

Matt Forss

From: Sherry Kaven <sherry@altratekplastics.com>
Sent: Friday, May 21, 2021 9:38 AM
To: Lauren Kenney
Subject: RE: CO Paid Sick Leave

Hi,

I'll just go with the 1.50 rate for all personnel. I will let you manage your Sick leave and I'll stay out of it. I won't have to verify or require you to send a special report.

Thanks anyway!

From: Lauren Kenney <Lauren@corpmgmtgroup.com>
Sent: Friday, May 21, 2021 9:33 AM
To: Sherry Kaven <sherry@altratekplastics.com>
Subject: RE: CO Paid Sick Leave

Hi Sherry,

I just heard from the payroll team and they explained that how the accrual process is set up within their system, it would be impossible for an employee at any site we service here in CO to exceed the 48-hours. They also showed me how I can pass along the previous, accrued, depleted and current balance of any employee in question. Below is a summary of Brent's CO PSL hours:

Check Date	Accounting Period	Accrual	Previous	Accrue	Deplete	Balance
05/21/2021	05/16/2021	Paid Sick Leave Tier CO	12.86	1.33	0.00	14.19
05/14/2021	05/09/2021	Paid Sick Leave Tier CO	11.53	1.33	0.00	12.86
05/07/2021	05/02/2021	Paid Sick Leave Tier CO	10.19	1.33	0.00	11.53
04/30/2021	04/25/2021	Paid Sick Leave Tier CO	8.93	1.26	0.00	10.19
04/23/2021	04/18/2021	Paid Sick Leave Tier CO	7.60	1.33	0.00	8.93
04/16/2021	04/11/2021	Paid Sick Leave Tier CO	6.27	1.33	0.00	7.60

My thoughts, whenever we have an employee who is going to utilize the CO PSL, I will send you the above picture of that employee's report. That way, you can see where they're currently at within the 48-hour mandate.

What are your thoughts?

Thanks Sherry, I so appreciate your patience as we're adjusting and working out details of these new laws.

*** Exciting news, we moved! Corporate Management Group's new address for our corporate office is 1501 W 124th Ave, Unit 500 Westminster, CO 80234 ***

Take care,

Lauren Kenney

Business Development

Direct: 970-852-1350

Email: Lauren@corpmanagementgroup.com

www.corpmanagementgroup.com



From: Sherry Kaven <sherry@altratekplastics.com>

Sent: Friday, May 21, 2021 8:59 AM

To: Lauren Kenney <Lauren@corpmanagementgroup.com>

Subject: RE: CO Paid Sick Leave

Hi,

No, I don't need the accrual. When I'm invoiced for hours of ESG PTO, does it also show the hours for YTD ESG PTO? Otherwise, I would have to pull old invoices to confirm that it hasn't exceeded 48 hours in year.

If your invoice doesn't have that information, then I will choose the 1.50% rate. It will just take more of time to process your invoices with this additional research.

Thank you,

Sherry Kaven,
Office Manager
Altratek Plastics
sherry@altratekplastics.com
303-776-9722 ext 101

From: Lauren Kenney <Lauren@corpmanagementgroup.com>

Sent: Friday, May 21, 2021 8:33 AM

To: Sherry Kaven <sherry@altratekplastics.com>

Subject: RE: CO Paid Sick Leave

Hi Sherry,

I believe that is information that we can provide. I know specifically on an invoice that has CO PSL being used, it is coded as ESG PTO. I want to make sure I am making the request correctly, you're hoping to see a report weekly or bi-weekly of every employee's accrued rate at AltraTek?

Thanks Sherry! Happy Friday!

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Take care,

Lauren Kenney

Business Development

Direct: 970-852-1350

Email: Lauren@corpmgmtgroup.com

www.corpmgmtgroup.com



From: Sherry Kaven <sherry@altratekplastics.com>

Sent: Friday, May 21, 2021 8:29 AM

To: Lauren Kenney <Lauren@corpmgmtgroup.com>

Subject: RE: CO Paid Sick Leave

Morning Lauren,

My only issue with taking the lower rate for sick pay has to do with knowing the running total of hours paid out to an employee. Is that information on your invoice? Otherwise, I would need to pull old invoices to verify that it has not exceeded the 48 hours per year for each employee. It wouldn't be too bad right now since we only have one employee. But, it does cause more time if you do not provide that information.

Thank you,

Sherry Kaven,

Office Manager

Altratek Plastics

sherry@altratekplastics.com

303-776-9722 ext 101

From: Lauren Kenney <Lauren@corpmgmtgroup.com>

Sent: Thursday, May 20, 2021 4:44 PM

To: Sherry Kaven <sherry@altratekplastics.com>

Subject: Re: CO Paid Sick Leave

Hi Sherry,

Thanks for your email. I hope you're having a great afternoon.

Yes, that would be correct. The rate would increase all together to a 1.50 to cover any costs associated with CO PSL. Otherwise, we would keep it at the 1.45 and only charge 1.20 should/if an employee needed to utilize the CO PSL.

I hope this makes sense. Please let me know if you have any questions.

Thanks Sherry!

Take care,

Lauren Kenney
Business Developer

Direct: [970-852-1350](tel:970-852-1350)

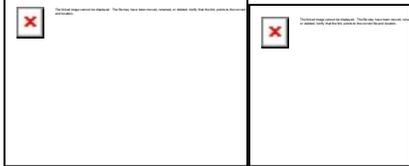
Office: [303-920-1425](tel:303-920-1425)

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On May 20, 2021, at 4:39 PM, Sherry Kaven <sherry@altratekplastics.com> wrote:

Hi Lauren,

Thank you for reaching out. Just for clarity, the mark up rate would go from 1.45% to 1.50%? (If I don't choose the 1.20% for sick pay days.)

Thank you,

Sherry Kaven,
Office Manager
Altratek Plastics
sherry@altratekplastics.com
303-776-9722 ext 101

From: Lauren Kenney <Lauren@corpmgmtgroup.com>

Sent: Wednesday, May 19, 2021 9:58 AM

To: Sherry Kaven <sherry@altratekplastics.com>

Subject: CO Paid Sick Leave

Hi Sherry,

Happy Wednesday to you! I hope you're off to a great start to your day and enjoying the morning sunshine so far—it's a nice break from the rain lately.

Hey, I hope you don't mind me reaching out. I wanted to see if you would like to revisit the conversation regarding the CO Paid Sick Leave Mandate. From our last conversation, you had asked that CMG increase the bill-rate for all employees in order to cover the cost for any COVID related time-off. As I'm sure you can tell, the President of CMG held off on doing so. He wanted to hold off until the end of 2020 to see if the extension was granted. Luckily, it was not. His fear was overcharging you, our client, for something that may or may not be used. Now, with only the CO Paid Sick Leave in effect we wanted to revisit the increased bill-rate with you. Our goal as a firm is to be as transparent as possible with all clients. We truly feel it would be in Altratek's best interest to keep the bill rate at the current rate and only charge a 1.20 rate should/if an employee need to utilize their COPSL PTO. Our payroll team keeps track of all of our employee's CO PSL accruals and ensures accuracy for what is being used.

Let me know if you'd like to consider this option. Otherwise we'll need to make the increase of 1.50 on Altratek's bill-rate on May 24th.

Thank you, Sherry! I look forward to hearing from you.

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Take care,

Lauren Kenney

Business Development

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Email: Lauren@corpmgmtgroup.com

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<image002.png>