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Welcome New February Associates

Donna A., Paul A., Cody A., Malayasia A., Jordan A., Kevin A., Robert A., Kyle B., Yolonda B., Jennifer B., Cynthia B., Adam B., Aaron B., Carl B., Stephanie B., John B., Max B., Joshua B., Gatlin C., Kevin C., Gabrielle C., Steven C., Katrina C., Georgia C., Randy C., Nicholas C., Roger C., Greg C., Linda C., Mark C., Topeka C., Kenny D., Latrina D., Juan D., Aisha D., Eric D., Timothy D., Brandon E., Tuan E., Timothy E., Jonathan F., Janelle F., Garrett F., LaTee F., Mary F., Jeremy F., Jacob G., Joel G., Blake G., Larry G., Sandrese G., Shciana G., Natasha G., Giuseppe G., Janette G., Wes H., Cortaveus H., Audrie H., Chloe H., Michelle H., Jacqueline H., Demarkus J., Jeremy J., Marqueita J., Jackie J., Joseph K., Ethan K., Sarah K., Tonya K., Scott K., Sharon K., Tina K., Zackary K., Andrew L., Kin L., Jason L., Adam L., William M., Al M., Gregory M., Cade M., Sheron N., Caleb M., Matthew M., Starr M., Virginia M., Russell M., Jeffrey M., Gary M., Timothy M., Robert M., Joseph M., Daniel N., Derek N., John N., Michael N., Alex O., Douglas P., John P., Luke P., Bruce P., Kelly P., Markeshea P., Gary P., George P., Tristan R., Richard R., Jesse R., Thomas R., Jaquan R., Carol R., Colin R., Julieanne R., Rodney S., Nickolas S., Daniel S., Jason S., Clifford S., Kalaisha S., Christopher S., Joseph S., Sharon S., David S., Justin S., Lauren S., Andrea S., Steven T., Sharon T., Jeffrey V., Thomas V., Frank W., Randy W., Austin W., William W., Amanda W., Jeffrey W., Joseph W., Alec W., Zachary W., John Z.

March Associate Birthdays on Assignment

Garrett F.- 3/17, Tamar S.- 3/18, Andrea S.- 3/20, Winda K.- 3/24, Drew M.- 3/24, Demarkus J.- 3/25, Theodore B.- 3/28, Zachary W.- 3/30

February Associate of the Month

Express Howell/Brighton recognizes an "Associate of the Month" and rewards a **\$25 Gift Card**. 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 **Melissa T.** who has done an excellent job at her employer. She has streamlined many tasks and works very well with her co-workers and continues to provide input. Thank you **Melissa** !

February Associate Referral Bonus

When a current Express Associate refers someone to Express and they complete the interview process, their name will go into a drawing for a **\$50 Gift Card** ! It's important the referred candidate provide the full name of the Express Associate when scheduling the interview and during the interview process. The winner of this month's drawing is **Rodney G.** for referring **Yolonda B.**

Peggy, Chris, Julie, Beth, Carrie, Terra, Jessica, Kayla, Nikki, Leanne, Alex, Tracy, Garrett, Ann & Jeff

Welcome Garrett Findlater to the Express Employment Howell/Brighton team as a new Front Office Coordinator.

Unwritten Rules Determine Teamwork Success

In 2012, Google launched an internal initiative called Project Aristotle with the goal of pinpointing what makes a great team at Google. Project Aristotle researchers studied a broad range of characteristics of successful groups and teams within the company, including personality, hobbies, relationships with each other outside of work, and various demographic variables. Surprisingly, the results showed there was no real evidence that such characteristics made a difference in a team's success.

The major breakthrough came when the researchers began to focus on "group norms," or the unspoken and often unwritten set of informal rules that govern individual behaviors in a group. They found that the most successful teams shared a similar understanding and commitment to how they interact with each other.

According to a New York Times article about the Project Aristotle initiative: "One team may come to a consensus that avoiding disagreement is more valuable than debate; another team might develop a culture that encourages vigorous arguments and spurns groupthink. Norms can be unspoken or openly acknowledged, but their influence is often profound. Team members may behave in certain ways as individuals-they may chafe against authority or prefer working independently-but when they gather, the group's norms typically override individual proclivities and encourage deference to the team."

