

Item# _____
Munis Contract# 3202652

CITY OF SANTA FE

PROFESSIONAL SERVICES CONTRACT

THIS AGREEMENT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the "City," and **TRUPP**, hereinafter referred to as the "Contractor," and is effective as of the date set forth below upon which it is executed by the Parties.

IT IS AGREED BETWEEN THE PARTIES:

1. **Scope of Work.**

A. The Contractor shall perform the following work and as described in Exhibit "A" attached hereto:

Leave Administration Services

- 1) Determine Eligibility
- 2) Leave Approval and Monitoring
- 3) Return to Work
- 4) ADA Interactive Process

Leave Administration Tracking and Reporting

- 1) Leave Notification and updates
- 2) Leave Status Tracking
- 3) Leave Reporting

B. **Performance Measures.**

Contractor shall substantially perform the following Performance Measures:

To provide consulting services and advice as described in the attached HR Outsourcing Proposal and in Exhibit "A" attached hereto.

2. **Compensation.**

A. The City shall pay to the Contractor in full payment for services satisfactorily performed pursuant to the Scope of Work. The total amount payable to the Contractor under this Agreement, excluding gross receipts tax and expenses, shall not exceed (\$60,000.00) for the term of this Agreement. **This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the City when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided.**

B. Payment in future fiscal years is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the City. All invoices MUST BE received by the City no later than fifteen (15) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date WILL NOT BE PAID.)

C. Contractor must submit a detailed statement accounting for all services performed and expenses incurred. If the City finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, it shall provide the Contractor a letter of exception explaining the defect or objection to the services, and outlining steps the Contractor may take to provide remedial action. Upon certification by the City that the services have been received and accepted, payment shall be tendered to the Contractor within thirty days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. However, the City shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.

3. Term.

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY. This Agreement shall terminate on **June 30, 2025** unless terminated pursuant to paragraph 4 (Termination), or paragraph 5 (Appropriations). In accordance with Section 13-1-150 NMSA 1978, no contract term for a professional services contract, including extensions and renewals, shall exceed four years, except as set forth in Section 13-1-150 NMSA 1978.

4. Termination.

A. Termination. This Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. Except as otherwise allowed or provided under this Agreement, the City's sole liability upon such termination shall be to pay for acceptable work performed prior to the Contractor's receipt of the notice of termination, if the City is the terminating party, or the Contractor's sending of the notice of termination, if the Contractor is the terminating party; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor if the Contractor becomes unable to perform the services contracted for, as determined by the City or if, during the term of this Agreement, the Contractor or any of its officers, employees or agents is indicted for fraud, embezzlement or other crime due to misuse of City funds or due to the Appropriations paragraph herein. THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE City's OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.

B. Termination Management. Immediately upon receipt by either the City or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the City; 2) comply with all directives issued by the City in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the City shall direct for the protection, preservation, retention or transfer of all property titled to the City and records generated under this Agreement. Any non-expendable personal property or

equipment provided to or purchased by the Contractor with contract funds shall become property of the City upon termination and shall be submitted to the City as soon as practicable.

5. Appropriations.

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the City Council for the performance of this Agreement. If sufficient appropriations and authorization are not made by the City Council, this Agreement shall terminate immediately upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the City proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

6. Status of Contractor.

The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

7. Assignment.

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the City.

8. Subcontracting.

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the City. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Agreement, nor shall any subcontract obligate direct payment from the City.

9. Release.

Final payment of the amounts due under this Agreement shall operate as a release of the City, its officers and employees from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

10. Confidentiality.

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the City.

11. Product of Service -- Copyright.

All materials developed or acquired by the Contractor under this Agreement shall become the property of the City and shall be delivered to the City no later than the termination date of this Agreement. Nothing developed or produced, in whole or in part, by the Contractor under this

Agreement shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

12. Conflict of Interest; Governmental Conduct Act.

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978.

C. Contractor's representations and warranties in Paragraphs A and B of this Article 12 are material representations of fact upon which the City relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Agreement, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the City and notwithstanding anything in the Agreement to the contrary, the City may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this section.

