

Moving Forward

It is hard to believe that we are already into the next month of our contract. Our management team has received very positive feedback from the GTMs concerning our staff support. We have changes at the top as Corey has moved on to another opportunity at Veteran Affairs. Our new government POCs are LaKeya Hayden, Natalia Belinsky, and Sandoria Wilkins. They are looking forward to working with us. In addition, we are happy to report that we just had our one-year anniversary as CeleraPro. We look forward to expanding and growing in the future. Finally, we just received our facility clearance for future classified work.

Timecards

The timecards process is getting a little better, but we need to make sure the timesheets are submitted within 24 hours of the due dates. This last cycle was the first time that all the staff submitted their timecards on-time. Remember that timecards need to be submitted every Friday to cover that week of support per DCAA guidelines. In addition, formal signed timecards need to be submitted on the 15th and end of the month to support timely payroll processing. Recently we sent out a new timecard that should simplify entries. That will be the only timecard accepted as of Mar 4th,

Health and Welfare

Your accounts should now be active and working properly after an initial rough start. We have had very little feedback or concerns from the staff. We are hopeful that this will

continue to be the norm. We would still like to get feedback on how the process is working. Again, if you have any questions concerning the plan, you can contact AXIM at (855) 808-4474 or email them at FSGcompliance@aximfsg.com. For access to paystubs, use the link provided in the “Workforce” email and contact Intuit for help logging in at (800) 446-8848 (CeleraPro is connected to QuickBooks payroll).

Retirement Benefits and 401K

It has taken a little while to get this in place, but we should see information toward the middle or end of March. You will be notified when we start the process. Each staff member will be provided an overview, required documentation, and contact information for the process. Hopefully it will be smooth. If you have any questions once you receive the information, we will be available.

Vacation, Sick Leave, and Emergencies

It is important to remember that requests for vacation, sick leave and emergencies need to occur as soon as possible. Back-up coverage will become increasingly important as we move into the Spring and Summer months. Requests for vacation time of 3 days or less should be made 30 days in advance. Requests for vacation time of 4 days or more should be made 60 day in advance. When sick leave is taken let us know as soon as possible and contact your GTM.

Primary and Back-up Matrix

We have provided each of you a staff matrix that defines your primary position and back-up roles. It is important that everyone is proactive in providing support to other staff members. This is new to this contract and needs to be implemented effectively. Many of the GTMs have initial knowledge of the approach and are very positive about our efforts to provide this capability. This process also provides each of you a chance to get a broader knowledge of other work activities that may advance your resume. We expect everyone to get involved.

Three-Day Coverage Guidance

It is important to repeat this guidance as several GTMs were not made aware of this change in the new contract. Make sure that each of you understand the 3-day contract guidance for vacation, sick leave or emergencies. The contract permits you to be absent for up to three days without coverage for your position. After this period, unless your GTM specifically states otherwise, CeleraPro will provide a fill-in from our staff. Please give as much notice as possible for all absences. We will make every effort to support the GTM if there are specific needs within the 3-day period.

Roles and Responsibilities

CeleraPro has developed a list of roles, responsibilities, and functional systems for each staff member. This matrix is being used to help define potential skills needed and was used as

one of the guidelines for defining potential back-up roles. If you gain new skills or training, make sure to coordinate that with the management team. This will provide us with a better understanding of your skills and experience.

Back-up Coverage for Staff

It is important that everyone understand the new contract. One of the changes eliminates floater positions. If we need to provide coverage for one of your associates, we will need to provide it from our staff. We need everyone's commitment to make this process successful. Part of the reason for the roles and responsibilities request is to better understand our staff skills so that we effectively meet the needs of the GTMs.

Email Signature Blocks

CeleraPro has provided each of you a new signature block that should be used with your email when interacting with the government. It is important that we are consistent in what the government sees for each staff member. You do not need to put this on your personal email. In the future, CeleraPro is going to provide a new signature block that will include hyperlinks and hopefully be easier to use. For now, use what has been provided. **IMPORTANT** – everyone needs to be using the new signature block. We want to make sure everyone has the same signature stamp for their GSA email.

Vacation/Sick Leave Calendar

We are in the process of developing a Vacation/Sick Leave Calendar so that we can track staff plans well in advance. This calendar will be beneficial to us in planning future activities. It will be a tool for staff to coordinate coverage when they know they will be absent. As stated earlier, we encourage and expect the staff to reach out to the appropriate staff identified for back-up roles so that each has experience at the site and with the GTM. It will be essential to the contract that each staff member is aware of opportunities to support their teammates.

If You Are Moving

Action

If you are moving or planning a move, CeleraPro needs to know. We have a standing requirement for a percentage of staff to live within a HUBZone. Due to this requirement, please inform us 60 days in advance. Keep us aware of any moves that might be planned. This is necessary so that we keep the books updated and maintain our HUBZone status.

Personal Announcements

Action

Please let us know if you have any exciting news you would like to share with the team. Items such as births, birthdays, graduations, weddings, and other events can be included. This is purely voluntary but will help us get to know one another.

Upcoming Events

- 401k enrollment information should be available in mid-March.
- CeleraPro will convert to an automated time tracking tool soon. (Still working on a tool that will meet our needs).

Suggestion Box

Action

Please feel free to offer suggestions to CeleraPro leadership on the lines below. Include ways to improve our support to GSA and better ways to communicate with each other:
