

### Ongoing Business at CeleraPro

CeleraPro is working toward achieving a stable business rhythm at NASA as we get more acquainted with the needs of the government team. The NASA leadership has been supportive as we build those relationships. Our GSA leadership has been supportive as usual while we move toward getting back to onsite support planned for the beginning of the new calendar year. Operations at both sites are going well, but we are still performing remotely. Special thanks to both staffs as they continue to excel at meeting the specialized needs of the government at GSA and NASA. All staff need to be prepared for the transition back to onsite support.

We have made formal requests to all staff members on their status concerning vaccines as the government is very direct in their expectations including the requirement from both GSA and NASA to report status of government and contractor staff. Keith at NASA and Jamika at GSA both continue to be our points of contact if you have not yet provided proof of your required vaccine, which will be required to return to work. Please make sure to be responsive to requests from Keith and Jamika. **THIS IS IMPORTANT** and required by CeleraPro as well as the customer.

The management team is also very busy responding to possible new opportunities. There is high potential on our winning several of these opportunities. This will continue to help CeleraPro grow and expand over the next year. As a reminder, here are the new opportunities we are tracking:

- Sub to LightGrid on a Defense Information Systems Agency (DISA) opportunity called TRI-GSM.
- GSA Multiple Award Schedule (MAS) proposal.
- Sub to an incumbent on a National Geospatial Agency (NGA) IDIQ bid.
- National Institute of Health (NIH) IDIQ bid called CIO-SP4.

- USGS Prime proposal submission, expecting an award in October.
- Teaming with a SB HUBZone prime on GSA Polaris.

CeleraPro is continually seeking opportunities through colleagues, relationships, and posted solicitations to order to grow and build company capabilities and improve employee benefits.

In addition, CeleraPro continues to hire highly qualified staff to address our growing needs both on the tasks and in the back office. We currently have three potential candidates in the security process at GSA to ensure available staff if needed in the future.

As we add staff, our medical insurance pool grows so that costs may decrease during a future open benefits season. We may be able to obtain reduced premiums for our health insurance and possibly lower fees on our 401k advisory services.

New handbooks for Exempt and Non-Exempt will be available very soon on the CeleraPro website. Everyone will be required to review these documents and provide signed agreement. Please make the effort to review these handbooks as they provide a lot of information and guidance concerning CeleraPro. Keith at NASA or Jamika at GSA will be your points of contact. Lots of new information and guidance will be included for your review.

The last pages of this Monthly Memorandum (the “Blue Pages”) are references to company policies, processes, and contacts.

### Ongoing Business at GSA

We have received good feedback from the customer at GSA and are proud of our ongoing commitment by our staff while working remotely. The COR is very interested in how the staff are doing and has been proactive in supporting the performance of this team. She has created a supportive environment based on your commitment to GSA needs. We expect staff

members on the CeleraPro team at GSA to continue their outstanding support. *In addition, we expect all GSA staff to respond to requests and coordination with Jamika. She is officially the Asst. Manager for operations.* If there are conflicts or issues, let Chuck and Jamika know right away.

### **GSA Performance Reviews**

Over the next month, we will be providing performance reviews based on feedback from the client, personal assessments, and internal management feedback. We look forward to sharing this information and applying it to find ways to become more efficient in the spirit of continuous improvement.

This continuous management assessment for each staff member provides insight into each staff member's role, relations with your GTMs, and impact on the GSA tasks. The personal assessment provides insight into your personal accomplishments. The specific performance reviews will be coming out in the next 30 days. We will keep you advised of the process.

### **NASA MSFC Staff Moving Forward**

Our NASA team is running as smoothly as possible while as we learn more about each of the staff and the needs of the NASA management. We continue to be impressed with the staff when we have had the opportunity to talk or meet you and are pleased that you are now a part of the overall growing CeleraPro operational family. We have already had several managers provide positive feedback on staff.

As a reminder, Team CeleraPro is the contract prime with teammates LightGrid LLC and Quadrus Corporation. Even though there are three companies supporting the tasking, we are one team. If there are any questions or concerns, Keith is always available to work with you to address those issues and concerns on the contract. Make sure to use his availability to quickly respond to customer needs. Always keep him aware of any vacation or sick leave requests as soon as possible.

