

Summit Service Group

Employee Update

November 22, 2017

Injury-Free Contest Reminder – 2 Employees Could Win \$100 Each in November!

On Monday October 30th, we celebrated 1 month accident free by entering all current employees into a drawing for a \$100 prize. The employee winner was Maritza N., who has worked over four years at one of our Colorado Springs accounts.

If there are no on-the-job injuries between now and November 30th, we will enter all current employees once into a drawing for one of two \$100 prizes (two prizes will be given out to celebrate 2 months accident free). If we can make it to Friday, December 29th, without an on-the-job injury, then we will celebrate three months accident free with three \$100 prizes raffled out. The rules of this Injury Free Contest:

- **One entry per employee:** all employees that are currently employed on the date of the raffle drawing will be entered once in the raffle drawing.
- **This contest is contingent upon staying accident-free company-wide;** if an employee of Summit Service Group has an accident on-the-job that requires medical care, then the current contest will be cancelled and we will start again at month zero.
- Each additional month of being accident free adds an additional \$100 prize given out.
 - ✓ 3 months accident free = 3 \$100 prizes
 - ✓ 4 months accident free = 4 \$100 prizes
 - ✓ 5 months accident free = 5 \$100 prizes
 - ✓ 6 months accident free = 6 \$100 prizes
- Winners can only win a maximum of once annually.

In 2016, we went for 182 days without an injury that required medical care. We'd like to break that record this year! We would like to challenge everyone to be especially careful over the next 6 months.



Summit's October \$100 winner, Maritza, is pictured with Luis O., our Colorado Springs Area Manager.



In July of 2017, we made it 3 months without an accident. Vania P. was one of the 3 winners in July. She has worked almost one year at a Colorado Springs account. Vania is pictured with her manager, Luis O.



Fabiola M. also won \$100 in July of 2017. She currently works in a Denver account, and has been with Summit for 6 months. Fabiola is pictured above with Will T., Summit's Vice President of Operations.

Play B-Safe Bingo!

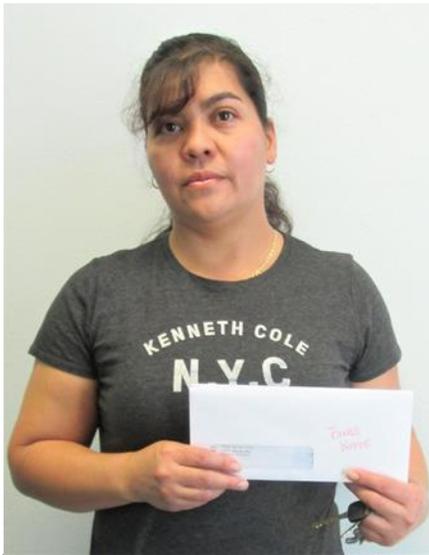
You might win \$50!

3 Winners per Month!



B-Safe bingo is starting again on December 1. Listen to the daily time-keeping safety message and mark out any number called that happens to be on your bingo card. Winners receive \$25 – but if you write down the safety message for each of your winning numbers, you could win **twice** that amount! That's right; it is possible to **win \$50** simply by playing bingo and writing down the safety messages!

Your new bingo card for the December game is with this newsletter. Give the game a try – you never know, you could be the one of the **three** December winners!



Alba G. won \$50 in August. She has worked with us for 3.5 years in a Denver account.



Four of our recent \$50 B-Safe Bingo Winners



Maria E. and Luis J. both won \$50 in our October game. Maria works in one of our Thornton accounts and Luis works in a Northglenn account. They've both been employed with us four months.



Demetrio G. won \$50 in August. He has worked with us for almost 5 years in one of our Denver accounts.



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 (printed on the reverse side of this page) 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.



As of November 22, 2017, we have worked

55 Days

Without an OSHA Recordable Injury

Our longest Injury-Free stretch in 2016 lasted 182 days. Let's beat that 2016 record!

Wear Your Slip Resistant Shoes *Every Shift!*

Summit Service Group, Inc. is committed to a safe working environment. As part of this commitment, we require all janitorial employees to wear slip resistant footwear. To assure this policy is being followed, our operations management team performs random safety audits during account inspections to assure employees are wearing slip resistant footwear.



