Park, IL 60462

Start Date: 1/18/2022

**SCOPE OF WORK**

Contractor shall provide the Services and Deliverable(s) as follows:

Project	Description
Human Resources Consulting	<ul style="list-style-type: none"> <li>General on-site staff consultant</li> </ul>

**TIMELINE & DELIVERABLE(S)**

Project Phase	Item Description	Date(s)
1	Provide on-site HR support	Starting 1/18/2022 to TBD

**FEE SCHEDULE** \*HOURS MAY VARY

Item Description	Hourly Rate	Number of Hours
General HR Consulting Fee (on-site services)	\$60.00 per hour	Mon-Fri 40 hours per week
	Discount Applied (15 %)	
	\$51.00 per hour	

Reimbursement for out-of-pocket expenses in connection with performance of this SOW, when authorized, shall be in accordance with Client's expense reimbursement policy.

The Client will be notified in writing, thirty (30) days in advance in writing of changes to the SOW.

**INVOICE PROCEDURES**

HR Philosophy will invoice the Client for Services Fees at the end of the week in which services are performed. The Parties agree that any bill approved for payment by the Corporate Authorities shall be paid

**Statement of Work**

within sixty (60) days after the date of approval. If payment is not made within such sixty (60) day period, an interest penalty of 1% of any amount approved and unpaid shall be added for each full thirty (30) day period, without proration, after the expiration of the aforementioned sixty (60) day payment period, until final payment is made.

HR Philosophy shall provide the Client with sufficient details to support its invoices, including time sheets for services performed and expense receipts and justifications for authorized expenses, unless otherwise agreed to by the parties.

## **PROJECT CHANGE CONTROL PROCEDURE**

The following process will be followed if a change to this SOW is required:

- A Project Change Request (PCR) must be submitted for communicating change. The PCR must describe the change, the rationale for the change, and the effect the change will have on the project.
- A signature is required by both parties to approve the PCR.
- HR Philosophy will invoice the Client for any charges implied by the PCR.

**IN WITNESS WHEREOF**, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

**HR Philosophy, LLC**

**Village of Orland Park**

By 

By

Printed Name **Shanee Hunter**

Printed Name

Title **Owner**

Title

Date **2/28/2022**

Date