### **Paychex Conversion**

We are now fully operational on payroll and timecards in the automated process call Paychex. Most important to this new process – timecards should be filled out and SUBMITTED every day of the week. On each Friday, the online timecards should be SUBMITTED and APPROVED (by the staff member). This is the same process every week. If you need to take vacation or sick leave, you need to request the time through the Paychex system.

**Everyone should be aware and fully engaged on our bi-weekly schedule for payroll.** All staff are operating well in general. There are a few staff members that have not taken the timecard process to heart and need to immediately. Delays in submitting your timecard daily or submitting and approving weekly impacts the payroll processing. Make sure to read and understand the guidance that has been sent to each of you. Make every effort to submit your timecard entries every day. Do not get lazy about your submittals. No excuses for not turning in your timecard on time.

### **Customer Feedback**

For both GSA and NASA teams, we are pleased to let you know that the clients are providing strong feedback on your efforts. This needs to continue to make sure we are not only meeting their needs but exceeding expectations. Again, the GSA contract has already been extended for next calendar year. We are learning more about the NASA client as we move along. Make sure we are all trying to exceed the expectations of the clients.

### **COVID-19 Staff Feedback**

Make sure you are responding to requests about vaccine status as the NASA and GSA clients are keeping track of the information. This is becoming increasingly important to the government leadership. Everyone needs to be very responsive on this situation and make every effort to meet the guidance from CeleraPro and the specific guidance from NASA and GSA. CeleraPro

philosophy is to continually improve, despite the situation, so feedback is important to CeleraPro and the client. The changing environment dealing with the COVID-19 impact requires continued vigilance to maintain health and safety. If you are asked to come to the office, let us know so that we can coordinate with our COR.

Remember that it is that time of year for the flu bug along with continued COVID-19 issues, so please be careful. Several of you have asked whether you need to get the vaccine. The answer is an emphatic yes. All CeleraPro employees must get the vaccine and please be aware that GSA and NASA are requiring contractors to be fully vaccinated and complete a verification form prior to returning to site. After Dec 8 (a two-week reprieve from the original date of Nov 22), any remaining unvaccinated employees will be placed on unpaid leave.

### **Vacation and Sick Leave Hours**

Everyone should be monitoring their personal vacation and sick leave hours especially as we move toward the holiday season. While NASA staff should be fine as the contract recently started, please plan ahead to make sure management is aware of your plans and planning for the necessary coverage. Notify Michelle and Keith as soon as possible on your planning.

Concerning GSA, we need to be diligent about our vacation hours as you can only carryover 16 hours into the new calendar year. Plan well ahead of time and keep Chuck and Jamika aware of those plans. We do not want coverage to be an issue if too many staff are taking time off.

### **Holiday Season Celebration for NASA and GSA Staff**

 As we get further into the holiday season, we want to make you are aware of plans for Holiday Meetings / Celebrations for the CeleraPro family. On Friday, Dec 17<sup>th</sup> the CeleraPro leadership will be hosting a Holiday Meeting / Celebration in DC at the Matchbox restaurant the for the GSA team. Our local management team will be in attendance. We will

provide further information over the next few weeks and look forward to getting together again.

Since this is our first holiday with the NASA team, we want you to know that there will be a separate Christmas Meeting / Celebration at Bravo Italian Kitchen in Huntsville on Friday, Dec 10<sup>th</sup>. Keith, Chuck, and Dr. Perini will be in attendance. We will be providing more information over the next few weeks as well.

These meetings are required for all staff. An RSVP email with flier has been sent out with menu choices. We expect all staff to be in attendance, but the RSVP is for you to select choices from the menu. These meetings / celebrations are informative and fun opportunities to get together and enjoy the company of fellow staff members. All staff will receive a gift from CeleraPro, but you **MUST** be present to receive the present.

There will also be gift exchanges, lots of food, and an opportunity to share and meet everyone that you have not seen in a year. All attendees will be fully vaccinated per CeleraPro and Government requirements.

Both meetings / celebrations will be on a Friday afternoon away from work from 2-4 pm. Please plan to make up the time so you can leave for the weekend immediately after. Again, we expect everyone to attend. The CO/COR GSA/DC and CO/COR NASA/Huntsville are aware and fully support the opportunity. They have also been invited to join us at the celebrations. More information to come.

