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To: All Long Beach Job Corps Center Staff

From: Lisa S. Odle, President and CEO

cc: Chris Herro, Senior Vice-President, Finance and Administration
June Rentas, Senior Vice-President, Operations
Roanne Francisco, Vice-President, Operations
Teresa MacDonald, Corporate Manager of Human Resources
Matthew Davis, Center Director

Date: February 12, 2021

Subject: WARN/Phase-Out Activities for Long Beach Job Corps Center

The U.S. Department of Labor (DOL) procured the operation of the Long Beach Job Corps Center as a small business set-aside contract. Odle Management Group (ODLE) graduated from small to large business on January 1, 2018. Considering the Long Beach Job Corps Center procurement was a small business set-aside, ODLE partnered with Aleut Operations, LLC as a Prime (Aleut), and ODLE as a Subcontractor.

ODLE operated the Long Beach Job Corps Center for over ten (10) years, with consistently high performance, acclaimed by DOL in introducing several pilot programs, that showcased the abilities of corporate and center leadership. We are profoundly disappointed that we no longer will be the operator. More importantly, we will miss working with Mr. Matthew Davis, his solid management team and all the Long Beach Center staff who have been supportive of ODLE's core values and mission statement. You have provided the quality services to the students that have been entrusted to us to serve and you embody the core value of your *Dedication to Those We Serve!* On behalf of Odle Management Group, I want to thank all of you for your support, hard work, and dedication to the Job Corps mission.

Effective April 1, 2021, the new operator of the Long Beach Job Corps Center will be The Bizzell Group. The phase-in/phase-out activities for ODLE and The Bizzell Group will be from March 1 to March 31, 2021.

We would like to provide you with answers to questions that you may have during this transition. Please review the Questions and Answers below.

1. Will resumption of operations of the Long Beach Job Corps Center be stopped or delayed by the change in prime operator?

No. The Center will continue to return small cohorts of students as directed by the DOL.

2. What will happen to my position?

Your employment with Odle Management will end on March 31, 2021. The new contractor is responsible for employment interviews and hiring decisions.

Employment interviews during the transition period of March 1 to March 31, 2021 will be conducted outside work times and should not disrupt scheduled student training activities. The center Human Resources Manager, Christine Smith, will serve as the “Coordinator” of scheduling job interviews with The Bizzell Group. She will ensure that all current ODLE staff at Long Beach have the opportunity to interview for their positions.

During the transition, Ms. Smith will coordinate the Human Resources transition activities with ODLE Corporate Human Resources Manager, Teresa MacDonald.

3. Will I receive severance pay?

No. There will be no severance pay.

4. What is expected of me as far as property is concerned?

All property belongs to the DOL. You are responsible for safeguarding the property in your area so that all property is properly accounted for, prior to and during the phase-out of the contract. Your cooperation and assistance in transferring property, in good condition, back to the DOL is essential. A “freeze” is put on property. **This means that no property should be relocated or removed from your work areas from now and during the phase-in/phase-out. If you need to relocate property, you will need to complete a Property Hand Receipt and receive prior approval from your Center Director.**

5. What do I do with ODLE materials?

Starting in the month of February and during the contract phase-out, the ODLE corporate staff team will be led by Ms. Roanne Francisco, who will provide direction on the destruction/shredding of all proprietary documents such as operating procedures, forms, posters, letterhead, and business cards that display the ODLE Logo. All corporate staff assigned to perform the phase-out activities will follow the Phase-Out Schedule. Your Center Director and/or his designated managers and supervisors, will assist in the collection and/or destruction of these materials.

6. What is expected of me during the phase out of the contract?

We expect you to continue to act in a professional manner and to provide outstanding customer service. Please be mindful that proprietary ODLE Management information, intellectual property (i.e., salary, job descriptions, Center Operating Procedures, center plans, all documents developed by Odle Management, etc.) will need to be safeguarded, following the guidelines established in the Phase-Out Schedule.

7. How do I record my work hours?

You must continue using the ADP system to record all work hours. The biometric time clocks will be disabled on Friday, March 26, 2021.

8. Will overtime continue to be allowed if pre-approved by supervisors?

Overtime will not be permitted from February 12 through March 31, 2021.

9. What will happen with unused sick time?

Per company policy, unused sick time is not paid out.

10. What will happen with the vacation time that I have earned?

You are eligible for all unused vacation pay. Eligible employees will be paid for any earned, available vacation time on their final paycheck.

Note: If you plan to take vacation during the month of March 2021, please be sure to give your direct supervisor or manager advanced notice to ensure staff coverage during your absence. Staff who are planning to take vacation should submit their vacation requests to their direct supervisor or manager no later than February 15, 2021.

11. When will I receive my final paycheck?

Your final paycheck with ODLE will be March 31, 2021. In addition, and as indicated above, earned, and available vacation time will also be paid out on this check. Applicable taxes and any regular deductions will be in effect.

12. How will I receive my final paycheck?

Final paychecks will be directly deposited into the account on record and your paystub will be mailed to the address on file. If you do not have direct deposit, you will receive a “live” check on March 31, 2021 at the center.

13. Will I be paid any incentives earned through the end of March 2021?

Career Transition Service incentives earned through the end of the contract will be paid via

direct deposit. If the CTS Incentive authorization form is received after March 7, 2021, then a manual check will be issued and mailed to the home address we have on file.

