



To: All Employees

Quien: Todos Empleados

From: Corporate Management Group & Employer Solutions Group
De: Corporate Management Group y Employer Solutions Group

Re: Stop Payment Check Fee
Re: Tarifa de cheque parado

Effective immediately, to replace a lost or stolen check, \$50.00 will be deducted from the replacement check for a stop payment fee and for a reprocessing fee. Efectivo inmediatamente, para reemplazar un cheque de sueldo perdido o robado, \$50.00 de tarifa sera deducido de el cheque reemplazado para parar el cheque original y para procesarlo denuevo.

If you lose your check, we will first have to verify that it has not been processed through the bank. If it has not, a new check will be issued, minus the \$50.00 fee. Si usted pierde su cheque, tendremos que verificar que no ha sido procesado en el banco. Si no, un cheque nuevo sera processado, menos las tarifa de \$50.00.

If your check is stolen, we will first need a copy of the police report before a new check can be reissued. After we receive a copy of the police report, a new check will be issued following the same procedures as listed above. Si su cheque es robado, necesitaremos una copia de el reporte de policia antes de que un cheque nuevo sera procesado. Despues de obtener una copia del reporte de policia, un cheque nuevo sera procesado usando los mismos procedimientos mencionados arriba.

If you have any questions regarding this new policy, please contact your On-Site Representative or the Corporate Office (303-920-1425). Si usted tiene preguntas sobre esta poliza, por favor contacte a su representante de CMG o la oficina corporal al (303-920-1425)

Thank you for your continued dedication and hard work!

Gracias por su dedicacion continua!

By signing below you are confirming that you understand the above policy.
Con su firma abajo usted esta confirmando que entiende la poliza descrita.

Signature/Firma: *Jimmy De Leon*
Date/Fecha: 2-13-15

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.

J.O. (Initial)

Employee Signature: Jeremy DeLeon

Employee (please print your name here) Jeremy DeLeon

Date: 2-13-15



ANTI-HARASSMENT POLICY

It is Corporate Management Group's (CMG) policy that all employees should be able to enjoy a work environment free from all forms of discrimination, including harassment. As such, CMG is committed to vigorously enforcing their Anti-harassment Policy. This policy applies to all employees of the organization (without regard to position) and individuals not directly connected to CMG (e.g., an outside vendor, consultant, customer or guest). Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation or veteran status. Harassment is considered a form of discrimination and is specifically included among the prohibitions under Title VII of the Civil Rights Act of 1964. In addition, retaliation or reprisal taken against anyone who has expressed concern about harassment or discrimination against the individual raising the concern is illegal.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as "unwelcome sexual advances, requests for sexual favors, sexual comments, or other verbal or physical acts of a sexual or sex-based nature including, but not limited to drawings, pictures, jokes, and/or teasing where (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment."

The Anti-harassment Policy prohibits harassment and/or retaliation by any individual employed by, doing business with or for, or visiting CMG. Employees who believe they have been the subject of harassment and/or retaliation or an employee who may have been witness to harassment and/or retaliation must report the incident immediately. Information and/or allegations must be reported to a manager of CMG (by telephoning 866.920.1425 or 303.920.1425). Only those who have an immediate need to know, including the alleged target of harassment or retaliation, the alleged harassers or retaliators, and any witnesses may find out the identity of the complainant. All individuals contacted in the course of an investigation will be advised that all persons involved in a charge are entitled to respect and that any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, who has made a complaint, or who has provided information in connection with a complaint, is a separate violation of CMG's policy. All information will be disclosed only on a need-to-know basis to allow CMG to

investigate and resolve the incident. CMG recognizes the serious nature of harassment and therefore will endeavor to protect the employee who may have been subjected to harassment, any witnesses and the party against whom allegations have been filed to every possible extent.

Harassment is unlawful and has a negative impact on employees. Violation of the Anti-harassment Policy will not be tolerated by CMG and may result in discipline up to and including termination. Offensive acts or conduct have no legitimate business purpose; accordingly, any employee, regardless of his/her position within CMG, who it is determined has engaged in such conduct will be made to bear the full responsibility for such unlawful conduct.

With respect to sexual harassment, the following is prohibited:

1. Unwelcome sexual advances, request for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

2. Offensive comments, jokes, innuendoes and other sexually-oriented statements.

If Harassment Occurs:

1. When possible, confront the harasser and tell him/her to stop. Sometimes a simple confrontation will end the situation.
2. If confrontation is unsuccessful, immediately contact your CMG supervisor to report the harassment.
3. An investigation will be conducted and appropriate action taken, including disciplinary measures. We will investigate, in confidence; all reported incidents of harassment and retaliation.

