

Leave of Absence Administration Services Agreement

This Leave of Absence Administration Services Agreement (the "Agreement") for administrative services is made by and between Flores & Associates, LLC ("Service Provider") and the City of Sheboygan (collectively, the "Employer").

SECTION 1. DEFINITIONS

- A. "Accommodation" means modification of working conditions and/or expectations (1) to enable an employee to perform the essential functions of his or her position notwithstanding a disability; or (2) to resolve a conflict between a working condition or expectation and an employee's sincerely held religious belief.
- B. "Accommodation Policies" shall mean all policies, programs, and practices of the Employer that are established and intended to comply with any applicable laws requiring accommodations for disabilities and/or religious conflicts.
- C. "Administrative Charges" mean the fees for Service Provider's Services under this Agreement as more fully described in Schedule A, which is incorporated herein and attached to the Agreement.
- D. "Affiliates" means the Employer and any other entity that, directly or indirectly through one or more intermediaries, controls, is controlled by, or is under common control with, the Employer.
- E. "FMLA" means the federal Family and Medical Leave Act, and regulations promulgated thereunder.
- F. "ADA" means the federal Americans With Disabilities Act.
- G. "Effective Date" means the first day of the first month following the month that the Employer executes this Agreement.
- H. "Employee" shall mean employees of the Employer only and shall include all Employees working in the United States, including full time, part time, and new hires.
- I. "State Leave Laws" shall mean state laws governing qualifying leaves of absence for employees due to personal reasons substantially similar to those enumerated in the FMLA.
- J. "Leave of Absence Policies" shall mean all policies, programs, and practices of the Employer that are established and intended to comply with any applicable Leave Laws requiring an Employer to permit an Employee to be absence from work.
- K. "Leave of Absence" shall mean a period during which an Employee is absent from work as permitted by the Employer's Leave of Absence policies.
- L. "Leave" shall mean excused time off of work for a reason covered by applicable federal, state, or local law and/or Employer's Leave of Absence policies.

SECTION 2. SCOPE OF SERVICES

- A. Service Provider agrees to provide certain administrative services specified in Schedule B (hereinafter referred to as the "Services") which is incorporated herein and attached to this Agreement, relating to the Employer's Leave of Absence Policies and Accommodation Policies for the fees and charges hereinafter specified. Service Provider shall perform such Services at the direction of and with the express consent of the Employer. Service Provider and the Employer agree that Employer shall be the final decision-maker as to the determination of an Employee's request for Leave.

- B. Service Provider shall be responsible for determining eligibility in accordance with all instructions and information provided by the Employer, including, but not limited to, information regarding each Employee's worksite state and employment status. Employer shall be responsible to provide to Service Provider all information, including the date of hire, hours worked, and prior Leave usage, that Service Provider deems necessary to determine whether an Employee is eligible to take Leave. Employer shall provide Service Provider with an eligibility file for each Employee within four (4) business days of i) Employer being notified of an Employee's request for Leave, or ii) Service Provider's written request
- C. Service Provider further acknowledges that Employer has empowered Service Provider to act on Employer's behalf in connection with the Services described herein only as expressly stated in this Agreement. Service Provider's performance of Services hereunder shall be subject to Employer's review and approval and shall be in accordance with Employer's interpretation of any applicable federal, state, or local laws.
- D. The Services to be provided by Service Provider shall be limited to Employees whose Leave commences on or after the Effective Date and Accommodation requests made on or after the Effective Date of this Agreement. If an Employee is on an approved Leave or has an approved Accommodation as of the Effective Date of this Agreement, Service Provider will handle administration of the Leave or Accommodation but will not be responsible for correspondence and administration of such Leave prior to the Effective Date.
- E. Service Provider shall not be held liable for any breach of this Agreement caused by (1) Employer's failure to perform its obligations and duties hereunder in a timely and accurate manner, (2) Employer or an Employee's failure to provide Service Provider with timely and accurate information, or (3) any event or circumstance beyond the reasonable control of the Service Provider.
- F. Service Provider shall perform all duties described in Schedule B.
- G. Employer shall perform all duties described in Schedule C.