14. What happens to my group healthcare and voluntary insurance coverage?

Medical/Dental Coverage with Kaiser, Vision with UHC and Healthcare FSA will end on March 31, 2021. Within 14 days of your date of separation, you will receive a notice of your COBRA/HealthCare rights from BeneDirect/Wage Works. The notice will include options allowing you to continue the same coverage you had as an employee; however, you must pay 100% of the premium plus a 2% administration fee. In addition, the letter will include information about the Affordable Care Act and options.

Other insurance such as Life Insurance, Disability and Dependent care FSA will also end on March 31, 2021. You have the option of converting your life insurance, if enrolled, to a personal plan and this information will be provided to you.

15. What happens to my 401(k) Account?

Information regarding your 401(k) Plan and contact information for American Funds will be available on the self-service portal. In addition, the Plan will continue to be an active account unless you withdraw your funds. You can elect to have a distribution, roll it over to another retirement plan or leave it in your account subject to certain requirements.

16. When will I receive my W-2 form?

Please be advised that W-2 forms are typically received by Corporate the third week of January 2022. Your W-2 form will be mailed to you at the address we have on file and postmarked no later than January 31, 2022.

17. Can I apply for any other vacant positions with Odle Management Group (Corporate Office and other ODLE-operated Job Corps Centers)?

Those staff interested in applying for any vacancies in our corporate office or our other centers and for which they qualify are welcome to apply. Please look through the available job listings on the ODLE Career Center through the Myself link on ADP or on the Odle website page, Careers @ Odle.

Please feel welcome to forward your application or letter of interest to:

Ms. Teresa MacDonald
Corporate Human Resources Manager
MacDonald.Teresa@Odlmanagement.com
Phone Number: (480) 922-1027 Extension 115
Corporate HR Fax Number: (480) 219-7883

Odle Management Group requests that you update your contact information (phone number, address, and email address) in the self-service's portal in ADP prior to separation. You will have access to your Odle account in ADP for up to three (3) years with your current ID and Password.

Please **complete** the following documents, which are shown below:

- 1. Acknowledgement of Receipt**
- 2. Certification of Destruction Form**
- 3. Employee Intellectual Property/Non-Disclosure Employee Agreement**

Please return all these forms to Ms. Christine Smith for inclusion in your personnel file.

Acknowledgement of Receipt

On behalf of Odle Management Group, I want to thank you for the quality service and tireless commitment during our ten (10) years of operating the Long Beach Job Corps Center contract. We wish you every success in your future endeavors. We will miss each one of you.

If you have any other questions, please feel welcome to contact Ms. Teresa MacDonald, Corporate Human Resources Manager.

Acknowledgement:

Eboney Moore

Print Full Name

Eboney Moore

Signature

02/19/2021

Date

Enclosures:

Certification of Destruction Form

Intellectual Property/Non-Disclosure Employee Agreement



A subsidiary of 



ODLE Management Group, LLC
9937 East Bell Road
Scottsdale, AZ 85260

CERTIFICATE OF DESTRUCTION

Long Beach Job Corps Center/ Odle Management Group, LLC

I certify that the item(s) belonging to ODLE, and/or with the ODLE Logo or letterhead were returned to/or destroyed by the ODLE Corporate Transition Team members representing Odle Management Group, LLC.

None in possession.

Attach spreadsheet/documentation if additional space is needed

Acknowledgment:

Eboney Moore

Printed Name of Staff Member

Eboney Moore

Signature

02/19/2021

Date

Transition Team Member

Signature

Date

Transition Team Leader

Signature

Date



*The ODLE Way:
Opportunities for Growth
Dedicated to Those We Serve
Loyalty to a High Performing Workforce
Excellence in All We Do*

EMPLOYEE INTELLECTUAL PROPERTY/NON-DISCLOSURE AGREEMENT

As a condition of my employment, with ODLE MANAGEMENT (hereinafter referred to as "the Company") and upon the termination of my employment with the Company, I UNDERSTAND that:

- 1. All inventions, ideas, and discoveries, whether patentable, conceived, or made by me,
 - a. while employed by the Company or following termination of my employment, which relate to or constitute improvements on the Company's existing or contemplated products, components, ingredients, intermediates, formulae or data, or apparatuses, processes, techniques, or procedures employed in the production of same, or any improvements thereof,
 - b. during working hours, or
 - c. while utilizing facilities, materials, labor, or information of the Company, shall become the exclusive property of the Company.
- 2. I will disclose promptly of all such inventions, ideas, and discoveries to the Company, and on request of and at the expense of the Company will do all acts, sign all papers, make all rightful oaths, and give evidence and testimony necessary or desirable to perfect and maintain any patent assets and other rights on any or all such inventions, ideas, or discoveries.
- 3. I will assign, without further compensation to me but at the expense of the Company, my entire right, title, and interest in and to any and all such inventions, ideas, and discoveries to the Company.
- 4. I will hold in secret, and not divulge to any non-Company personnel without first obtaining the expressed written authorization of the Company, private and proprietary information trade secrets, and know-how of both the Company and all customer proprietary information disclosed to the Company, which I may learn or comes into my possession through or in the course of my employment with the Company.

Eboney Moore

Printed Name of Staff Member

Eboney Moore

Signature

02/19/2021

Date