### **GSA Security Requests**

As a reminder with respect to GSA security, we have everyone cleared to support tasking on the OAS contract. In addition, as mentioned earlier, we have potential candidates also in the security process. This gives us a better opportunity to cover positions if there is a change in staffing. There are some staff changes occurring over the next few weeks, so make yourself available if needed to cover or back-up staff. Several of you have received requests for updated fingerprints

and/or other updates for your badges. It is important that you take care of these requests right away and coordinate your actions with Chuck and Jamika.

### **Remote Operations**

Current guidance from both the GSA COR and NASA COR is to continue working from home for now. If there are requests to return to the work site, make sure we know about it and we will confirm through the COR. Please provide Chuck and Jamika (for GSA) or Keith (for NASA) with information as to who gave the direction, to whom it was given, when it occurs, and whether it is continuous (5 days/week) or partial.

The GSA customer has provided updated guidance. Latest guidance at GSA is still planned for January 2022. Currently at NASA it looks like a possible return in January 2022 is also still the plan. We will provide more guidance as we learn more. A few staff have been asked to come in for a day or two; please keep us aware of those requests. We have been notified that a few staff may be asked to help escort visitors at NASA. This is part of the CASS-II contract and we understand the request will mean time at the site. Please make every effort to support these requests and coordinate with Keith when directed to escort. The COR has stated that you will not need a backup on your current task when escorting.

For staff working at each GSA and NASA site, make yourself a willing participant in covering and supporting other staff when they are out of the office on vacation or sick leave. We are a family.

### **Staff Changes**

Michelle McCloud, Carlos Tyler, and Shantee Haynes all accepted tentative offers for positions in the future so that we can build our available staff if opportunities present themselves. They have all been submitted for clearances for the GSA contract. We hope to have several options for them once their clearances are completed.

We have potential staff changes in the works at NASA that will be resolved in the next few weeks. Please be responsive to Keith's requests for coverage and potential changes in assignments. This is extremely important as we move into full operations at NASA.

Michelle Hester is now the CeleraPro Contracts Manager. She is already having a positive impact with our communications and support to the customers.

### **Vacation Planning for 2021**

Despite working from home, we need everyone to be diligent in continually using vacation time. We are in the last quarter of the calendar year, and we need to be very diligent about our vacation hours. GSA staff can carry over 16 hours to next year. NASA staff can carry over 40. The rest will be lost if you do not use it. We cannot payout for excess vacation hours. This is your responsibility so please stay on top of it. Sick leave is specifically for staff or their dependents that are sick or need to go to doctor's appointments. It is not additional vacation time. We monitor your vacations hours carefully so that there is no impact to our clients. We do not want to be forced to require that vacation days be taken and urge you to be proactive in taking days off. If all staff do not proactively take vacation time, we will have to start directing vacation time to ensure compliance. Please make this a priority. The impacts of accruing a large vacation balance have the following impacts:

- Impact to customers if abundance of accrued vacation is taken by many staff members simultaneously causing impact to mission
- Impact to staff when vacations cannot be approved due to abundance of requests during the holidays or summer months.
- Impact to CeleraPro if we cannot provide sufficient fill-ins due to too many staff using large amounts of accrued vacation

To avoid these impacts, please request vacation time for approval early through Chuck / Jamika

for GSA and Keith for NASA. Always CC Michelle B. on vacation requests.

### Special Staff Kudos

We are pleased to already be receiving excellent feedback from our NASA customers on the performance of staff members. Both Caitlyn Towry and Karen Arunaogun have been called out by their managers for exceptional work.

We received tremendous comments from NASA Manager, Lee Allen (EM41 Assistant Branch Chief), praising Caitlyn, position EM01. Lee said Caitlyn has been valuable in their office by monitoring staff member report submissions, rapid development of important memos and scheduling midterm evaluation discussions.

We also received wonderful comments from NASA Manager, Kimberly Newton (CS40), praising Karen, position DE01/DA01. Kimberly said Karen coordinated adjustments to a high-profile meeting with attendees from the Chief Financial Officer's office which greatly impacted the coordination and support to the office. Congrats from an appreciative management staff!