SECTION 3. FEES AND CHARGES

- A. The Administrative Charges for Service Provider's Services shall be as specified in Schedule A.
- B. Subject only to any applicable rate guarantees specified herein, Service Provider shall have the right to change or modify the Administration Charges or any portion thereof from time to time, subject to the provisions herein, provided that Service Provider gives Employer written notice specifying such change at least thirty (30) days prior to the effective date of the change. The rates of fees and charges specified in Schedule A shall not be modified prior to five years from the Effective Date.

SECTION 4. MODIFICATION OF EMPLOYER'S POLICIES AND PROCEDURES ON FMLA AND STATE LEAVE

- A. Employer shall provide written notification to Service Provider of any modifications or amendments to its usual and customary practices regarding Leave and/or Accommodations during the Term and shall provide Service Provider with a copy of any such modifications or amendments. Such communication shall also set forth the effective date of such modification or amendment.

- B. Service Provider shall determine (1) whether it will provide services in accordance with the modifications, (2) and whether the modifications will change the Administrative Charges described in Schedule A. If Service Provider agrees, in its sole discretion, to provide such services, then the date for implementation of new services to support the modification or amendment, as it affects Service Provider, will be based on a reasonable appraisal of the effect thereof on Service Provider's functions and duties under this Agreement.

SECTION 5. REPRESENTATIONS AND WARRANTIES REGARDING LEGAL COMPLIANCE

Service Provider shall be responsible for advising the Employer on policy updates to ensure they comply with current laws and best practices. Employer is responsible for providing final policies to the Service Provider, as distributed to employees. Service Provider shall be responsible for providing services in conformance with the law, unless otherwise directed by the Employer and agreed upon by both parties.

SECTION 6. TERM AND TERMINATION

- A. The term of this Agreement commences on the Effective Date and continues until the date on which the Agreement is terminated by either party as provided herein (the "Term").
- B. This Agreement may be terminated by either party by providing the other party written notice its intent to terminate the Agreement ("Notice of Termination"). The Notice of Termination shall be effective thirty (30) days after receipt thereof (the "Termination Date").
- C. Termination of this Agreement shall not discharge any obligations owed by Service Provider or Employer under Section 7 ("Record Retention and Review"), Section 8 ("Confidentiality"), Section 9 ("Indemnification"), Section 10 ("Legal Actions and Proceedings") and Section 12 ("Dispute Resolution"), nor shall it discharge Employer's obligation to pay Service Provider any amounts due as of the Termination Date.
- D. Employer shall be responsible for any costs associated with copying or compiling any records or data in Service Provider's possession that it wishes to retain after the Termination Date.

SECTION 7. RECORD RETENTION AND REVIEW

Service Provider shall maintain records covering Leave and Accommodation requests managed by Service Provider, and the Services performed with respect to such Leave and Accommodation request, in any manner reasonably requested by Employer. Service Provider shall maintain the records consistent with federal and state law or for a minimum of three (3) years following the Termination Date. Any duly authorized representative of Employer shall have the right to examine or audit such records upon reasonable notice to Service Provider during Service Provider's normal business hours; provided, however, that Service Provider shall have the right to condition access to or review of such records upon the execution of written agreements to protect and preserve the privacy of confidential or proprietary information about Service Provider or its business practices which may be contained in or inferable from such records.

SECTION 8. CONFIDENTIALITY

All documents, records, reports, and data, including data recorded in Service Provider's data processing systems, related to the receipt, processing, and administration of Leave request and Accommodations ("Employer Documentation"), shall at all times be the property of Employer, subject to Service Provider's right to possession and use during the Term the Agreement, and to Service Provider's right to maintain such Employer Documentation both during and after the Term in such form as Service Provider maintains its business records in the normal course of its business.

