

Summit Service Group Employee Update *April 10, 2016*

Cinthia, Sara, and Lucero Won \$50 Each in our March Safety Bingo Game!



Lucero works in one of our Lafayette accounts. She's been employed at Summit for **7.5** years.



Pictured above, Cinthia and Sara take some to pose with their Summit area supervisor, Enrique. Both of these ladies work at the same downtown Denver account, *and they both won* our Safety Bingo game in March! Cinthia has been employed with Summit for **10** years, and Sara has been employed with Summit for over **3.5** years.

Report All Work Related Accidents and Injuries Immediately!

It is **IMPERATIVE** that you **report all accidents and injuries, even if they seem extremely minor**, and if you are ever injured on the job and need medical care, you must see one of our designated medical providers. Our policy states that accidents must be reported immediately, and that injured employees must report each accident to BOTH their direct supervisor (usually an area supervisor or manager) AND also to the Summit human resources department.

Our operations management staff completes a thorough investigation on all accidents, because we want to figure out what happened so that we can prevent other employees from getting hurt in the same way. On top of this, however, our insurance company consistently assigns their own investigators to research accidents that are reported late. Late reported accidents are thus much more likely to be denied. It is in your best interest to report any accident as soon as it happens.

Thirty Minute Meal Period Reminder!

All employees that work a shift of six or more hours will have a thirty minute meal period automatically deducted from that shift. **Employees must take their meal periods** if they work shifts that are six or more hours in length. Any employee who works through his/her meal period without prior management approval will receive disciplinary action.

Employees who work through their thirty minute meal period will be compensated for that time. To receive compensation for a meal period that was not taken, the Thirty Minute Meal Period Reimbursement Request (attached) must be completed and submitted to the Summit Service Group payroll office as soon as possible after the missed meal period occurs. All missed meal periods must be reported to payroll within 3 weeks after they occur.



April Birthdays



Birthdate:

1-Apr	Martha A.	Centennial
1-Apr	Will T.	Area Manager, CO Springs
3-Apr	Ricarda M.	Colorado Springs
7-Apr	Berta R.	Denver
9-Apr	Martha A.	Golden
10-Apr	Elizena G.	Denver
11-Apr	Imelda R.	Aurora
12-Apr	Martina M.	Colorado Springs
14-Apr	Gloria C.	Centennial
15-Apr	Mark B.	Area Manager, Greeley

Birthdate:

15-Apr	Mildred C.	Colorado Springs
15-Apr	Mayra S.	Colorado Springs
16-Apr	Yesenia H.	Denver
18-Apr	Erika S.	Northglenn
22-Apr	Corey C.	Lakewood
22-Apr	Demetrio G.	Denver
23-Apr	Efrain R.	Colorado Springs
26-Apr	Marcelino R.	Englewood
27-Apr	Dulce M.	Denver
30-Apr	Miguel D.	Henderson

April Anniversaries

Anniversary:

13 years:

04/14/03 Maria D. Denver

10 years:

04/17/06 Delfino B. Denver

8 years:

04/01/08 Lucero D. Lafayette

04/03/08 Hortencia P. Denver

Anniversary:

2 years:

04/02/14 Leonarda H. Denver

04/06/14 Leticia G. Lakewood

04/07/14 Yaneth S. Colorado Springs

04/23/14 Carmen H. Boulder

1 year:

04/08/15 Ismar M. Denver

04/10/15 Loraina W. Colorado Springs

04/27/15 Cinthia M. Centennial

04/28/15 Dinorah R. Boulder