13. Amendment.

A. This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the City proposes an amendment to the Agreement to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Agreement, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

14. Entire Agreement.

This Agreement, together with any other documents incorporated herein by reference and all related Exhibits and Schedules constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to the subject matter. In the event of any inconsistency between the statements in the body of this Agreement, and the related Exhibits and Schedules, the statements in the body of this Agreement shall control.

15. Penalties for violation of law.

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony

penalties for illegal bribes, gratuities and kickbacks.

16. Equal Opportunity Compliance.

The Contractor agrees to abide by all federal and state laws and rules and regulations, and Santa Fe City Code, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

17. Applicable Law.

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with Section 38-3-1 (G) NMSA 1978. By execution of this Agreement, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

18. Workers Compensation.

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the City.

19. Professional Liability Insurance.

Contractor shall maintain professional liability insurance throughout the term of this Agreement providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The Contractor shall furnish the City with proof of insurance of Contractor's compliance with the provisions of this section as a condition prior to performing services under this Agreement.

20. Other Insurance

If the services contemplated under this Agreement will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Agreement, the following insurance coverage(s), naming the City as additional insured.

A. Commercial General Liability insurance shall be written on an occurrence basis and be as broad as ISO Form CG 00 01 with limits not less than \$2,000,000 per occurrence and \$2,000,000 in the aggregate for claims against bodily injury, personal and advertising injury, and property damage. Said policy shall include broad form Contractual Liability coverage and be endorsed to name the City of Santa Fe their officials, officers, employees, and agents as additional insureds.

B. Business Automobile Liability insurance for all owned, non-owned automobiles, with a combined single limit not less than \$1,000,000 per accident.

C. Broader Coverage and Limits. The insurance requirements under this Agreement

shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of Contractor hereunder.

D. Contractor shall maintain the above insurance for the term of this Agreement and name the City as an additional insured and provide for 30 days cancellation notice on any Certificate of Insurance form furnished by Contractor. Such certificate shall also specifically state the coverage provided under the policy is primary over any other valid and collectible insurance and provide a waiver of subrogation.

21. Records and Financial Audit.

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the City. The City shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the City to recover excessive or illegal payments

22. Indemnification.

The Contractor shall defend, indemnify and hold harmless the City from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the City.

23. New Mexico Tort Claims Act

Any liability incurred by the City of Santa Fe in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

24. Invalid Term or Condition.

If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

25. Enforcement of Agreement.

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

26. Notices.

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the City:
Human Resources
Bernadette Salazar, HR Director
bjsalazar@santafenm.gov
200 Lincoln Ave.
Santa Fe, New Mexico 87504

To the Contractor:
Trupp HR Inc.(dba Trüpp)
515 NW Saltzman Road, #3113
Portland, OR 97229

Authorized Official:
Jean Roque (President/CEO)
Jean.roque@trupphr.com
503-828-0255 x10

27. Authority.

If Contractor is other than a natural person, the individual(s) signing this Agreement on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding contract.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

Jarel LaPan Hill
Jarel LaPan Hill (May 4, 2021 13:35 MDT)

JAREL LAPAN HILL,
CITY MANAGER

CONTRACTOR: TRUPP HR INC.

DocuSigned by:
Jean Roque
Jean Roque 541587520A8E4D5...
(President/CEO)

DATE: 4/23/2021
CRS# 03-549916-08
Registration # 230175

ATTEST:

Kristine Mihelcic
Kristine Mihelcic (May 4, 2021 15:56 MDT)

XIV
XIV

KRISTINE BUSTOS-MIHELICIC,
CITY CLERK

CITY ATTORNEY'S OFFICE:

Marcel Martinez
Marcel Martinez (May 3, 2021 15:21 MDT)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Alexis Lotero, Acting Finance Director
Alexis Lotero, Acting Finance Director (May 3, 2021 17:29 MDT)

MARY MCCOY, FINANCE DIRECTOR
6050237.510400

Org. Name/Org#.

