

Browning Public School

**MANAGING EMPLOYEE PERFORMANCE VIRTUAL
TRAINING**

**Annie Dohnal
Strategic Growth Manager
February 18,2025**



ERC: Helping leaders build great workplaces since 1920

For over 100 years, ERC has been a trusted resource for organizations in Northeast Ohio and around the country. We help leaders build great workplaces through thought leadership, comprehensive data, and HR solutions that include membership, training & professional development, consultative services and more.

Our Solution Summary

The following outlines the details associated with this scope of work. Please note, all details are based on the information provided by the client. Having a total participant count in excess of 35 per session will be subject to an additional fee.

Activity/Deliverable	Dates/ Timing	Method & Location(s)	Investment
Course name Managing Employee Performance	Date: March 18, 2025 Time: 8am MNT – 11am MNT (10am EST - 1pm EST)	Virtual (ZOOM)	Session fee: \$3,100 + Materials fee: \$110 flat fee

Applicable Discounts

Because ERC is a member association, ERC Members benefit from a suite of services including access to certified HR advisors, nationwide and local compensation data, and more.

- If client organization is a Gold or Platinum ERC Member: The Investment above reflects the applicable discount of 5% for Gold or 10% for Platinum.
- If client organization is not an ERC Gold or Platinum Member: An additional recommended investment is to join (or upgrade) your ERC Membership. If you upgrade to the Gold or Platinum level, you'll save 5% or 10%, respectively, off the Investment reflected in this proposal. Please inquire with your sales contact for more details.

About Your Trainer

If applicable: Your trainer's bio is included with this proposal. Your trainer(s) will contact you in advance of your delivery date(s) to confirm and arrange final logistics – e.g. trainer arrival time, technology needs, training supply needs and answer any questions you may have. Please note that customizations to course materials (re-orders, additions, omissions) will be charged at a rate of \$300 per development hour, and may not be made within ten (10) business days of any session.

Ownership of Content

All content is ERC's intellectual property and copyrighted material. This includes any and all training materials, exercises, and content.

Recording, Duplication & Document Sharing

Video, recording, duplication, copying, adaptation, and distribution of any ERC training or consulting program and/or materials is prohibited, unless otherwise specified in this agreement.

3333 Richmond Road, Suite 210, Beachwood, OH 44122

Training Cancellation/Postponement

Dates are considered confirmed once agreed to in writing between client and ERC. Requests to reschedule any confirmed date will be considered on a case-by-case basis, not more than one time per project, and only in advance of 15 business days prior to any confirmed date. Any session cancelled on or within 15 business days of the scheduled delivery date will be billed to the client at 50% of the agreed upon investment, plus any associated expenses. Any session cancelled within 48 hours of the delivery date will be billed to the client at 100% of the agreed upon investment, plus any associated expenses. If no participants join a session within the first 15 minutes of any scheduled start time, the client will be billed 100% of the agreed upon investment, plus any associated expenses. By signing this agreement, you agree to this cancellation policy. If any force majeure event prevents a session from being delivered as scheduled, all best efforts will be made to reschedule the program to the soonest available date.

Confidentiality

ERC is committed to maintaining the confidential nature of all materials, information, plans, and deliverables related to this engagement and the client. It is ERC's policy not to share any confidential client information with a third party other than contractors assigned to this project. Any work product created in the course of our engagement is limited in access and used on a strict need-to-know basis for the purposes for which the work is intended.

Payment Terms

Training services are billed at the time of service delivery. ERC payment terms are net ten (10) days. Future services may be suspended due to non-payment of past due ERC invoices. ERC accepts payment via check, credit card and EFT. Payment instructions will be provided with project invoice. ERC's payment address is: Employers Resource Council PO Box 632319 Cincinnati, OH 45263-2319. Fees are subject to change should there be a material change to the scope of the project.


Expenses & Travel

Any out-of-pocket expenses associated such as travel, tolls, parking, mileage, postage, document preparation, and shipping costs will be invoiced in addition to the professional fees. The professional fees do not include any cost of equipment rental, facility rental, shipping, or food/refreshments associated with this training.

Agreement Acceptance

We appreciate your consideration and would welcome the opportunity to work with you on this important initiative. If you have any questions, please do not hesitate to contact us. The terms of this agreement are valid for 30 days from the proposal date. Please sign and return within 7 business days to accept the terms of this proposal and secure delivery dates.

Please note: To fully execute this agreement, we need to include the day(s) or month(s) training will be delivered or started. As dates and trainer availability is on a first-come, first-served basis, if the day(s) or month(s) contained in this agreement are placeholders, please contact us at least 45 days in advance to secure both.



Annie Dohnal 2/18/2025
Strategic Growth Manager
adohnal@yourERC.com

Browning Public School Date
129 1st Avenue Southeast
Cut Bank, MT 59427

Invoice contact if different than above:

Name
Title
Email
Address, City, State, Zip