### GSA SOP Updates/Remote Work

For our GSA team, please continually update your SOPs to include any new tasks or function resulting from remote support. The latest versions of the SOPs need to be reviewed and amended to describe what accommodations are required for remote work or changes in tasking. Several staff have identified changing roles resulting from remote operations. We appreciate the effort and hope each of you will continue to track and update your specific documents as your tasking evolves. Make a concerted effort to keep your SOPs up to date when changes or new guidance occur on your task. All updates to SOPs will be due by the end of November 2021.

### NASA Task Tracking

For our NASA team, we have requested each of you to complete your tracking activities, tasks, and deliverables that you provide. These lists

should have been provided to Keith within the last week. If not, make sure and get them to him now. We will shortly be providing examples of SOPs that we want you to generate about your specific tasking. This is not your job statement, but rather the full list of all tasks, big or small and is for your benefit. The SOPs provide the management team with insight into what you provide to the customer. This also provides the CO, COR, and PMs with insight into exactly what you are responsible for each day.

### Staff Member Highlight

This month we would like to introduce you to a NASA staff member *Karen Arunaogun*, Karen is an Executive Assistant on the NASA Marshall Space Flight Center CASS II contract supporting the Center Associate Director and Center Associate Director, Technical. She began her work at NASA in 2015 as a Secretary for the ISS Payload Operations CAM Office. She then moved on as an Executive Support



Assistant for the Safety Mission Assurance Office before entering her current position.

Prior to the NASA world, she worked within a variety of industries. After moving to Huntsville, AL, she spent 7 years as a Bank Teller for Redstone Federal Credit Union. Before that stint, she was a Health Care Claims Representative for Magellan Health, Billing Specialist for Maxim's 5 Offices servicing Colorado and California Medicaid Home Healthcare, and an Amerigroup D.C. Behavioral Health Provider Claims Representative. Personally, the Behavioral Health role was a true fitness test due to constant site visits and pedestrian walking from parking garages.

This engagement afforded her an opportunity to lead a 5K Team Sponsor for the Leukemia & Lymphoma Foundation where she met one of her heroes Jackie Joyner-Kersey.

Much of her personal commitment time during those years was spent in the Prince Georges County Schools as a Parent Volunteer which led her to take a 3-year sabbatical from the workforce as “COO of Home.” She reimagined and redefined the workspace for her children to fully engage in their education.

Karen is a native of Maryland, youngest sibling, and probably after talking with her a few times you will be able to pick up right away that she loves her hometown, Baltimore. For starters, her favorite foods are chocolate doughnuts, shrimp, and the Chesapeake Bay lump crab cakes. She may even share one with you, emphasis on ‘one.’ Second, she is a fan of the Orioles and Ravens and loves track and field. She is also a music fan of New Edition and Teena Marie.

Karen is a HBCU (Historically Black College & University) graduate from Coppin State University. She holds fond memories of the place that instilled in her the value of running your race and knowledge is key. Her motto is “people can take everything from you but cannot take your mind.”

Finally, but most importantly, Karen adores Snoopy, and her true loves are her husband Razak and two sons Kunle and Rahim.

### **CeleraPro Staff Opportunities**

CeleraPro is aggressively pursuing growth opportunities and expects to expand in staff in 2021. We have several proposals currently submitted for work in different areas of the country and have candidates in the process locally to help cover future tasking. We will try to keep you aware of opportunities in all regions where CeleraPro has a presence.

CeleraPro continues to review staff performance and identify staff that demonstrate high quality performance for internal promotion. We will keep you aware of the changes and guidance from the customer. CeleraPro’s leadership team is proud of your performance and appreciates everyone’s support. We also thank you for the professionalism provided to each of our valued government clients.

