



BILLING RATES - FY 13/14

DEPARTMENT NAME :
Office of Human Resources

VICE-PRESIDENT AREA :
Vice President for Finance and Operations

| DESCRIPTION OF COMMODITY OR SERVICE : | UNIT OF BILLING | FY 13/14 RATE | CUSTOMERS BEING SERVED |
|--|---------------------|---------------------------------|---|
| Certified Public Manager Program: | per person | \$1,075.00 | CU employees |
| Associate Public Manager Program | per person | \$690.00 | CU employees |
| Public Professional Development Program | per person | \$710.00 | CU employees |
| Other CEQA; OHR courses conducted at Clemson: (HRPD) | per person | \$875.00 | CU employees |
| Technical/Safety Programs: | | | |
| 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) | per person | \$7.00 | CU employees |
| Copy requests: * | | | |
| 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. | | | |
| Background Checks | | | |
| Basic Employee Background Check Package | per staff member | \$22.00 | CU Departments |
| Faculty Background Check Package | per faculty member | \$28.00 | CU Departments |
| Volunteer Background Check Package | per volunteer | \$17.50 | CU Departments |
| Student Background Check Package | per student | \$17.50 | CU Departments |
| Safety Position Background Check Package | per safety position | \$49.00 | CU Departments |
| Vehicle Driver Background Check Package | per vehicle driver | \$50.00 | CU Departments |
| Retirement | | | |
| Retirement Service Credit Verifications | hourly | Hourly Rate of person | Former University Employees |
| Payroll Related | | | |
| Off-Cycle Processing (voids, overpayments, repays, etc.) | per transaction | \$10.00 | CU Departments |
| 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 |



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| Benefits Fair | | | |
| 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 | \$200.00 | Non-State/For Profit Vendors |
| | Additional Tables | \$50.00 | |
| Omnibus Transportation Act | | | |
| 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 |