Employee Signature: _____

[Handwritten Signature]

Date: 2/13/15

Pre-Screening Notice and Certification Request for the Work Opportunity Credit

Information about Form 8850 and its separate instructions is at www.irs.gov/form8850

Job applicant: Fill in the lines below and check any boxes that apply. Complete only this side.

Your name Jeremy DeLeon Social security number 545-73-4228

Street address where you live 8725 W. 66th Cir

City or town, state, and ZIP code Arvada, CO 80004

County Jeffco Telephone number 720-695-0051

If you are under age 40, enter your date of birth (month, day, year) 7/19/82

1 Check here if you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.

2 Check here if any of the following statements apply to you.

- I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the past 18 months.
- I am a veteran and a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (food stamps) for at least a 3-month period during the past 15 months.
- I was referred here by a rehabilitation agency approved by the state, an employment network under the Ticket to Work program, or the Department of Veterans Affairs.
- I am at least age 18 but **not** age 40 or older and I am a member of a family that:
 - a Received SNAP benefits (food stamps) for the past 6 months, **or**
 - b Received SNAP benefits (food stamps) for at least 3 of the past 5 months, **but** is no longer eligible to receive them.
- During the past year, I was convicted of a felony or released from prison for a felony.
- I received supplemental security income (SSI) benefits for any month ending during the past 60 days.
- I am a veteran and I was unemployed for a period or periods totaling at least 4 weeks but less than 6 months during the past year.

3 Check here if you are a veteran and you were unemployed for a period or periods totaling at least 6 months during the past year.

4 Check here if you are a veteran entitled to compensation for a service-connected disability and you were discharged or released from active duty in the U.S. Armed Forces during the past year.

5 Check here if you are a veteran entitled to compensation for a service-connected disability and you were unemployed for a period or periods totaling at least 6 months during the past year.

6 Check here if you are a member of a family that:

- Received TANF payments for at least the past 18 months, **or**
- Received TANF payments for any 18 months beginning after August 5, 1997, **and** the earliest 18-month period beginning after August 5, 1997, ended during the past 2 years, **or**
- Stopped being eligible for TANF payments during the past 2 years because federal or state law limited the maximum time those payments could be made.

Signature—All Applicants Must Sign

Under penalties of perjury, I declare that I gave the above information to the employer on or before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.

Job applicant's signature Jeremy DeLeon

Date 2-13-15

For Employer's Use Only

Employer's name Corporate Management Group Telephone no. 303-920-1425 EIN 201535646

Street address 12000 N Washington St #290

City or town, state, and ZIP code Thornton, CO 80241

Person to contact, if different from above Telephone no.

Street address

City or town, state, and ZIP code

If, based on the individual's age and home address, he or she is a member of group 4 or 6 (as described under Members of Targeted Groups in the separate instructions), enter that group number (4 or 6)

Date applicant:

Information Was offered job Was hired Started job

Under penalties of perjury, I declare that the applicant provided the information on this form on or before the day a job was offered to the applicant and that the information I have furnished is, to the best of my knowledge, true, correct, and complete. Based on the information the job applicant furnished on page 1, I believe the individual is a member of a targeted group. I hereby request a certification that the individual is a member of a targeted group.

Employer's signature

Title Date

Privacy Act and Paperwork Reduction Act Notice

Section references are to the Internal Revenue Code.

Section 51(d)(13) permits a prospective employer to request the applicant to complete this form and give it to the prospective employer. The information will be used by the employer to complete the employer's federal tax return. Completion of this form is voluntary and may assist members of targeted groups in securing employment. Routine uses of this form include giving it to the state workforce agency (SWA), which will contact appropriate sources to confirm that the applicant is a member of a targeted group. This form may also be given to the Internal Revenue Service for administration of the Internal Revenue laws, to the Department of Justice for civil and

criminal litigation, to the Department of Labor for oversight of the certifications performed by the SWA, and to cities, states, and the District of Columbia for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

If you have comments concerning the accuracy of these estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:M:S, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224.

Do not send this form to this address. Instead, see When and Where To File in the separate instructions.

