



1799 Pennsylvania Street
Denver, CO 80203
303.839.5177
EmployersCouncil.org

November 16, 2023

Carl Young, cyoung@huerfano.us

Huerfano County
401 Main St Ste 310
Walsenburg, CO 81089-2045

Dear Carl:

We are pleased that Huerfano County (hereinafter the "Company") is interested in engaging Employers Council to perform the services outlined below. This letter sets forth the details of our engagement.

Scope of Service

Employers Council will provide interim HR VP support to assist with layoffs.

If a consultant assigned to work on this engagement ends employment with Employers Council before completion of the engagement, Employers Council will substitute another consultant to complete the engagement. Company agrees to work with the substitute consultant assigned by Employers Council to complete the engagement.

During this engagement, Company will not contract with or employ an assigned consultant to perform services outlined in this engagement through consultant's own business or otherwise outside of Employers Council.

If Company offers employment to an Employers Council consultant during this engagement and for six (6) months after the end of the engagement, Company agrees to pay Employers Council a lump sum of Twenty Thousand Dollars (\$20,000.00).

Employers Council Billing

As we have previously discussed, the work performed on this project is an additional service that is not included in your membership with Employers Council. As such, it is considered a pay-as-you-go service for HR VP support at a rate of two hundred dollars (\$200.00) per hour, plus additional expenses.

A minimum time of ¼-hour (0.25) is charged for work performed, even though the actual time expended may be less. Work in excess of 1/4 hour is billed similarly in increments of 1/4 (.25) of an hour. All invoicing in this matter will be through Employers Council Services (ECS), a wholly owned subsidiary of Employers Council. Invoices are issued monthly for services performed during the previous month.

The billing amounts above are quoted at Employers Council's current Member Rate for services and assume Company will continue its membership through completion of the engagement. If Company terminates its membership before completion of the engagement, Employers Council and Company may elect to continue the engagement. If Employers Council and Company elect to continue the engagement, further services will be charged to Company at Employer Council's current Non-Member Rate.

From time to time, Employers Council changes its billing rate for services. Employers Council will notify Company of changes to its rates for covered services during this engagement. If Company elects to continue the engagement, further services will be charged to Company at Employers Council's current rates.

Billing Process

This project terminates upon completion of the layoffs or upon written notice to the HR Professional consultant or Manager, HR Professional Services.

Please note that if an in-person consulting/facilitation is agreed to, Company commits to providing an environment that follows current Centers for Disease Control (CDC) guidelines and applicable local, state, and federal orders, regulations, or laws on healthy business operations and work environment. Also, if these guidelines, orders, regulations, or laws change, in-person may not be an option at which time the consulting/facilitation will either be offered virtually or postponed without penalty until we are able to hold in-person.

If you agree with the foregoing, please sign and date this letter and return the signed copy to me via email. Upon receipt of the signed letter of engagement, Employers Council will commence its work as reflected in the Scope of Services for this engagement.

Again, we are delighted to have the opportunity to collaborate with you. Should you have any questions, please do not hesitate to contact me.

Sincerely,

EMPLOYERS COUNCIL, INC.

DocuSigned by:
Heather Newton 11/16/2023
Date _____
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By: Heather Newton, Manager HR Professional Services



Acknowledged & Agreed:

Huerfano County

_____Date_____
By: Carl Young, Huerfano County Administrator

