

Caitlin Scholl

From: Caitlin Scholl
Sent: Friday, February 12, 2016 4:26 PM
To: 'Deborah'
Subject: RE: 8014 Information Request for UI Claim
Attachments: Felicia Martinez contract.pdf; Felicia Martinez timesheet w.e. 12-20-2015.pdf; Email Conversation 12-17-2015- Felicia Martinez.pdf; Felicia Martinez NCNS email.pdf; Felicia Martinez attendance record 2015.pdf

Hi Deborah,

Below is the additional information requested:

1. The claimant reported that Cindy at the Leaning Tree told her the job was over, and she completed the assignment on 12/16/15. Can you verify whether Cindy told her this?

I cannot confirm if Cindy told Felicia this information. However, all schedule/assignment information would have been communicated to Felicia by Carla Martinez (the account manager at CMG who hired Felicia) or Felicia's direct supervisor at Leanin' Tree, Val. Cindy does not have the authority to communicate to another employee when their assignment would end. Also, Felicia did not complete her assignment on 12/16/2015, she worked 12/17/2015 and 12/18/2015- please see attached timesheet. The assignment was set to last through 12/22/2015, but Felicia "no call-no showed" to work on 12/21/2015 and 12/22/2015. Please see attached email from Rachel, from HR at Leanin' Tree, as well as attached attendance report. We were never able to reach Felicia regarding these absences, and never received a response from Felicia.

2. The claimant reported that she spoke with Carla Martinez with your agency before the job ended. Can you verify this?

I cannot verify this. The last time that Carla spoke with Felicia was 12/17/2015. Felicia had applied to another posting for a job opening at Leanin' Tree for a temp-to-hire position that was set to begin shortly after Felicia's seasonal assignment was set to end. Carla was working with Felicia to get her an interview for the permanent position. Please see the attached email conversation.

3. Did the claimant sign up to work a series of limited-term assignments or to work for a specific client company?

The claimant was hired as a temporary worker through CMG to work for our client company, Leanin' Tree, to complete a short term, seasonal assignment. This assignment was set to last until 12/22/2015. If a temporary employee ends an assignment with a client site on good terms, they are considered eligible for rehire and we will work with them to place them on another assignment. However, Felicia quit her assignment by way of job abandonment/'no call-no show', so she is not eligible for rehire with CMG.

4. Did you provide a contract that the claimant had to contact the employer when the claimant completed an assignment?

Yes.

5. If yes, what did the contract say about maintaining contact with the agency?

Please see attached contract.

Thank you! Please let me know if any additional information is needed.

Colorado Department of Labor and Employment, Division of Unemployment Insurance <http://www.colorado.gov/cdle/ui>
We keep Colorado working.

Fax 303-318-7902

This is an authorized communication from the Colorado Department of Labor and Employment, Division of Unemployment Insurance (UI). Email contact with UI is another valid way to provide additional information regarding job separations when so requested by the Division. We will never ask you to provide social security numbers, dates of birth, or UI PIN numbers by email. Please do not use full social security numbers, dates of birth, or UI PIN numbers when responding to us by email. We hope that you will find this additional method of providing information beneficial as we continue our efforts to better serve all of our customers.

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Employee Attendance by Year - Felicia Martinez

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
January																																0	
February																																	0
March																																	0
April																																	0
May																																	0
June																																	0
July																																	0
August																																	0
September																																	0
October																																	0
November																																	0
December																																	2

Legend:

- Weekend  
- Non PTO Day  
- Sick  
- Arrived late  
- Left early  
- NCNS  
- Death in the family  
- Child ill  
- Child daycare issue  
- Dr. appt.  
- Work comp  
- Jury Duty  
- Vacation  
- Paid Holiday  
- Unpaid Holiday  
- Military service  
- FMLA: birth/adoption  
- Client - not enough work  
- Car trouble  
- Missed the Bus  
- Paid Time Off  
- Weather  
- Other  

Solid = Excused, Cross-hatched = Not Excused

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Caitlin Scholl

From: Carla Martinez
Sent: Thursday, February 11, 2016 3:35 PM
To: Caitlin Scholl
Subject: FW: Updated Resume
Attachments: feliciaresume4.pdf

From: Felicia Anne [mailto:feliciaaa93@hotmail.com]
Sent: Thursday, December 17, 2015 6:43 PM
To: Carla Martinez
Subject: Updated Resume

Hi,

I've updated my resume and added my typing skills on there. I wasn't sure what else to throw in there because my experience with IBM was very brief. Also, when I worked at the Hydrant the scheduling and things were in a book not on a computer so hopefully what I have added will get me the job but if not I'm still interested in the packing job that Stephanie was talking to you about. Just let me know, have a great weekend and vacation!

Thanks,
Felicia Martinez

Caitlin Scholl

From: Carla Martinez
Sent: Thursday, February 11, 2016 3:33 PM
To: Caitlin Scholl
Subject: FW: Felicia?

From: Luna-Victoria, Rachel [mailto:Rachel.Luna-Victoria@leanintree.com]
Sent: Monday, December 21, 2015 11:22 AM
To: Joe Rael; Lis Porreco; Lincoln Mooney; Carla Martinez
Cc: HR
Subject: RE: Felicia?

Any word from Felicia yet?

We have not heard anything.

Thank you!
Rachel

Rachel Luna-Victoria
Sr. Human Resources Generalist
Ph: 303-530-1442 ext. 4165
Rachel.Luna-Victoria@LeaninTree.com
6055 Longbow Drive
Boulder, CO 80301
www.TradeLeaninTree.com



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From: Luna-Victoria, Rachel
Sent: Monday, December 21, 2015 7:58 AM
To: Joe Rael; Lis Porreco; Lincoln@corpmgmtgroup.com; Carla Martinez <Carla@corpmgmtgroup.com>
Cc: HR
Subject: Fwd: Felicia?

Felicia Martinez is has not reported to work. Has anyone heard from her? We need to know she will be in today and also she will be in tomorrow for inventory.



Notification of Colorado Law Requirement
Unemployment Acknowledgement

According to Colorado Statutes section 8-73-105.3. A temporary employee who is given a notice that the employee is required to contact or notify the employer upon completion of an assignment and to be available to work, as agreed upon at the time of hire, during a specified period of time, on specified dates, or upon call by the employer on an as-needed basis and who does not contact or notify the employer upon completion of an assignment in compliance with the notice and is not available to work at the agreed-upon times is deemed to have voluntarily terminated employment for the purpose of determining benefits pursuant to section 8-73-108 (5) (e). Also, a temporary employee who agrees to work on an as-needed basis and refuses all work within three separate pay periods when contacted by the employer is deemed to have voluntarily terminated employment for reasons that may or may not allow an award of benefits pursuant to section 8-73-108.

It is your responsibility to contact or notify CMG once your assignment ends. If you fail to do so, it may affect your unemployment benefits.

I understand by signing this form that I am responsible to contact or notify CMG once an assignment ends. I also acknowledge that I have received a separate copy of this form.

fm (Initial)

Employee Signature:

Feneta Martinez
Employee (please print your name here)

Date:

11/13/15

Department: 120 CONSUMER ORDER
Job: 00L000

Pay Group: 2

FELICIA MARTINEZ

PIN: 55854

Payroll ID: 0004-CMG

TIME CARD

Date	Start	MLOut	MLIn	Meal	Stop	Hours	PNW	Department	Job
12/14/2015	13:01				15:30	2.50		120 CONSUMER ORDER	00L000
12/16/2015	7:07				9:20	2.08		120 CONSUMER ORDER	00L000
12/16/2015	9:20			30	15:30	5.67		055 055	00L000
12/17/2015	7:04				7:05	0.08		120 CONSUMER ORDER	00L000
12/17/2015	7:05			30	15:32	7.92		055 055	00L000
12/18/2015	6:58				7:00			120 CONSUMER ORDER	00L000
12/18/2015	7:00			30	15:32	8.00		055 055	00L000

TIME CARD SUMMARY

Regular	Day QT	Day OT	Day DT	Week OT	PNW	Total
26.25						26.25
Shift 1	Shift 1 OT	Shift 1 DT	Shift 2	Shift 2 OT	Shift 2 DT	Shift 3 DT
26.25						

Employee Signature: _____

Supervisor Signature: *Felicia Martinez*