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THE EXPRESS INSIDER

January 2022

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

NEW YEAR 101: HOW TO HANDLE CHANGE

Of the few things guaranteed in life, change is one of them. We live in a fast-paced world that is constantly adapting—and chances are, not every change will be a positive one. In January, those changes are especially noticeable as people begin focusing on their resolutions and looking to do better in the new year. So, how do you move forward when faced with unexpected change? These four tips can help you remain focused this year.

Find the Positives

It's easy to spot the negative aspects of change, but it's often harder to find the positives. The truth is, most changes have both good and bad elements. Instead of focusing on the speed bumps or road blocks, **try to keep** the end goal in mind when faced with a new project or process. If a change to the way things are done is implemented, it was likely because a better end result is expected. Keep that in mind as you navigate through the transition.

Make Your Mark

When a change is forced upon you, it can be hard to accept. But, finding a way to become actively involved with the change can help you feel better connected to it. When you're part of the process, you may be able to offer solutions or explain how the changes may affect your job. Try to find ways to involve yourself, when possible, or offer suggestions to those who are in charge. Chances are, change won't seem so bad when you're able to engage with the process.

Keep in Touch!

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



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

Stay Ahead of the Game

Trends are important to all industries and are often the first indicators of changes to come. You can help anticipate such changes by staying up-to-date on trends and industry information. If you are an office assistant, for example, take some time to research what new computer programs or office systems may be coming soon. Then, anticipate how those changes might affect your work, as well as the company as a whole. Communicating what you find, as well as providing solutions for adapting to or staying ahead of trends, will help you stand out in the workplace.

Don't Stress

We all know the importance of [eliminating stress](#) from our lives, but it's not always easy. Often, change can induce stress, making change even more difficult. Looking for the positive aspects will help reduce the stress you may feel when encountering change, as can focusing on the things you can control. Unfortunately, when it comes to change, most things are usually out of our control, and focusing on them will do more harm than good. Learn to let go of things you cannot control, and focus instead on where you can actually make an impact. Improving your diet, establishing an exercise routine, and making time for yourself will also help reduce your stress level.

JANUARY REFERRAL PROMOTION

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! You could earn a referral bonus just by referring them! Each referral can earn you \$100 in Gift Cards when you both have worked 160 hours.

ASSOCIATE OF THE MONTH

December 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 **Stephanie R!** She has been described as a great asset to her team. Stephanie is always on time, happy and very cooperative to work at anything that she is asked to do. Congratulations Stephanie!

EXPRESS BRIGHTON/HOWELL TOP JOBS

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

- General Labor / Brighton & Howell \$14.00 - \$17.00
- Production Press Operators / Howell \$16.00
- Cell Leaders / Brighton - \$17.00 - \$18.00
- Shipping Clerk & Warehouse / Dexter & Chelsea - \$14.00 - \$16.00
- Quality Inspector / Milford - \$16.00
- Mill & Lathe Machinist / Brighton - TBD
- Staff Accountant / New Hudson - \$65K - \$75K

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. In 2021, we have placed 5 Veterans!

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>