Attachment 1

Scope of Work



LEAVE ADMINISTRATION OUTSOURCING SERVICES FOR



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The Trüpp Approach



discover

During the exploratory stage, we focus on:

- Learning about your business, employees, and workforce locations
- Understanding how your leave function is currently being supported
- Identifying areas that may impact transition of leave administration services to Trüpp
- Providing an explanation of services and pricing

DELIVERABLES:

- PROPOSAL OF SERVICES
- COMPLETED SERVICE AGREEMENT



onboard

Once we have an agreement in place, the next steps include:

- Completing a project kick-off meeting
- Receiving client information needed for conducting leave administration activities
- Reviewing your current leave policies, timekeeping practices, and communication process
- Understanding the technology and systems currently in place
- Establishing plan for implementation of services and data/knowledge transfer
- Establishing a communication plan to introduce Trüpp to your team

DELIVERABLES:

- TRANSITION PLAN
- COMMUNICATION PLAN

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implement

Once onboarding activities are complete, Trüpp initiates:

- Conducting a leave administration assessment to establish a baseline and identify priorities
- Establishing an initial work plan outlining agreed upon priorities for the service and data transfer
- Introducing staff to their resources at Trüpp
- Handing off current leaves and associated information to Trüpp, if needed
- Educating managers on leave administration best practices and guidelines (leave request identification, processes, communication, anti-retaliation rules, etc.) and how to leverage Trüpp and established processes

DELIVERABLES:

- LEAVE ADMINISTRATION ASSESSMENT REPORT
- INITIAL WORK PLAN
- INTRODUCTION OF TRÜPP
- MANAGER TRAINING



maintain

To ensure priorities maintain alignment with your business, Trüpp will provide:

- Recommended leave policy updates when necessary to adhere with federal, state, or local leave guidelines
- Communication updates to employees and managers with leave policy changes
- Access to leave tracking and reporting data
- Annual service reviews to reflect on past year, plan for future business needs, assess opportunities for improvement and service alignment, and update service agreement, if needed

DELIVERABLES:

- POLICY & COMPLIANCE COMMUNICATION UPDATES
- ACCESS TO REPORTING & TRACKING DATA
- ANNUAL SERVICE REVIEW

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Leave Administration Services

The following is a description of the leave administration process and activities. As part of the implementation process, Trüpp will establish a process map specific to your business, including defined hand-offs/dependencies. Our dedicated leave administration team will provide a consultative and thorough review of your current leave policies, provide expert recommendations, and come together to implement a best-in-class leave service tailored specifically for your organization. Trüpp will also provide training for managers and HR staff who are interacting with leave-taking employees to educate them on leave policies and best practices. Leave administration activities will need to operate in compliance with current, relevant leave laws, such as:

- Family and Medical Leave Act (FMLA)
- State and Local Family Leave Laws
- Employer Sponsored Leaves
- Employer Approved Personal Leaves
- Families First Coronavirus Response Act (FFCRA)
- Military leave
- Jury duty leave
- Emergency responder leave
- Domestic violence leave

Leave Administration Steps

While the process will be further refined based on the unique client needs, below are typical steps of the leave administration process.

Determine Eligibility. Once Trüpp has been notified of an employee who may need to take a protected leave, they will be assigned a leave specialist who will work with them and their supervisor throughout the entire process ensuring clear and consistent communication. After notification, Trüpp will first assess whether the employee meets eligibility requirements. Once eligibility has been determined and within 5 days of leave request, Trüpp will send the employee a Notice of Eligibility and Rights & Responsibility, which states eligibility status and, if applicable, ineligibility reason(s).

If the employee is eligible to take a protected leave, the employee will also be asked to have their medical provider complete a medical certification, if applicable, within 15 days of receiving the Notice of Eligibility and Rights & Responsibility. Typically, certification is not required for employees needing to take parental leave.

Leave Approval + Monitoring. Once Trüpp has received the certification from the employee, Trüpp verifies the certification contains all of the necessary information to determine if the need for leave is for a qualifying reason and the amount of time off that will be required. Within 5 days of receiving complete certification information, Trüpp prepares and provides the employee with a Designation Notice. This notice provides the employee details regarding time off parameters, benefits impact (i.e., medical premium payments), time tracking and other details. Internal payroll and benefit teams are also notified following the approval of the leave.