Our company supports a voluntary payroll deduction program to assist employees with the purchase of slip-resistant shoes that reduce slip and fall injuries. The payroll deduction program offers employees the direct benefit of allowing them to spread the cost of slip-resistant shoes over 2 payroll periods. The payroll deduction program allows employees to purchase reasonably-priced slip resistant footwear through **Shoes for Crews**, a global manufacturer of proven and tested slip resistant footwear. If employees are dissatisfied in any way with their pair of **Shoes for Crews** footwear (even if the shoes have been worn), the employee can choose another pair of shoes from the catalog and exchange the shoes by returning them in their original box through pre-paid UPS within 60 days of purchase.

If you have any questions regarding this policy or if you would like to review either a Shoes for Crews catalog or Summit's complete Slip Resistant Footwear policy, please feel free to contact Jennifer at 303-605-6226, Jessica at 303-605-6225, or Paola at 303-605-6224.



Happy Thanksgiving!

Remember, the Summit Service Group office will be closed on Thursday and Friday, November 23rd and 24th, in observance of Thanksgiving. We are thankful for each and every employee's hard work in each position of our company.

You are appreciated!





Thirty Minute Meal Period Reimbursement Request

Request Information

Employee Name: _____ Employee Number: _____

Job Name: _____ Job Number: _____

Manager: _____

Meal Period Reimbursement Request Dates: _____

Number of Missed Meal Periods: _____

Cause of Missed Meal Period: _____

Further Comments: _____

Colorado Law entitles employees to an uninterrupted and 'duty free' meal period of at least a thirty minute duration when the employee's scheduled work shift exceeds five consecutive hours of work. In order to comply with this law, Summit Service Group policy requires those employees that work shifts of six or more hours to take one thirty minute non-working meal period somewhere near the middle of their shift. Summit Service Group requests that employees that work shifts of 5 hours or more, but less than six hours, also take one thirty minute non-working meal period somewhere near the middle of their shift. During this thirty minute meal period, employees must be completely relieved of all duties and permitted to pursue personal activities without interruption of work-related tasks.

Employees that work between 5 and 5.99 hours are responsible to use the telephone timekeeping system to punch out for their meal period break and punch back in after the meal period break is completed. A meal period will not automatically be deducted from shifts of less than 6 hours in length. Summit Service Group strongly prefers that all meal periods are taken for shifts between 5 and 5.99 hours; however it is the employee's responsibility to assure that this meal period is taken every shift. Employees that work less than 6 hour shifts are not required to complete this form if a meal period is missed, and employees who work less than 6 hour shifts will not be disciplined for choosing to miss a meal period.

A thirty (30) minute meal period is automatically deducted from the employee's work hours for each shift that is over 6 hours in length. Employees that work shifts of six or more hours are never allowed to work through their meal period, however, ALL MISSED MEAL PERIODS MUST BE REPORTED to our payroll office through completion of this form. 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, this reimbursement form 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.

Because thirty minute meal periods help in keeping our employees safe by allowing them to take needed rest time away from the physical demands of their job, Summit Service Group INSISTS that all meal periods are taken for shifts of 6 or more hours. We want to assure that skipping a thirty minute meal period does not become a habit within our employee base, and so each employee who works through their lunch period without prior management approval will receive disciplinary action. Repeated incidences of missed meal period without proper approval will result in termination of employment. All Thirty Minute Meal Period Reimbursement requests will be reviewed and investigated to the fullest extent as a safe work environment is our highest priority.

I have read and understand the above stated Summit Service Group policy on thirty minute meal periods. I understand that Colorado Law entitles me to a thirty minute 'duty free' meal period after 5 hours. I further understand that I cannot be requested to work through my meal period. If I work 5 or more hours and a Summit manager or supervisor requests me to work through my meal period, I will note the date of the request and the name of the requesting manager or supervisor in the comments section above. Lastly, when I work shifts of six or more hours, I understand that I am not allowed to miss taking my thirty minute meal period without prior approval.

Employee Signature Date

Manager Acknowledgement

Comments: _____

Manager Signature Date