



## BILLING RATES - FY 12/13

**DEPARTMENT NAME :**  
**Office of Human Resources**

**VICE-PRESIDENT AREA :**  
**Chief Financial Officer**

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 12/13 RATE	CUSTOMERS BEING SERVED
<b>Certified Public Manager Program:</b>	per person	\$2,150.00	CU employees
<b>Associate Public Manager Program</b>	per person	\$690.00	CU employees
<b>Public Professional Development Program</b>	per person	\$710.00	CU employees
<b>Other CEQA; OHR courses conducted at Clemson: (HRPD)</b>	per person	\$875.00	CU employees
<b>Technical/Safety Programs:</b>			
CPR (Full Service from ARC)	per person	\$15.00	Other State Agency Employees & Other Partners (Hospitals/Business)
Other Agency	per person	\$65.00	Schools/District Offices/School Administrators/Boards
Forklift Training Program (if not available on campus)	per person	\$30.00	CU employees
Forklift Training Program (if not available on campus)	per person	\$60.00	Other Participants
True Colors (Book1)	per person	\$20.00	CU employees
True Colors (Book2)		\$7.00	CU employees
<b>Copy requests: *</b>			
Personnel Files (University employees)	per request	.25/page	CU Employees
Personnel Files (University departments - non business related)	per request	.25/page	CU Departments
Personnel Files (Other agencies/entities)	per request	.25/page	External Entities
Applications, resumes, etc.	per request	.25/page	Non-University Applicants
* Cost is determined by actual staff time billed at their current hourly rate based on required research.			
<b>Background Checks</b>			
<b>In State (SLED)</b>	per request	\$25.00	CU Departments
<b>Out of State (Criminal and Sexual Registry)</b>	per request	\$24.00	CU Departments
<b>DMV</b>	per request	\$10.00	CU Departments
<b>Out of State DMV</b>	per request	\$12.00	CU Departments
<b>Student Default</b>	per request	\$5.50	CU Departments
<b>DOT 2 yr Drug Screen History</b>	per request	\$5.00	CU Departments
<b>SLED Special Processing</b>	per request	\$29.00	CU Departments
<b>Retirement</b>			
Retirement Service Credit Verifications	hourly	Hourly Rate of person Performing the request	Former University Employees
<b>Payroll Related</b>			
Off-Cycle Processing (voids, overpayments, repays, etc.)	per transaction	\$10.00	CU Departments



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Off-Cycle Processing (closed accounts, lost checks, etc.)	per transaction	\$5.00	CU Employees
Copy Requests	per request	\$1.00 minimum, then \$.25/page	Current and Former CU employees & External Entities
Replacement printing of W-2 forms	per W-2	\$10.00	CU Departments/Employees
<b>Benefits Fair</b>			
State Vendors, Not for Profit Organizations, CU departments/organizations	per booth	\$0.00	State Vendors, Not for Profit Organizations, CU departments/organizations
Non-State/For Profit Vendors	per booth	\$100.00	Non-State/For Profit Vendors
<b>Omnibus Transportation Act</b>			
FirstLab/State Contract: Drug Test	per test	\$32.75	CU Departments/Employees
FirstLab/State Contract: Breath Alcohol	per test	\$28.75	CU Departments/Employees
CDL Program - Written Refresher	per 30 persons	\$400.00	CU Departments/Employees
CDL Program - Pre-Trip Inspection	per 7 persons	\$400.00	"
CDL In-Class Training - CU	per person	\$85.00	"
CDL In-Class Training - Other Participants	per person	\$150.00	Other Participants
CDL Program - Physicals	per person	\$56.00	CU Departments/Employees