While our dedicated leave specialist is available to employees throughout the duration of the leave, we commit to contacting the employee to check in at the mid-point of their leave of absence. The employee will be responsible for

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reporting intermittent leave usage to the employer along with updates on length of leave. The employer will need to make sure leave utilization is provided to Trüpp, which is submitted through Trüpp's customized web portal.

If an employee's certification expires and the employee needs an extension or the need for leave has changed, Trüpp will request that the employee complete a recertification. In cases where an intermittent leave has no defined end date, Trüpp will request recertification from the employee periodically (i.e. every six months).

Return to Work. Approximately two weeks before the leave expires, Trüpp will notify the employee of when their leave is ending and will remind the employee of any fitness for duty requirements that need to be met. The leave specialist will also confirm the return to work date with the client. This is also the time that Trüpp will communicate with the employee to see if there are any potential accommodations that need to be considered.

ADA Interactive Process. If it is determined that an accommodation may be needed, Trüpp will request the employee to have their medical provider complete an ADA medical certification. Once the certification is received, Trüpp will meet with the employee to conduct the interactive process in order to gather sufficient information from the employee to provide recommendation to the employer regarding if and what accommodation(s) may be reasonable for the employer to provide. Trüpp will then provide its recommendations to the employer and, following the employer's review and decision, communicate to the employee the outcome of the interactive process.

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Leave Administration Tracking + Reporting

Leave Notification and Updates. Employees and managers can utilize Trüpp's customized web portal to submit leave requests. Employers are provided with a portal access link that can be easily embedded in your HRIS, your company intranet, or in a company-wide communication to your employees. Is your workforce primarily in the field without access to a company computer? No problem, Trüpp also provides the ability to handle all leave activities through a special leave hotline. Leave requests are acknowledged within four hours (of standard business day) and leave submission automatically triggers a Trüpp representative within our customer service ticketing system. Communications with the employee (and other client contacts, such as the manager and HR) are also tracked in this system—maintaining a secure and confidential record of activities.

[Here is a link to a demonstration of the Trüpp's leave portal](#) and below are some screen captures.

The image displays two overlapping screenshots of the Trüpp web portal. The background screenshot shows the main portal interface with the Trüpp logo and navigation buttons: Submit New Leave, Submit Question, Submit More Info, Submit Intermittent Time, My Tickets, and Sign out. Below these buttons is a large heading "How can we help you today?" followed by five icons representing different actions: Submit a New Leave, Submit Question, Submit More Information, Submit Intermittent Time Taken, and My Tickets. The foreground screenshot is a detailed view of the "Trüpp Leave Administration Form".

Trüpp Leave Administration Form

Submitting form as: Employee

Contact Information

First Name
Middle Name
Last Name
Preferred Name
Phone Number
Email Address

Job Details

Company Name
Job Title
Supervisor Name
Working City
Working State
Hours Worked Per Week

Intermittent Time Taken

Employee Name Taking the Intermittent Leave
Company Name
Name of Contact Completing the Form
Email of Contact Completing the Form
Start Date of Intermittent Leave Taken
End Date of Intermittent Leave Taken
Total Hours of Intermittent Leave Taken

Leave Request Details

File Date
Comments

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Leave Status Tracking. Want to know who is on leave and what their leave status is? Trüpp has you covered with real-time access to a dashboard containing the current status of each of your organization's open leaves. You'll be able to view each employee's specific type of leave, where they are in the leave process, how much leave time they have available and which dedicated Trüpp advisor is working with them. Trüpp will also provide detailed electronic documentation of leave history for record keeping.

Below are some screen captures of the leave administration dashboard. Details of information tracked and dashboard capabilities can be further shared as a live demo.