Jeremy R.F. DeLeon

8725 W. 66th Circle Arvada, CO 80004

Home: 720-695-0051 Email: jreal007@live.com

OBJECTIVE:

Results-driven customer service representative with dynamic ability to establish rapport with clients. Highly enthusiastic with 10+ years client interface experience. Dedicated to maintain customer satisfaction and contribute to company success. Versatile in Customer Service, Customer Retention, Technical Support, Receivables Management, Inbound Sales/Outbound Sales, and Training in all of the above departments while maintaining a highly motivated, service-driven, high-performing, personable and positive work environment.

EXPERIENCE:

Urban Lending Solutions

June 2014 - Present Mortgage service specialist Broomfield, CO

Contracted by Bank of America to de-escalate questions and concerns during modification process or any other home retention scenario. Communicate with customers and other departments to come to resolution. Microsoft outlook is utilized to reach out to other departments to resolve in timely manner. Microsoft excel is used to chart out the research and resolution. Verbally provide resolution to customer. Chart the research involved to resolve the complaint or concern.

Eos CCA/ Department of Education

Nov 2012 – June 2014 Student Loan Collector Denver, CO

Government contracted with the Dept. of Education to help resolve Federally defaulted student loans. If balance in full is not accomplished, to help borrowers get on payment plan or government program that will remove the defaulted loan or loans with integrity and world class customer service. Worked with the states of New Mexico, Nevada, and Colorado in receivables management pertaining to state taxes, loans, and probation/correctional facility fees and or fines.

CCI/BM

May 2012 - Nov 2012 Help Desk Agent Boulder, CO

Assist Military Commissaries and United States Postal Service with customer service and technical support with all Point of Sale, Inlans, and Self Checkout stand malfunctions and/or errors. Also able to set up technician service calls if problem cannot be fixed over phone.

Miller Coors/ Aerotek

April 2011 - May 2012 End Plant Bagger Golden, CO

Operate high-speed bagging machinery. Continual quality checks to ensure specifications of ends are met. Report issues to Sr. Specialist and accurately enter data into production log. Maintain cleanliness of work area. Produce acceptable product in a self managed team. Train new temporary employees on job responsibilities and safety requirements.

EMPLOYEE INFORMATION (Must Be Filled Out) **ENROLLMENT FORM - PLAN 2** PRINT USING BLACK or BLUE INK ESC ES P2D v13.0

Do you or any dependents have Medicare? Yes No If Yes: Medicare Health Insurance Claim Number (HICN) _____ Medicare Effective Date _____ / _____ / _____

Names of Covered Person(s)
 1. _____
 2. _____
 3. _____

Name _____
 Date of Birth _____ / _____ / _____ Sex M F
 Social Security Number _____
 Street Address _____
 City _____ State _____ Zip _____
 Home Phone _____

BENEFIT SELECTION Weekly Rates

MEDICAL \$23.69 Employee Only
 \$48.08 Employee + One
 \$64.20 Employee + Family
 NO to all benefits.
 If NO is checked, sign and date the bottom of the form.
 This coverage is not approved by the NH Dept. of Insurance for purchase by any resident of the state of New Hampshire.

DENTAL YES \$ 5.23 Employee Only
 NO \$10.46 Employee + One
 NO \$17.26 Employee + Family

VISION YES \$2.35 Employee Only
 NO \$4.00 Employee + One
 NO \$5.64 Employee + Family

TERM LIFE YES \$0.60 Employee Only
 NO \$0.90 Employee + One
 NO \$1.80 Employee + Family

SHORT-TERM DISABILITY YES \$4.20 Employee Only
 NO Short-Term Disability is not available to persons who work in California, Hawaii, New Jersey, New York, or Rhode Island.

REQUIRED DEPENDENT INFORMATION

Name _____
 Social Security Number _____
 Date of Birth _____ / _____ / _____ Sex M F
 Relationship: Spouse Child Domestic Partner

Name _____
 Social Security Number _____
 Date of Birth _____ / _____ / _____ Sex M F
 Relationship: Spouse Child Domestic Partner

Name _____
 Social Security Number _____
 Date of Birth _____ / _____ / _____ Sex M F
 Relationship: Spouse Child Domestic Partner

BENEFICIARY INFORMATION

For Term Life \ Accidental Loss of Life, Limb & Sight, please write in your beneficiary information.
 NAME OF BENEFICIARY _____
 RELATIONSHIP _____
 Accidental Loss of Life, Limb & Sight is part of the Medical Benefit.

I have read the benefit packet and understand its limitations. I understand that open enrollment is only available for a limited time and I understand that making no benefit selection is a declination of coverage. **Signature** _____
 Date 02/13/2015

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

LENDER/LIVE

consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" conducted by a consumer reporting agency which may include information about your character, general reputation, personal characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history (State and Federal records), social security verification, address trace, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any report conducted by a consumer reporting agency. Please be advised NationSearch.com, LLC (NationSearch) [11184 Huron St. Suite 13, Northglenn, CO 80234; (800)-827-9550] will be the consumer reporting agency conducting the background investigation. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all matters of consumer reporting now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any report conducted by a consumer reporting agency.

ACKNOWLEDGEMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, credit reporting agency, and employer to provide any and all background information requested by NationSearch.com, LLC [11184 Huron St. Suite 13, Northglenn, CO 80234; (800)-827-9550] another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Notice to California Applicants: Under section 1786.22 of California Civil Code, you have the right to request from NationSearch, upon proper identification, the nature and substance of all information in files pertaining to you, including the sources of information, and recipients of any reports on you, which NationSearch has previously furnished within the two-year period preceding your request. You may view the file maintained on you by contacting NationSearch during normal business hours. You may also obtain a copy of this report(s) upon submitting proper identification. Upon making a written request, you may receive a summary of your report.

New York Applicants or Employees Only: You have the right to inspect and receive a copy of any report conducted by a consumer reporting agency and requested by the Company by contacting the consumer reporting agency identified above directly.

Notice to Maine Applicants: Under Chapter 210 Section 1314 of Maine revised Statutes, you have the right, upon request, to be informed within 5 business days of such a request to whether or not a consumer report was requested. If such report was obtained, you may contact the consumer reporting agency, NationSearch, and request a copy of the report(s) compiled.

Minnesota and Oklahoma Applicants or Employees Only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

Last Name: <u>DeLeon</u>		First Name: <u>Jeremy</u>	Middle Name: <u>Ryan Fidencia</u>
Other Names Used: <u>Moore</u>		SSN: <u>545-73-4228</u>	Date of Birth: For Employment Purposes Only <u>7/19/82</u>
Motor Vehicle Number & State of Issue: <u>02-340-0199</u> (Driver's License Number and State of Issue)		Current Address: <u>8725 W. 66th Cir. Arvada, CO 80004</u>	

Signature: Joey DeLeon Date: 2-13-15

Please initial this box in affirmation that you have been advised of your rights as it pertains to this consumer report, and are aware of the consumer reporting agency conducting the background investigation: JD

Colorado
Driver License



JEREMY RYAN FIDENCIO DELEON
 6409 WELCH CT
 ARVADA, CO 80004

Class: R Expires: 07-19-2017
 Issued: 07-26-2012
 End: DOB: 07-19-1982
 Rest: Previous Type: A
 Ht: 6'02" Wt: 190 Eyes: BRO Sex: M
 Voter:

SOCIAL SECURITY

THIS NUMBER HAS BEEN ESTABLISHED FOR
JEREMY RYAN FIDENCIO DELEON

545-73-4228

Jeremy R. F. DeLeon
 SIGNATURE 07/20/2012

SENSITIVE BUT UNCLASSIFIED

Department of Homeland Security E-Verify Report Prepared: 02/13/2015 Page: 1 of 1

Case Verification Number: 2015044140509BP

Case Information:

Employee Information:

Last Name: Deleon First Name: Jeremy Social Security Number: *** ** 4228 Date of Birth: 07/19/1982 Other Names Used: Citizenship Status: A citizen of the United States

Document Information:

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession List C Document: Social Security Card Document Name: Driver's license Document State: Colorado Driver's License or ID Card Number: 07/19/2017 Document Expiration Date: Alien Number: I-94 Number:

Additional Information:

Hire Date: 02/13/2015 Three-Day Rule Reason: EPOR1499 Employee Case ID: Three-Day Rule - Other: 02/13/2015 Submitted By:

Initial Case Result:

Case Result: Employment Authorized

Employee Referred to SSA:

Referred By: Referred On:

Case Result from SSA (after SSA Tentative Nonconfirmation):

Case Result: Response Date:

Resubmitted to SSA (after Review and Update Employee Data):

Last Name: Middle Initial: First Name: Other Names Used: Social Security Number: Date of Birth: Resubmitted By: Resubmitted On:

Case Result from SSA (after Resubmission):

Case Result:

Request Name Review:

Comments: Submitted By: Submitted On:

Case Result from DHS (after DHS Verification in Process):

Case Result: Response Date:

Employee Referred to DHS:

Referred By: Referred On:

Case Result from DHS (after DHS Tentative Nonconfirmation):

Case Result: Response Date: