



December 11, 2023

Kevin Grantham, kevin.grantham@fremontco.com

Fremont County Government  
615 Macon Ave  
Canon City, CO 81212

Dear Kevin,

We are pleased that Fremont County Government (hereinafter the "Company") is interested in engaging the Employers Council to perform the services outlined below. This letter sets forth the details of our engagement.

**Scope of Service**

Employers Council will provide compensation consulting services to review a factor evaluation system and evaluate up to 15 jobs against up to 9 compensable factors to determine the point total and classification of each job at a project bill rate of \$185.00 per hour. If Company requests Employers Council to perform additional work connected to this service within one year of the service's completion, Employers Council will perform the additional work at our then current rate, but otherwise under the terms of this engagement letter.

If a consultant assigned to work on this engagement ends employment with Employers Council before completion of the engagement, Employers Council will substitute another consultant to complete the engagement. The Company agrees to work with the substitute consultant assigned by the Employers Council to complete the engagement.

During this engagement, Company will not contract with or employ an assigned consultant to perform services outlined in this engagement through the consultant's own business or otherwise outside of the Employers Council.

If Company offers employment to an Employers Council consultant during this engagement and for six (6) months after the end of the engagement, Company agrees to pay Employers Council a lump sum of Twenty Thousand Dollars (\$20,000.00).

**Employers Council Billing**

As we have previously discussed, the work performed on this engagement is an additional service that is not included in your membership with the Employers Council. As such, it is considered a pay-as-you-go service. If the scope of the work changes, the timeframe and engagement cost are subject to change.

For hourly engagements, a minimum time of ¼-hour (0.25) is charged for work performed, even though the actual time expended may be less. Work over 1/4 hour is billed similarly in increments of 1/4 (.25) of an hour. All invoicing in this matter will be through Employers Council Services (ECS), a wholly-owned subsidiary of Employers Council.

Professional fees and travel expenses will be billed monthly, and payment is due within 30 days of the date of the billing statement. The Company shall reimburse Employers Council for mileage traveled that is directly and solely related to the work identified in this agreement at the rate of \$0.66 per mile, and other expenses as needed.

The billing amounts above are quoted at Employers Council's current Member Rate for services and assume Company will continue its membership through the completion of the engagement. If Company terminates its membership before completion of the engagement, Employers Council and Company may elect to continue the engagement. If the Employers Council and Company elect to continue the engagement, further services will be charged to Company at Employer Council's current Non-Member Rate.

From time to time, Employers Council changes its billing rates for services. Employers Council will notify Company of changes to its rates for covered services during this engagement. If Company elects to continue the engagement, further services will be charged to Company at Employers Council's current rates.

This engagement terminates upon completion of the engagement or written notice from Company to either the consultant or Manager of Compensation Services. Employers Council may end the engagement prior to completion upon written notice to Company if it has received no response from Company to its communications for 30 days. Employers Council will bill Company for work performed to the date of termination. Company may reengage Employers Council through a separate engagement letter.

Please note that if an in-person consulting/facilitation is agreed to, Company commits to providing an environment that follows current Centers for Disease Control (CDC) guidelines and applicable local, state, and federal orders, regulations, or laws on healthy business operations and work environment. Also, if these guidelines, orders, regulations, or laws change, in-person may not be an option at which time the consulting/facilitation will either be offered virtually or postponed without penalty until we can hold in-person.

If you agree with the foregoing, please sign and date this letter and return the signed copy to me via email. Upon receipt of the signed letter of engagement, the Employers Council will commence its work as reflected in the Scope of Services for this engagement.



Again, we are delighted to have the opportunity to collaborate with you. Should you have any questions, please do not hesitate to contact me.

Sincerely,

DocuSigned by:  
Heather Newton Date 12/12/2023  
BC1819C306C044D

Heather Newton  
Manager, HR Professional Services  
Employers Council

**Acknowledged & Agreed:**

DocuSigned by:  
Kevin J. Grantham Date 12/12/2023  
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Kevin Grantham  
Chairman, Board of Commissioners Fremont County  
Fremont County Government