The screenshot displays the Trüpp HR dashboard for 'Demo Company'. It is organized into several sections:

- New Incoming Leaves:** Shows a list of new leave requests, including 'Leave Admin Request' and 'Mason Jack (Portal)'.
- Continuous Protected Leaves:** Lists employees on continuous protected leave, such as 'Karl Ruth (Portal)', 'Doe Edward (Portal)', and 'Fields Diane (Portal)'.
- Intermittent Protected Leave:** Lists employees on intermittent protected leave, including 'Korner Tate (Portal)', 'Stevens Ashley (Portal)', and 'Jones Reed (Portal)'.
- Unprotected Leaves:** Lists employees on unprotected leave, such as 'Jason Thomas (Portal)' and 'Blumherry Jodie (Portal)'.
- COVID-19 Related Leaves:** Lists employees on COVID-19 related leave, including 'Larson Derrick (Manual Entry)', 'Becker Ryan (Portal)', 'Mason Kim (Portal)', and 'Roberts Karl (Portal)'.
- ADA:** Lists employees on ADA leave, including 'Panel Christine (Manual Entry)'.
- Completed Leaves:** Lists employees whose leave has been completed, such as 'Poter Veronica (Portal)' and 'Pierce Jane (Portal)'.

Each section includes a 'Trüpp Rep' and 'Leave Main Status' button. A table on the right side of the dashboard provides detailed information for each leave request, including Case #, Application Received, First Name, Last Name, Current Supervisor, and Requested Leave dates.

Case #	Application Received	First Name	Last Name	Current Supervisor	Requested Leave
105240	Apr 15, 2020	Madri	Smith	David K.	Aug 3
105764	Apr 14, 2020	Jack	Mason	Lance J.	Aug 18
105806	Apr 10, 2020	Thomas			
105890	Jun 2, 2020	John			
105711	Apr 9, 2020	Derrick			
105864	Apr 10, 2020	Ryan			
105129	Apr 14, 2020	Kim			
107943	Aug 13, 2020	Kate			
107259	Feb 3, 2020	Christine			
105264	Dec 23, 2019	Veronica			
105117	Apr 10, 2020	Jane			

Leave Reporting. To help your organization understand leave utilization and identify opportunities for decreasing leave length/occurrences, Trüpp provides helpful reports of leave administration activities that can be utilized for work-force planning and employee forecasting. Examples of standard reporting metrics include:

- Percentage of workforce on leave
- Average leave duration
- Types of leave taken
- Reasons for leave
- Number of leave requests including number of approvals & denials

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FFCRA Employee Leave Administration Services

In response to the additional benefits afforded to employees as a result of the COVID-19 pandemic, Trüpp has included supplemental leave services in compliance with Families First Coronavirus Response Act (FFCRA). This service includes:

- Additional data gathering to determine employee + employer eligibility;
- Determining if employees are eligible to receive Paid Sick Leave or Paid Family and Medical Leave as defined by FFCRA;
- Utilizing an IRS-compliant request form to ensure tax credits under the FFCRA;
- Informing employees of the benefits they are eligible to receive;
- Notifying the employer of employee's leave eligibility and status;
- Informing employees of the leave process, including how to log their paid sick leave and return to work instructions;
- Coordinating with the employer timekeeping/payroll contacts to ensure employee paid leave is recorded properly and to monitor employee paid leave time, when needed;
- Determining if an employee's Paid Sick Leave or Paid Family and Medical Leave also qualifies for leave under any federal, state, or local leave laws and if the leaves will run concurrently, where possible under the law(s);
- Checking in with employees and the employer to verify return to work date; and,
- Providing the employer with tracking and reporting of employee leaves.

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Pricing

Leave Administration services	Cost ¹
Standard Leave Administration Services with FFCRA Employee Leave Administration Services Administration and overall management of the standard employee leave process PLUS FFCRA Employee Leave Administration Services with defined points of communication, roles and responsibilities, and process map.	PER LEAVE FEES (STANDARD LEAVE ADMINISTRATION) <ul style="list-style-type: none"> ◦ \$195/employer sponsored approved leave/per employee ◦ \$95/FMLA Leave/per employee PLUS ◦ \$75/intermittent leave/per employee/per month ◦ \$165/hour for ADA Accommodation Requests/Interactive Process PER LEAVE FEES (FFCRA LEAVES) <ul style="list-style-type: none"> ◦ \$75/Paid Sick Leave/per employee ◦ \$95/Paid Family and Medical Leave/per employee ADMINISTRATION FEES <ul style="list-style-type: none"> ◦ Monthly Base Fee: \$750 ◦ One-time Setup Fee: \$750

¹ Does not include travel beyond Portland, OR Metro area or legal counsel.