### **Continuing Task Availability**

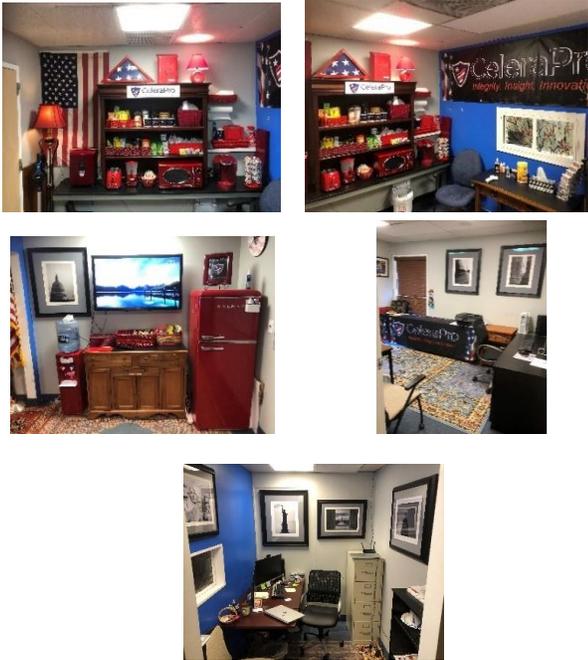
Our GSA and NASA clients have many demands during the COVID-19 crisis to keep the government running and we want to help them accomplish those goals. Make sure that you are always responsive and available to your customer during normal work hours. Keep us aware of your status including if you are going to be away from the phone or computer for a while. It is important that your client can always reach you. Remember that you should always be available by phone during the workday for calls from the client or CeleraPro management. It is important that the client knows you are available to support their needs from home.

### **Recurring Content**

These reminder messages are provided for new staff and as a reference for all staff members. Any changes to the standard information will appear in blue text. We recognize that some portions of the content of this Memorandum may be repetitive, but the purpose of the repetition is to educate new staff and to emphasize critical policies that we expect you understand and adhere to. Sections that are repeated each month are now at the end of the report.

### **CeleraPro Headquarters**

Most of the staff have never been to the CeleraPro Headquarters office in Reston where Remo, MichelleB, MichelleH, Ron, Chuck, Gaby, and others spend much of their time. They are constantly updating the environment. These photos are posted so that you can be familiar with “CeleraPro Central.”



### Staff Commitment

Please remember that our focused commitment to our customers, being on-time, providing the needed support, being a team player, and supporting your staff teammates will continue to be our top priorities. It is important as the work environment changes and is impacted by the virus and other actions that we continue to provide support of the highest value.

### Vacation Requests during the CV19 Telework Period in 2021

It is important for all personnel to continue to plan ahead for vacation and leave commitments. This directly impacts our GSA team at this time (the NASA team can carry over more hours this year and have just started within the last month or so). Next calendar year it will be an important item to track for both GSA and NASA. Continuing to carry a large vacation hour balance creates risk for the customer, for CeleraPro and for yourself. The customer has potential risk if all staff save their vacation while working from home and then the Government buildings re-open, start taking off for long periods. We do not have sufficient back-up to cover large numbers of staff taking off for three or more days all at the same time. The Customer Mission would be

impacted, CeleraPro would be impacted by not performing in a satisfactory manner, and staff will be impacted because vacation may not be approved and could be lost if not taken before the start of the new year. Please be proactive and plan ahead with the vacation. It is important to our contract and our commitment to the client.

**Vacation time must be approved in advance**

**For GSA staff:** To request a partial day or single day of vacation, please give Chuck, Michelle, and Jamika (jamika.patterson@gsa.gov), at least 24 hours' notice unless there is an emergency. Please think ahead to meet this notification time frame. We want to approve everyone's request, so it is important to keep us up to date.

If you plan to take 2-3 days off, please provide at least 48 hours' notice. For 4-5 days off, we require one week notice in advance to arrange for fill-ins. And for greater than five days, please provide at least 30 days' notice. Remember that many of you carried over hours into 2021, so the number of hours that you need to use may be greater than usual.

**For NASA staff:** To request a partial day or single day of vacation, please give Keith and Michelle at least 24 hours' notice unless there is an emergency. Please think ahead to meet this notification time frame as we move through the 3rd quarter of the year. We want to approve everyone's request, so it is important to keep us up to date. If you plan to take 2 days off, please provide at least 48 hours' notice. For 3-4 days off, we require one week notice in advance to arrange for fill-ins. And for greater than four days, please provide at least 30 days' notice.

### Vacation and Sick Leave Carryover

Every new calendar year, all SCA staff receive 56 hours of sick leave, which do not carry over to the next calendar year.

On January 1, all CeleraPro staff begin accruing vacation (SCA) or PTO (Exempt). The department of labor designates hours of vacation

based on years of seniority for SCA staff for each state or region. Please see the employee handbook for the numbers of days per year and hours per pay period based on seniority and employee type.

A portion of accrued vacation and PTO may be carried over into the following calendar year with Program Manager approval. Please see the employee handbook for details.

### **Kudo Collection Process**

We want to continue to remind you of the importance of the kudos many of you get from your customers. The next contract competition is right around the corner, and the kudos you receive could result in helping to win that competition. It is important for CeleraPro staff to keep track of kudos (a.k.a. commendations, awards, and “ataboys”) to demonstrate the excellence with which we conduct our work. CeleraPro leadership needs to be aware of special work, compliments for personal efforts, and formal congratulations for your support. We will be sharing this information with the COR. We recently introduced the Kudo Collection Process (KCP) and have received several instances of kudos given to the staff in the last month. If your customer or other source makes the effort to thank you for your efforts, let us know. We encourage staff to continue to develop close relationships with their customers and other government staff connected with the agency. If you receive a compliment verbally from your customer, or in a text message, we request that you ask them to send a message to you via email so that you can forward to CeleraPro leadership.

### **CeleraPro Handbook**

As referenced earlier in this memorandum, the updated CeleraPro Employee Handbook(s) for Exempt and Non-Exempt will be available soon on the CeleraPro website. One of the new items for the handbook will be the automated timecard process and expectations.

The handbook is the official reference describing CeleraPro policies and procedures, which occasionally get updated. Understanding the

policies described, and agreement that those policies and procedures will be followed is required. The handbook also provides explanation of benefits from United Healthcare and from Voya.

### **DC Metro SmarTrip**

CeleraPro provides a transportation benefit to DC staff through DC’s Metro SmarTrip. The benefit allows staff members taking Metrorail or Metrobus or parking in a Metrorail garage to purchase SmarTrip fare cards on a pre-tax basis. Based on the current situations with the COVID-19, we have stopped taking funds to support this task. When the staff goes back to normal operations, we will reactivate the accounts that have been selected by staff and let everyone know. Please reach out to Chuck, Jamika, or Michelle with questions.

### **ISO 9001 Guidance and Approval**

Thanks to each of the staff who have reviewed and completed the new ISO 9001 guidance and provided signed responses. It is important to continue to be responsive to these requests. Please be responsive to new requests for training, review, and acknowledgements in the future.

### **Retirement Benefits Policy**

The CeleraPro retirement 401k plan includes a policy established to address the Employee Retirement Income Security Act (ERISA) requirements. The policy requires CeleraPro to designate a portion of company contribution to employee 401k accounts. For the SCA staff, the minimum contribution of \$40/per pay period is contributed directly from CeleraPro to each SCA employee’s 401k account. Remaining H&W funds are used to pay monthly health insurance premium to cover the cost of medical, dental, vision, and selected optional insurance. For staff that also wish to cover other family members additional funds may be deducted from payroll to cover employee’s family members. Federal laws managed by the IRS and Department of Labor have established rules that govern 401k

retirement plans. CeleraPro staff that medical waive coverage can have the entire H&W account applied to their 401k (other alternative coverage must be demonstrated).

H&W is not provided to employees on a cash basis as this would impact ERISA 401k requirements. CeleraPro is unusual among small businesses in providing a 401k (which is better than the typical IRA provided by most small businesses). As a result, there are regulations that must be followed that require CeleraPro SCA staff to have a minimum contribution to their 401k. CeleraPro chose to provide a 401k to its employees rather than an IRA because a 401k provides employees with better options. The 401k funds are maintained and recorded by VOYA with Ascensus as our plan administrator. If you have questions or something does not seem to be working correctly, you can contact VOYA at 866-865-2660. VOYA representatives will continue to be available to respond to all staff needs.

### Medical Coverage

Business Benefits Group (BBG) is the company that handles our medical, vision, dental, and employee insurance accounts. If these benefit premiums exceed the H&W funds (for SCA) or the monthly allowance (for Exempts), the remaining premium is paid through employee payroll deduction. If you have any questions, you can reach BBG at (703) 385-7200.

### Telework

The CeleraPro Telework from home Policy for the staff is Temporarily modified during the Corona Virus Pandemic Period. Telework (Working from Home) is not a normal approved action for the staff, but during current situation has been directed by the government until further notice. It is important that you are available during the workday. Even though you are at home supporting the task, the client needs to have access right away. Also, it is important to note that Remote work is approved for staff (for both GSA and NASA contracts) to work at home, not from a location other than home. This means

that Telework / Remote work cannot be performed periodically during a vacation or trip away from home.

Please keep management aware of any questions, requests, or expectations by your customer for work on the Government site. It is important that you remain online during the day to support your customer. Some contractors (not CeleraPro) have abused the telework policy. We want to make sure CeleraPro staff are fully aware of the company policy for telework under normal (non-pandemic) conditions: If the client approves telework for a day, you still need to get CeleraPro management approval. Do not assume telework unless management has given approval.

Under normal conditions, CeleraPro's contracts require that staff work on-site at the customer location.

- Telework is an exception and is not approved without a substantive reason (e.g., sick child).
- Telework must be approved.
- Telework is permitted during inclement weather following customer closure guidelines.
- This is allowed only if the employee has a laptop and can work remotely.
- If approved, telework is permitted one day at a time with program manager and COR approval in advance.
- Staff that do not report to work at the customer site and attempt to use unapproved telework will be charged vacation time and may receive a verbal warning.

### Paid Family Leave (DC Only)

Specific to DC, Paid Family Leave officially began on 1 July 2020 making Paid Family Leave (PFL) available to employees working in DC. Paid Family Leave is a benefit program initiated by DC Office of Employment Services (DOES) for DC employee to care for their family in time of need. For more information concerning



the family leave policy, review online at <https://does.dc.gov/page/dc-paid-family-leave>.

### **Payroll**

**IMPORTANT:** Remember that the payroll can only run on-time when all time sheets are continually updated and submitted on time. Reminder that timecard entries are submitted daily and that timecards are submitted and approved by you weekly. Also note that the timecard system is checked daily to confirm that all staff members are submitting their time accurately.

### **LWOP Guidance**

This is the ongoing reminder that LWOP is only available through prior approval from Chuck or Jamika (for GSA), and by Keith (for NSA). If you use LWOP, you may need to pay a portion of the health plan premium out of pocket to make up for the lost wages. LWOP can only be used after sick leave and vacation options have been exhausted.

### **If You Are Moving**

If you are moving or planning a move, CeleraPro needs to know when and where. We have a standing requirement for a percentage of staff to live within a HUBZone. Due to this requirement, you must inform us of your new address 60 days in advance of a move. The Small Business Administration has updated its policies regarding HUBZone residence as of January 2020. The new rule is that if the employee has lived in a HUBZone for six months prior to joining CeleraPro, and if they reside in a HUBZone for six months after being hired, the employee can thereafter be considered as a permanent HUBZone member as long as they are employed by CeleraPro.

Please keep us aware of any moves and be sure to let us know where you are moving well in advance of the change, so we can recruit another HUBZone resident if necessary. If you do not keep us aware of changes, it could have an

impact on CeleraPro’s certification and exercise of contract option years.

### **Private Company Information**

Remember that we need to be smart and keep internal CeleraPro information away from the workplace. Speaking to anyone negatively about CeleraPro, its policies, or about other company staff members should not occur at any time, especially within the workplace. We are a team and expect everyone to be proactive and mutually supportive of team efforts. If you have any issues or concerns, please address them to Chuck, Jamika (for GSA staff) or Keith and Chuck (for NASA staff). Dr. Perini also has an “open door” policy and will discuss any concerns with staff members as time allows.

### **Primary/Back-up Matrix**

CeleraPro maintains a matrix of fill-in roles based on customer needs. Per our GSA and NASA contracts, Fill-ins CAN NOT be government or other non-CeleraPro contractors unless approved by the COR and PM.

All staff are required to help support operational needs in other offices if directed to do so by the PM. Our approach is to provide fill-in coverage only one day at a time. This would nominally occur on a Tuesday and Thursday, which should result in minimal impact for the any staff to your current position. Our approach is consistent with the agreements with the contract COR. Please give as much notice as possible for all absences. CeleraPro needs to provide all customers with the best coverage possible. Every team member is expected to provide fill-in support when needed.

### **Thank You**

CeleraPro is more than just a business name. It is a collection of outstanding individuals that work hard every business day to exceed the expectations of their customers. If you have ideas for the Monthly Memorandum or would like to be in the Employee Spotlight in an upcoming edition, contact Chuck Steele at 703-975-7095.