It's an interesting case study that highlights an important trend in organizational development that focuses on group dynamics and building stronger, more productive teams. In fact, in Deloitte's 2017 Human Capital Trends Study, 32% of respondents said they are redesigning their organizations to be more team-centric, which is also driving trends in performance management to "shift from focusing just on an employee's individual achievements to evaluating their contribution to a team and the team's impact on driving overall business goals."

Just as important as focusing on the strategies that make a team work, is avoiding the things that bring team progress to a screeching halt, including these common workplace teamwork killers.

- **Undefined goals:** A clearly defined, common goal not only serves as a target to work toward, it also helps unite team members with an understanding of how their hard work will affect the company overall. According to Gallup's [2017 State of the American Workforce](#) study, "employees who strongly agree they can link their goals to the organization's goals are 3.5 times more likely to be engaged."
- **Poor leadership:** Great team leadership is an essential, but difficult skill to master. In the Center for Creative Leadership's [The State of Teams](#) study, some of the top skills participants identified as essential to effective team leadership include management skills, interpersonal skills, setting direction and building commitment.
- **Lack of trust:** In his best-selling book "The Five Dysfunctions of a Team," leadership and organizational development expert [Patrick Lencioni](#) writes, "... it is only when team members are truly comfortable being exposed to one another that they begin to act without concern for protecting themselves. As a result, they can focus their energy and attention completely on the job at hand, rather than on being strategically disingenuous or political with one another."
- **Lack of accountability:** According to [Gallup](#), only "three in 10 employees strongly agree that their associates or fellow employees are committed to doing quality work." Holding each other accountable to completing assigned tasks is an important group dynamic that must be established from day one
This article brought to you by [Express Movin' On Up Newsletter](#)

Direct Deposit & Money Network Card

Express Employment offers two options to receive your paycheck - Direct Deposit or a Money Network Card. Forms are available to sign up for Direct Deposit or visit our office to pick up a Money Network Card. Activation of Direct Deposit may take a few weeks depending on your bank being able to verify your bank account. The Money Network Card is issued funds the next pay period.

Online Paycheck Website

Express has made it more convenient for you to retrieve, review and print your paycheck stubs through our online service! Associates will need their social security number and Express employee ID number which can be found on your paycheck stub beginning 2470-. Go directly to the website and register by visiting <https://workforce.expresspros.com/> and save in Favorites.

Failure to Adhere to Attendance Policy

If you do not provide Express with at least a two (2) day advance notice before ending your assignment you will no longer be considered eligible for future placement by Express. You also agree to be paid minimum wage for any remaining unpaid hours from the work week. This adjustment will be made on your final payroll check from Express.

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 at least two (2) hours prior to the start of your day or 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 in prior to the two (2) hour period 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.

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

Cleary University Grant Program

Express-Howell/Brighton and Cleary University have joined to offer 20% discount to all eligible employees and employee dependents of Express Employment Professionals Inc. This grant will include all Cleary University undergraduate, graduate, certificate and review programs taken for academic credit at all campus locations. Cleary University offers degrees and programs in over twenty business related areas. These degrees and programs include Associate, BBA, BS and MBA degrees as well as Certificate and Professional Review programs. Contact Express for more information.

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 Howell/Brighton Website & Social Media

Check out the Express Howell/Brighton website at www.Expresspros.com/HowellMI 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 Howell/Brighton staff on Facebook, Twitter and Linked In by joining our groups and sharing the opportunity with friends & family.

Express Employment T-Shirts Available for Work or Home

Order your Express T-shirt that can be worn while on an assignment or at home when relaxing. Sizes available in Medium, Large & XLarge for \$4.00 each and 2XLarge for \$5.00 each. Payroll deductions available for Associates on an assignment. Some shirt sizes available in our Express office. Stop by to pick yours' up today!

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. In 2017, we placed **26** veterans on an Express Assignment. Year to date, we've placed **10** veterans!

Express Howell/Brighton "Hot Job" Postings

If you or anyone you know has these skills, please contact Express:

- Wood Lumber Tech - Chelsea
- ID OD Grinders - Brighton
- Materials Coordinator - Brighton
- CSR w/ QuickBooks
- Accounting Clerk - Brighton
- CNC Operators - Brighton

