

2160 Grand River Annex,
Suite 200
Brighton, MI 48114
P: (517) 546-5627
F: (517) 546-0799
www.ExpressHowell.com

June 2022

In This Issue:
"June is National
Safety Month"

**Associate Referral
Bonus**

**Associate of the
Month**

**Top Jobs..
Call us today!**

**Online Paycheck
Website**

**Ending
Assignment Policy**

**Attendance
Procedure**

Holiday Eligibility

Essential StaffCare

**Website & Social
Networks**

Veteran Friendly

ExpressLearn

THE EXPRESS INSIDER

Express Employment Professionals is dedicated to its purpose of helping people succeed. We are here to help you on your path to employment success!

JUNE IS NATIONAL SAFETY MONTH



**At Express Employment Professionals,
we take safety seriously.**

To help ensure a safe and productive work environment for our associates, Express has developed **S.A.F.E.: Safety Advice From Express**, a video training which provides general safety instruction to Express associates before they are placed at a client site.*

S.A.F.E. is used to train Express associates on general expectations about safety and health and covers common regulatory and injury concerns that impact our associates at client sites. Also covered are safety procedures for activities, such as lifting and moving objects, as well as some Express-specific rules that may pertain to your job.

Keep in Touch!

A reminder to keep in touch with Express while either on an assignment or if looking for employment opportunities!



As a valued Express associate, [please watch this video](#) to help ensure you have the information you need to stay safe on the job. And be sure to contact your Express representative with questions or concerns whenever necessary. Don't forget to be on the lookout for safety materials around the workplace!

**The S.A.F.E. video training is appropriate safety training for Express associates and does not take the place of site and hazard-specific training. Associates are notified that site and hazard-specific training will be provided by the client.*

JUNE REFERRAL PROMOTION

**Chris, Beth,
Carrie, Terra,
Dio, Jessica,
Alex, Katie,
Nikki, David,
Taylor, Melanie,
Jazzmine,
Angela,
Christine, Ann &
Reggie**

The graphic features a large purple ribbon tied in a bow. Below the ribbon, there is a small image of a group of people. The text is as follows:

**REFER YOUR FRIENDS,
GET REWARDED!**

Both you and your referral will receive \$100 in gift cards when each have completed the first 160 hours on an Express Howell/Brighton assignment!

* Subject to change with new monthly promotions *

Do your Family & Friends need a job?! Let us help them get back to work! Earn a referral bonus just by referring them! Each referral can earn you \$100 in Gift Cards when both have worked 160 hours.

ASSOCIATE OF THE MONTH

May Associate of the Month

Express Howell/Brighton recognizes an "Associate of the Month" and rewards a \$25 gift card and other Express goodies. The criteria would be for the Associate to have excellent attendance and work performance as well as positive feedback received from supervisors or managers. This month's recipient is **Adam G.**! His manager has called him a great employee, arrives to work always on time and catches on quickly! Overall, Adam has been a pleasure to work with. Congratulations Adam!

EXPRESS BRIGHTON/HOWELL TOP JOBS

If you or anyone you know has these skills, please contact Express Employment Brighton/Howell today:

- Quality Inspectors - Brighton \$17.00 hr
- Forging Operator - New Hudson \$17.50 hr - \$17.75 hr
- Shipping & Receiving - Howell \$16.00 hr - \$20.00 hr
- Die Setter / Sorter - Whitmore Lake \$15.00+ hr
- CNC Machinist - Chelsea \$18.00 - \$21.00 hr
- Maintenance Tech - Brighton \$31.00+
- Admin Assistant - Howell \$17.00 hr - \$20.00 hr
- Receptionist - Wixom \$16.00 hr

STAY IN THE KNOW

Online Paycheck Website

Express has made it more convenient for you to retrieve, review and print your paycheck stubs through our online service! Request for a link to be sent to your email which will allow access to your account and save in your Favorites. This may take a few minutes to activate.

Ending Assignment Policy

If you do not provide Express with at least a two (2) day advance notice before ending your assignment, you may no longer be considered eligible for future placement by Express. Please reach out to Express and your Recruiter as soon as possible.

Job Assignment Ends

If a job assignment ends and Express did not contact you first to end the position but you were released by the client, call Express immediately. Failure to call within 48 hours of the end of the assignment (and every 7 days thereafter) is considered job abandonment. Unemployment benefits may be denied in some states. To ensure your active status when not on assignment, call in / email your availability weekly (every 7 days) as mandated by state law. *Stated in Express Employment Handbook*

Calling In Late or Absent or Scheduling Time Off

You must call Express at (517) 546-5627 24/7 and your assigned company attendance line prior to the start of your shift if you are going to be late or will not be able to go to work due to illness or injury. Failure to call will be considered an unexcused absence. The following information needs to be provided when calling in: 1.) Your first and last name 2.) Company and/or department you are working in 3.) Reason for absence or tardy 4.) Normal arrival time. Also, Express is your employer and will approve any time off before approaching your company. Failure to do so could result in an unapproved absence. Our office has 24 hour voicemail so call immediately and/or send an email to this email address.

Holiday Eligibility

Express recognizes six paid holidays per year (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day). Associates qualify for holiday pay if; 1) they work 500 hours (excluding overtime) in 16 consecutive weeks ending one full week prior to the holiday week; 2) they are on assignment the week of the holiday; and 3) they've worked the scheduled workday before and after the holiday.

Essential StaffCare Benefits

Through our managing partner, Essential StaffCare, Express can offer medical, dental, vision, short term and term life benefits to our Associates. These plans are offered during the interview process for the Associate to take home and review. Once an Associate is placed on an assignment, it takes a pay period to activate coverage and may take another pay period or two for the deduction to take effect. Associates have 30 days after starting an assignment to make any changes, additions or deletions to their coverage by calling (866) 798-0803.

Express Brighton/Howell Website & Social Media

Check out the Express Brighton/Howell website at www.ExpressHowell.com on a daily basis to see the latest news, "Immediate Needs" job postings, newsletters, upcoming events and staff information. Use our website to indicate your availability and any changes in your contact information. Follow Express Brighton staff on Facebook, Twitter and Linked In by joining our groups and sharing the opportunity with friends & family.

Veteran Friendly Employer

Express Employment Howell-Brighton has been recognized as a Bronze Level Veteran Friendly employer. This means we've made a commitment to employ Veterans and their spouses with skills earned in the service that's transferrable to local companies. Please contact us with any questions how we can assist with documentation and transcripts you made need.

ExpressLearn Available to Associates

Express Employment Professionals is excited to offer ExpressLearn, an opportunity to learn new skills that could help you advance your career and reach your goals! ExpressLearn is an educational program featuring a variety of flexible courses in high-demand fields. These online, mobile-friendly courses are developed for busy, people like you, enabling you to build your knowledge at home or on-the-go. Express Associates can access all ExpressLearn courses for 30 days after registering for the program which is completely FREE! Take the next step towards enhancing your skills with ExpressLearn. Visit <https://expresspros.com/expresslearn>