

2160 Grand River Annex, Suite  
200

Brighton, MI 48114

P: (517) 546-5627

F: (517) 546-0799

[www.ExpressHowell.com](http://www.ExpressHowell.com)

## April 2024

In This Issue:  
"April isStress  
Awareness 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

Workplace Pro

# 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!

APRIL  
—  
STRESS  
—  
AWARENESS  
—  
MONTH

APRIL IS STRESS AWARENESS

MONTH

*Every April is Stress Awareness Month. It is a time to learn more about the sources and solutions for stress. Reduce your stress at work and take care of your mental health with these three tips.*

Mental health at work is an ongoing issue. [Gallup's State of the Global Workplace 2023 Report](#) showed that the U.S and Canada region and East Asia had the highest stress levels in the world at 52%, followed by Australia and New Zealand at 47%.

One way to create a healthy workplace is to make sure employees are taking care of their mental health by minimizing any pressures and stress that the workplace may bring.

### 1. Recognize Your Stress

The World Health Organization points out several factors that could be contributing to workplace stress. They can affect your mental and physical well-being. You need to know what triggers your stress or burnout at work so you can deal with it and overcome it.

- Under-use of skills or being under-skilled for work
- Excessive workloads or work pace, understaffing
- Long, unsocial, or inflexible hours
- Lack of control over job design or workload
- Unsafe or poor physical working conditions
- Organizational culture that enables negative behaviors

## Keep in Touch!

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

*Chris, Carrie,  
Terra, Dio,  
Jessica, Alex,  
Katie, Nikki,  
Taylor, Melanie,  
Angela, Amber,  
Kayce, & Reggie*

Contact Us



APRIL REFERRAL

PROMOTION

\*\$50 placed on paycheck and subject to income tax

Referral Program

KNOW A FRIEND LOOKING FOR A JOB?! REFER A FRIEND & YOU COULD RECEIVE \$50!

**Express**  
EMPLOYMENT PROFESSIONALS

Your referral needs to complete 80 hours on an Express assignment\*  
Program subject to change\*

- Limited support from colleagues or authoritarian supervision
- Violence, harassment, or bullying
- Discrimination and exclusion
- Unclear job role
- Under- or over-promotion
- Job insecurity, inadequate pay, or poor investment in career development
- Conflicting home/work demands

## 2. Seek Support

If stress is overwhelming you, talk to a manager, HR, or a reliable coworker. Use the employee resources that are available to you. Many companies offer wellness programs like counseling, meditation, fitness centers, and memberships that can help you.

## 3. Take a Break from Work

Maybe your stress comes from not having enough balance between your work and personal life. Don't hesitate to take some time off from work. Use your vacation or PTO days. You can spend some of your time off relaxing and rethinking, allowing you to come back to work renewed and less stressed.

*Your health is vital for being a productive and engaged employee, so try your best to manage stress and achieve a healthy work-life balance,*

## Contact a Mental Health Professional:

If the stress is getting to be too much, and you notice it starting to affect your work, consider scheduling a visit with a mental health professional. Your healthcare provider should be able to connect you with someone who can help work through your stress and recommend treatment. Or use the Substance Abuse and Mental Health Services Administration's national helpline by calling (800) 662-HELP (4357).

*Disclaimer: These general guidelines do not constitute medical advice. Please consult with a physician to determine the best health practices for your needs.*

~ This article brought to you by The Express Blog



## ASSOCIATE OF THE MONTH

### **March 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 **Brianna J.** who has been described as an exceptional employee and having magnificent people skills. She was recently hired into her client and they are grateful to have her part of their team. Way to go Brianna and congrats!

## EXPRESS BRIGHTON / HOWELL TOP JOBS

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

- Box Truck Driver w/Production Work - Brighton \$18.00 hr
- Shipping / Packing - Brighton \$15.00 hr
- Material Handler - Dexter \$17.00 hr
- Machinist - Howell \$22.00 - \$24.00 hr
- Welder / Fabricator - Fowlerville \$26.00 - \$35.00 hr
- Construction Estimator - Brighton \$70K +
- Controller - Dexter \$140K+
- Design Engineer - Fenton \$30.00 - \$45.00 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 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](http://www.ExpressHowell.com) at [www.ExpressHowell.com](http://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.

## Workplace Pro

Workplace Pro from Express Employment Professionals is a tool for people who want to excel. Whether you're starting your first job, reentering the workforce, or ready to explore new opportunities in a different field of work, the Workplace Pro certification program is designed to enhance your skills and prepare you for success. Express is proud to provide Workplace Pro at no charge to Associates focused on self-improvement. Register today for the self-paced certification that best supports your development goals and begin completing courses that provide insight and instruction on in-demand skills needed for today's workplace.

**Step 1:** Register for the certification that fits your development goals.

**Step 2:** Complete the required courses. After you have registered, begin completing the required coursework for the certification. This is a self-paced program that allows you take the courses according to your schedule.

**Step 3:** Upon completion of the selected certification track, you will receive a digital badge and certificate. Visit <https://expresspros.com/workplacepro/>

## 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>