A. Service Provider acknowledges and agrees as follows:

1. The medical information, names, addresses, telephone numbers, dates of birth and all other personal information ("Sensitive Personal Information") pertaining to Employees and their dependents, which Employer may provide Service Provider or which Service Provider may obtain as a result of performing services for Employer under this Agreement, are confidential.
2. "Confidential Information" shall mean information that is not generally known to the public, is subject to a protective order, or that constitutes a trade secret under applicable law, including, without limitation, technical information, know-how, technology, software applications and code, prototypes, ideas, inventions, methods, improvements, data, files, information relating to supplier and customer identities and lists, accounting records, business and marketing plans, and all similar information, and, with respect to the Employer, all information contained in any deliverables and all Sensitive Personal Information, and all copies and tangible embodiments of any of the foregoing (in whatever form or medium); provided, however, Confidential Information does not include any of the foregoing information that: (i) has entered into the public domain through no wrongful act or breach of any obligation of confidentiality by the Recipient or any third party's part; (ii) was in the lawful knowledge and possession of, or was independently developed by, the recipient prior to the time it was disclosed to, or learned by, the recipient, as evidenced by recipient's written records; (iii) was rightfully received from a third party; or (iv) was approved in writing for release by the disclosing party.
3. Advice and instructions provided by Employer's attorney(s) and/or other employees ("Confidential Communications") are confidential.

4. Service Provider shall exercise the same degree of care in protecting the confidential nature of the Confidential Information and Confidential Communications as Service Provider exercises to prevent disclosure of its own Confidential Information. Service Provider shall: (a) keep the Confidential Information of the disclosing party confidential and use the Confidential Information solely for the purposes of exercising its rights and performing its obligations under this Agreement; (b) not directly or indirectly reveal, report, publish, disclose or transfer such Confidential Information to any unauthorized third party; (c) use procedures constituting a high degree of care to maintain the security of such Confidential Information and otherwise reasonable under the circumstances; (d) disclose such Confidential Information to its employees, consultants and contractors solely on a need to know basis as required in connection with performance of recipient's duties under this Agreement; and (e) not disclose the fact that the parties have entered into this Agreement or disclose any of the terms or conditions of or other matters being discussed with respect to this Agreement, except as is necessary for legal or tax purposes.
- B. Employer acknowledges and agrees as follows:
1. The documents used by the Service Provider, which Service Provider may provide to Employer or its Employees, are the confidential and proprietary documents of Service Provider. Employer may use the such documents for the analysis of the administration of Leaves serviced under the Agreement, but Employer shall not disclose said documents to any other entity or person.
 2. Employer shall exercise the same degree of care in protecting the confidential nature of the Confidential Information as Employer exercises to prevent disclosure of its own confidential information.

SECTION 9. INDEMNIFICATION

- A. Service Provider agrees to indemnify and hold Employer and its Affiliates, and their respective directors, officers, employees, agents, and representatives (each, an "Employer Indemnified Party") harmless from any and all liability, loss, damage, fine, penalty or cost (including expenses and reasonable attorney's fees) sustained by Employer Indemnified Party which is the result of Service Provider's negligence, gross negligence, willful misconduct, or breach, violation or failure to comply with the express terms and conditions of this Agreement, unless such negligence, gross negligence, willful misconduct, or breach, violation or failure to comply was the result of or arose out of Employer's breach violation or failure to comply with the express terms and conditions of this Agreement. Employer agrees to indemnify and hold Service Provider harmless from any and all liability, loss, damage, fine, penalty or cost (including expenses and reasonable attorney's fees) sustained by Service Provider which is the result of Employer's negligence, gross negligence, willful misconduct or breach, violation or failure to comply with the express terms and conditions of this Agreement, unless such Employer's negligence, gross negligence, willful misconduct or breach violation or failure to comply was the result of or arose out of Service Provider's breach, violation or failure to comply with the express terms and conditions of this Agreement.

- B. Employer agrees to indemnify and hold Service Provider harmless from any and all liability, loss, damage, fine, penalty, or cost (including expenses and reasonable attorney's fees) sustained by Service Provider which is the result of or arises out of Service Provider's performance of Service hereunder that are in accordance with and/or based on Employer's directions, to the extent that such directions differ from FMLA, ADA and State Leave and disability discrimination Laws, regulations, and authoritative guidance and to the extent that Service Provider has notified Employer of such difference and Employer has determined to direct the Service Provider to proceed with such Service contrary to the advice of Service Provider.

