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Billing Rates

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## Office of Human Resources

Clemson University

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## BILLING RATES - FY 11/12

**DEPARTMENT NAME**  
Office of Human Resources

**VICE-PRESIDENT AREA**  
Chief Business Officer

DESCRIPTION OF COMMODITY OR SERVICE	UNIT OF BILLING	FY 11/12 RATE	CUSTOMERS BEING SERVED
Certified Public Manager Program:	per person	\$2,150.00	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)
CPR (Refresher from ARC)	Per Person		Other State Agency Employees & Other Partners (Hospitals/Business)
Smoking Cessation Programs (Off-Campus) <i>a charge will be added for mileage</i>	per person	\$35.00	CU employees
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	per person	\$18.00	CU employees
<b><u>Copy requests:</u> *</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
<b>* Cost is determined by actual staff time billed at their current hourly rate based on required research.</b>			
<b><u>Background Checks:</u></b>			
In State (SLED)	per request	\$25.00	CU Departments
Out of State (Criminal and Sexual Registry)	per request	\$24.00	CU Departments
DMV	per request	\$10.00	CU Departments
Out of State DMV	per request	\$12.00	CU Departments



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DESCRIPTION OF COMMODITY OR SERVICE	UNIT OF BILLING	FY 11/12 RATE	CUSTOMERS BEING SERVED
Student Default	per request	\$5.50	CU Departments
DOT 2 yr Drug Screen History	per request	\$5.00	CU Departments
SLED Special Processing	per request	\$29.00	CU Departments
<b><u>Retirement:</u></b>			
Retirement Service Credit Verifications	hourly	Hourly Rate of person	Former University Employees
<b><u>Payroll Related:</u></b>			
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
Replacement printing of W-2 forms	per W-2	\$10.00	CU Departments/Employees
<b><u>Benefits Fair:</u></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><u>Omnibus Transportation Act:</u></b>			
FirstLab/State Contract: Drug Test	per test	\$34.50	CU Departments/Employees
FirstLab/State Contract: Breath Alcohol	per test	\$29.00	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	CU Departments/Employees
CDL In-Class Training - CU	per person	\$85.00	CU Departments/Employees
CDL In-Class Training - Other Participants	per person	\$150.00	Other Participants
CDL Program - Physicals	per person	\$56.00	CU Departments/Employees