

ABSENCE NAVIGATOR – PROPOSAL

C2 TOTAL ABSENCE MANAGEMENT



PROPOSAL DATE: 10/1/2024

COMPANY: SAUK COUNTY

The Absence Navigator product includes a bundle of 4 services that gives you the tools you need to manage leave of absence programs effectively while maintaining complex regulatory compliance. See below for Absence Navigator service details and proposal outline.

ABSENCE NAVIGATOR SERVICES



Ask-An-Expert Consulting

- Consulting on complex employee scenarios relating to leaves and accommodations with our team's subject matter experts
- Streamlined request process with a guaranteed response in 24 hours
- 12 hours of consulting per year
- Hours not available for individual project work; project work performed under a separate written agreement



Regular Compliance Updates and Newsletter

- Quarterly TAM Newsletter – “Compliance Corner”
 - Exclusive access to our newsletter that includes federal and state compliance updates, case law, FMLA FAQ's, and potential upcoming events and webinars
- State Paid Family & Medical Leave and Disability Guide
 - A guide outlining the critical elements of each specific state's paid family & medical leave programs and disability programs



Leave Software Solution Subscription

- Leave Management System that provides:
 - Step-by-step process for entering employee leave requests
 - Functionality to enter multiple company locations with specific leave parameters
 - Ability to project available leave easily for a specific employees based on location parameters and the amount of leave previously taken
 - A comprehensive forms library with up-to-date federal forms and the ability to upload additional forms
 - Variety of reporting options
 - Notifications and alerts for various leave request due dates
- Variable subscription lengths available with the option to renew



Leave of Absence & ADA Letter Suites and Workflows

- Comprehensive suite of FMLA and ADA employee correspondence forms
- Corresponding FMLA and ADA workflows
 - Guides for each key step in the FMLA and ADA administration process, including when to send specific correspondence to employees
- ADA Tracking Tool
 - Easy-to-use spreadsheet containing necessary information to track employee ADA cases

ABSENCE NAVIGATOR SERVICES FEE: \$500 per month/\$6,000 per year

PROPOSAL ASSUMPTIONS

- Proposal is valid for 30 days from 10/1/2024.
- One year contract from 10/1/2024. Early termination requires payment of 50% of remaining fees due under Proposal from date of termination.
- 10% discount available for an upfront, annual payment
- The consulting services provided hereunder should not be considered legal advice or used as a substitute for legal advice. Sauk County is advised to seek counsel of an attorney for all legal matters.
- Fees exclude local or state sales taxes or other applicable taxes.
- Provision of services contingent upon Sauk County entering into written agreement with The Partners Group, LLC.