SECTION 10. LEGAL ACTIONS AND PROCEEDINGS

- A. Except as limited by the provisions of this Agreement governing defense of actions and indemnification, each party to this Agreement shall be responsible for the costs (including attorney fees) of its participation in any legal actions or administrative proceedings arising out of matters related to this Agreement.
- B. Service Provider and Employer shall promptly advise each other of any threatened or commenced legal actions or administrative proceedings involving any matter relating to or arising out of the Services provided under this Agreement.

SECTION 11. SUBCONTRACTING

- A. Service Provider and Employer expressly acknowledge that Service Provider is an independent contractor, that it is not the representative or agent or partner of Employer. This Agreement shall not be interpreted or construed to create an employment relationship, association, agency, joint venture or partnership between the parties or to impose any liability attributable from such a relationship upon any party.
- B. Service Provider may, as it deems appropriate, engage temporary employees, independent contractors, consultants, or other persons or entities (collectively referred to as "Assistants") to aid Service Provider in performing Service Provider's duties under this Agreement, so long as such Assistants abide by the terms of this Agreement.
- C. Service Provider shall absorb any additional costs incurred as a result of its subcontracting the services to be provided under this Agreement, except in those instances where costs incurred were previously disclosed and approved in writing by Employer.

SECTION 12. DISPUTE RESOLUTION

The following procedures shall apply to any dispute between the parties arising out of this Agreement or related to the activities and undertakings performed thereunder:

- A. If the parties, in good faith, fail or are unable to resolve the dispute informally, thereupon each of the parties shall appoint a duly authorized representative with no prior direct involvement in the dispute to negotiate a resolution of such dispute. The representative so appointed shall promptly confer, in person or by other means, to negotiate a resolution of the dispute. Each party shall bear the cost of the representative it selects to engage in these negotiations.
- B. If such representatives are unable in good faith to negotiate a resolution of the dispute acceptable to all parties within thirty (30) days after so conferring, then either of the Parties is

entitled to refer the dispute to the court. Any action brought by any party hereto shall be brought within the State of Wisconsin, Sheboygan County.

- C. Refusal or failure of a party to comply with the foregoing procedures for dispute resolution shall constitute a material breach of this Agreement.

SECTION 13. LAWS GOVERNING CONTRACT; JURISDICTION

This Agreement is governed by, and construed in accordance with, the laws of the State of Wisconsin exclusive of conflicts of law provisions. Service Provider and Employer submit to the exclusive, mandatory jurisdiction and venue of any state or federal court sitting in the State of Wisconsin in any action or proceeding arising out of or relating to this Agreement and agree that all claims in respect of the action or proceeding will be heard and determined in any such court. Each party also agrees not to bring any action or proceeding arising out of or relating to this Agreement in any other court. Each party waives any objection which it may now or hereafter have to the laying of the venue of any such proceeding brought in such a court and any claim that any such proceeding brought in such a court has been brought in an inconvenient forum and waives any bond, surety, or other security that might be required of a party with respect thereto.

SECTION 14. NOTICE

Any notices required or provided for by the terms of this Agreement shall be in writing and shall be sent by regular United States mail, via facsimile, or air express to the addresses below:

If to the Employer:

City of Sheboygan
Human Resources Department
828 Center Ave., Suite 201
Sheboygan, WI 53081

If to the Service Provider:

Flores & Associates, LLC
1218 S Church St.
Charlotte, NC 28203
Fax: 800-726-9982

Each party shall have the right, at any time, to change its respective address for notice purposes. If a party elects to change its address, it must provide at least fifteen (15) days written notice of its intent to change addresses, and it must simultaneously provide the new address to which subsequent notices should be sent.

SECTION 15. SEVERABILITY

If any provision of this Agreement is determined to be in any respect invalid, such determination shall not nullify any of the other terms of this Agreement.

SECTION 16. MISCELLANEOUS PROVISIONS

- A. Service Provider shall have no power or authority on behalf of Employer to alter, modify, or waive any Leave of Absence Policy or Accommodation Policy of the Employer or to waive on behalf of Employer any breach of any such policies or procedures, or to bind Employer or to waive any of Employer's rights by making any statement or by receiving at any time any notice or information.
- B. Forbearance or waiver of a breach of any provision of this Agreement shall not be construed as nor constitute a waiver of any subsequent breach of such provision, nor shall it be construed as or constitute a waiver or breach of any other provision of this Agreement.
- C. Neither party shall assign this Agreement without the express consent of the other party. This Agreement shall inure to the benefit of the parties, and to the extent permitted by this Agreement, their successors and assigns.
- D. This Agreement may be executed in counterparts each of which shall be deemed an original, all of which together shall constitute one agreement binding on all parties hereto, notwithstanding that all parties have not signed the same counterpart.
- E. This Agreement shall be construed in accordance with its plain meaning, without giving any effect to any implication or interference arising from the fact that it may have been drafted by or on behalf of any party to this Agreement.
- F. This Agreement constitutes the entire Agreement between the parties. Except for changes in the Administration Charge or its components made and permitted by this Agreement, no modification or amendment shall be valid unless executed in writing and signed by authorized representatives of both parties.
- G. Neither Service Provider nor Employer shall have any power or authority to act for or on behalf of the other except as herein expressly granted, and no other or greater power or authority shall be implied by the grant or denial of power or authority specifically mentioned herein.
- H. Service Provider shall not refer to Employer or any of its Affiliates in any media form, including, without limitation, in any advertising, publicity release, sales pitch or presentation, whether orally or in writing, without Employer's prior written approval. Such reference would include, but not be limited to, a general reference or a specific reference to the name of Employer or that the Services were provided to or on behalf of Employer.

[Remainder Intentionally Blank; Signature Page Follows]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed, by and through their representatives thereunto duly authorized, on the date or dates indicated with the signatures below.

Service Provider: Flores & Associates, LLC

Employer: City of Sheboygan

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest: _____

Title: _____

Date: _____

This Agreement is authorized by the City of Sheboygan pursuant to Res. ____-22-23.

SCHEDULE A

Fees for Services

Monthly Administration Charge

Employer shall pay Service Provider a monthly charge equal to \$3.25 times number of Employees employed by Employer (and any Employer Affiliate that Service Provider is performing Services for) as of the first day of each month of the Term (the "Administrative Charge"). Employer shall pay the Administration Charge within thirty (30) days of invoice receipt.

SCHEDULE B

Service Provider Duties

- A. Administer Leave requests, both full and intermittent, and the paperwork associated with Accommodations.
- B. Service Provider will not administer vacation, personal, PTO, or sick days.
- C. Determine eligibility of Employee based on Employer provided information. Provide Eligibility Notice any other notices or disclosures at any stage of the process as required by the FMLA or any applicable State Leave Laws.
- D. Perform follow up with the employee and/or their health care provider for clarification on any medical documentation or certification forms.
- E. Analyze and investigate each Leave request in accordance with applicable laws and pursuant to the instructions and directions regarding the Employer's Leave of Absence Policies.
- F. Provide "Designation Notices" as required by applicable federal, state, or local law.
- G. Review the status of each Employee's eligibility for Leave at appropriate intervals during a Leave or Accommodation and determine if the Employee continues to be eligible for Leave and/or an Accommodation.
- H. Notify Employer in writing whenever Service Provider's recommendation regarding an Employee's Leave or Accommodation needs Employer review and approval under the terms of this Agreement. The written notice, to be provided to Employer within 24 hours, shall contain Service Provider's request for a Leave or Accommodation, and a recommendation for resolution. Service Provider will comply with Employer's directions.
- I. Determine availability of Leave time.
- J. Handle inquiries and follow-ups.
- K. Collect, review, and validate certification, documentation, and other necessary paperwork.
- L. Involve a Nurse Case Manager clinical advisory review, when necessary and authorized by Employer.
- M. Recertify Leave periods and Accommodations as appropriate or as allowed by law.
- N. Confirm Return to Work (RTW).
- O. Providing reports to the employer as defined during the implementation period.

SCHEDULE C

Employer Duties

- A. Provide notice to Service Provider of an Employee's request for a Leave or Accommodation within four (4) business days receipt of such request for a Leave or Accommodation.
- B. Provide Employee information as needed to evaluate pending requests for a Leave or Accommodation. Provide report of absence information as it relates to intermittent absences covered under one of the Employer's Leave of Absence Policies. The frequency of the report will be agreed upon by both Parties.
- C. Provide copies of Employer's Leave of Absence Policies and Accommodation Policies, including amendments or revisions, as may reasonable be required for Service Provider to fulfill its obligations under this Agreement.
- D. Act as the decision-maker for ADA Accommodations, including participation in an "interactive process" with the employee to determine if: 1) there are any reasonable accommodations that will allow the employee to perform the essential functions of their job; or 2) if transfer to open positions that the employee would be qualified and able to perform with or without reasonable accommodations is an option; and respond to Service Provide within 48 hours of a requested decision on such accommodations.
- E. Pay the costs of all Employer authorized second or third opinions required for Service Provider to perform its obligations hereunder.
- F. Notify Service Provider promptly of any failure by an Employee to meet the scheduled return to work date.
- G. Communicate all responsibilities and requirements for leave requests to employees in an effective and timely manner.
- H. Designate personnel within human resources and any other appropriate departments to be responsive contact points for Service Provider. Contact points should be able to confirm information, interpret corporate leave policies, and make decisions regarding requested Leave request within a reasonable time period after any request by Service Provider.



FLORES LEAVE SOLUTIONS

PROPOSAL



A better benefits
experience starts here

PREPARED FOR
City of Sheboygan

PREPARED BY

Lindsay Lloyd
lindsay@leavesolutions.com
414-395-0480



MEET A BETTER BENEFITS PARTNER.

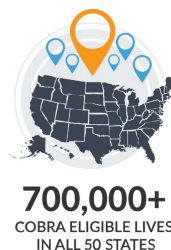
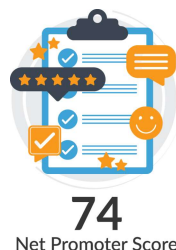
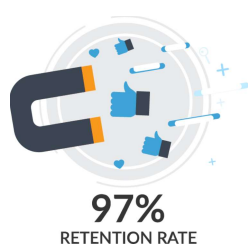
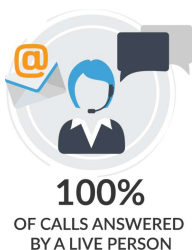
ABOUT FLORES

Flores is a premier administrator of employer-sponsored reimbursement plans including Flexible Spending Accounts (FSAs), Health Savings Accounts (HSAs), Health Reimbursement Accounts (HRAs) and Commuter Benefit Accounts (CBAs) as well as Life Balanced lifestyle reimbursement accounts and Student Loan Repayment Assistance. In addition to these account-based benefit options, Flores also handles COBRA and other direct bill services to meet the compliance needs of employers. In 2022, Flores launched a full suite of compliance solutions including Premium Only Plan (POP) administration, Wrap SPDs, Form 5500 preparation, and an HR Compliance Center. Flores has emerged as a leader in the CDHP market through a service model founded upon innovative technology, dedicated professionals, and an uncompromising commitment to remarkable service experiences.

ABOUT FLORES LEAVE SOLUTIONS

Our goal in FMLA administration is to take as much work off the plate of an HR team as possible, including end-to-end leave administration, delivery and collection of all paperwork, and direct communications with employees, supervisors, payroll teams, and disability insurance companies to deliver a complete service experience for the employee while significantly reducing the burden of administration for the employer.

THE FLORES DIFFERENCE



FLORES LEAVE SOLUTIONS

FEATURES & PROCESS

Flores Leave Solutions acts as an extension of your HR department by administering the day-to-day burden of FMLA paperwork and provides sound guidance on tricky leave and accommodation issues.

What is Included?

- End-to-end FMLA, state and municipal leave laws, COVID-related leaves, ADA, USERRA, personal leave, and disability management, including paperwork, communication, tracking, and reporting.
- Personalized service for you and your employees, including multiple phone calls and checkpoints throughout the leave process. No automated emails or pre-recorded voicemails.
- Integration with your disability carrier or state insurance programs to streamline the process for the employee.
- Proactive conversations with employees that you suspect are abusing their leaves, allowing you to separate those conversations from other disciplinary action.
- A consistent, conservative, and compassionate approach.
- A dashboard with an overview of your leave of absence trends and the ability to drill down into data.

What is the Process?

Intake

The employee can complete our online request form, email, or call their Dedicated Consultant directly. Alternatively, HR or the employee's supervisor can report it to us and we'll proactively reach out to the employee.

Flores Leave Solutions takes it from there . . .

1. Explain the process to the employee, answer questions, then send the paperwork (including STD paperwork/instructions). We can send the paperwork directly to their health care provider, if requested.
2. Notify HR regarding the new FMLA case. We can customize the communication to specific HR reps based on location/department, etc. We can include supervisors in some or all communications.
3. Communicate frequently with the employee about paperwork reminders and assistance.
4. Review completed medical certifications and gather more information, if necessary.
5. Send the Designation Notice.
6. Manage return-to-work status and restrictions.

Flores also:

- Handles Intermittent FMLA Reporting
- Provides guidance and coaching on ADA accommodations
- Accepts eligibility files in Excel or CSV formats
- Takes over existing leaves at no additional cost
- Handles most Leave of Absence abuse issues on your behalf

FLORES LEAVE SOLUTIONS IMPLEMENTATION

Our goal is to provide an implementation experience that is straightforward and collaborative.

60-90 Days Prior to Plan Effective Date

Initial implementation call to discuss:

- Current FMLA practices
- Eligibility file
- Intermittent reporting process
- Communication with HR and supervisors
- Personal leave policies
- Other overlapping benefits (STD, LTD, paid leaves, PTO use, EAP, WC, etc.)
- Rollout communication

Prep work:

- We start building out your templates
- You start gathering data for any takeover leaves and create an eligibility le

Second implementation call to discuss:

- Sample templates customized for your company
- Transferring eligibility and takeover leave data
- Final rollout communication

Post go-live meetings:

- Discuss adjustments to process
- Adjust reports as needed
- Touch base on overall process



FLORES LEAVE SOLUTIONS

PRICING

Proposal Valid Until: 10/01/2022

Effective Date: 60-90 days from signature

Sales Partner:

Lindsay Lloyd

lindsay@leavesolutions.com

414-395-0480

Flores Leave Solutions acts as an extension of your HR department by administering the day-to-day burden of FMLA paperwork and provides sound guidance on tricky leave and accommodation issues.

Why Flores Leave Solutions?

HR Professionals - We are the only leave administrator staffed with HR professionals. We speak your language and understand the big picture when it comes to employment law, best practices, and most importantly, the employee experience.

Extension of Your HR Team - We act as an extension of your HR team, not as a 3rd party administrator. We mirror your company culture and practices and customize all our processes to meet your needs, not the other way around.

No Call Center - Single point of contact for employees. Your dedicated leave consultant gets to know you and your culture for a more fluid experience.

High Touch Process - Multiple touch-points with the employee, the HR team, and managers. No automated emails or pre-recorded messages.

Pricing

Pricing is based upon total employee count. Minimum billing is \$175 per month.

| Size (# of EEs) | PEPM Rate |
|-----------------|-----------|
| 0-249 | \$3.50 |
| 250-499 | \$3.25 |
| 500-999 | \$3.00 |
| 1000-1999 | \$2.75 |
| 2000+ | \$2.50 |

Company Name: City of Sheboygan

Total Employee Count: 495

PEPM Rate Quoted: \$3.25

Company Representative Name & Title (Printed):

Company Representative Signature:

Company Representative Email:

Date: