

Employee

SEMPERSM
● INTERNATIONAL

Newsletter

Q3: Summer 2015

SUMMER!

As the year progresses we have been working very hard at Semper to make your experience easier and more user-friendly. We are redesigning our websites, automating and updating our payroll and benefit processes, and enhancing our benefit offerings.

We continue to fight hard for you to offer the most competitive pay and benefits in the industry, and we are making significant strides to improve that even more. While many companies are reducing health insurance and other bonuses, we are focused on giving you more. For example, our 401K plan has increased the company match and we are rolling out long-term disability, life insurance and supplemental coverage again to all staff, internal and external.

We are also in the process of updating our technology to make our communications more seamless. As we speak, we are redesigning our websites, automating and updating our payroll and benefit processes, and enhancing our benefit offerings. I am pleased to announce a new SMS outreach option so that we can contact you via text, and you can now send your timecard and paperwork directly to us via your smartphone camera.

Several new recruiters have joined our team to increase sales, which means we can offer more jobs, with better pay and a wider variety of assignments.

We Would Like Your Referral: If you like the work we have done for you, I would appreciate it if you tell your connections about us. One of the best ways any group has to find new members is to ask their current teammates for referrals - if you know anyone who has the skills and the work ethic to be a teammate of yours, please tell us!

With late Summer and early Fall approaching, we are now entering the busy season. I hope you will join me in welcoming the work and pay that brings to us all!

Thank you for being part of the Semper and SemperPT Team - As always your views are important to us - email always@semperllc.com with any suggestions or questions.

All the best,

Dave Regan, CEO

Employee Spotlight

Atlanta

Semper Atlanta would like to nominate Carl E. as the employee of the quarter. Carl has been registered with Semper for about a year now and has not had an opportunity to work for us until recently. We sent Carl to an interview and he presented himself very well. The client asked him to come back to do a working interview for 4 hours. The job was originally a temp to perm but because of his exceptional skills the client decided to do a direct hire immediately as not to lose this guy to their competitors. Carl is a skilled bindery operator that specializes in stitchers and folders. Semper would like to say "job well done" and THANK YOU !

Baltimore

Semper Baltimore would like to acknowledge Mark W. as employee of the quarter. Mark has 15 years of iGen, DocuTech and bindery experience.

We called Mark last minute for an assignment with a brand new client that was located in DC, and he managed to get his personal favors in order and reported to the client. The assignment was scheduled to last 2 days but the client kept him beyond those two days and is interested in hiring him permanently after seeing his skills. This is what SEMPER does - we hire and deploy highly skilled and talented print professionals. We greatly appreciate Mark and his professionalism, talents and exceptional work ethic. WELCOME TO SEMPER AND THANK YOU!!!!

Boston

Boston Employee James L. began working with Semper in 2013 and came through for us on a temp opportunity that we needed filled right away. It was a challenge because of its geographic location; James traveled over an hour to assist in Salem. This assignment was only supposed to be 3 months...3 years later, he continues to do a stellar job! His manager describes him as highly dependable, works well independently & is a truly dedicated employee. We cannot agree more! Serendipitously, James enjoys the company he is working for & the work that he is doing.

Employee Spotlight

Chicago

I wish to nominate Adrienne D. She has been working at Office Max since September of last year. When I visited her two months ago it was evident how much she is adored there. In fact, when Office Max needed two more data entry specialists, they told me they need two more Adriannes! As a result of her representing Semper in this way, I'd like to nominate her as the outstanding employee.

Dallas

Semper Dallas would like to recognize Lisa for her continued hard work and adaptability to work where and when the client needs. As they undergo a major facility expansion to combine print centers, Lisa has gone back and forth to work at both facilities. She's taken on the task of learning both facilities' order intake procedures to help them wherever they need. The Semper Dallas team would like to thank Lisa for her willingness to help out wherever needed!

Long Beach

Eddie C. has been a consistent performer for Digital Room, as he has been working with them since 2014. Eddie has a positive attitude and he may be hired permanently by the client this year.

Semper PT

SemperPT would like to recognize Calvin B. for all his hard work and dedication. His classes (Zumba rockstar!) are always well attended and he has quite a following. Calvin works with 2 of our top clients in the Boston area and is known for his vitality, enthusiasm and genuine love of Zumba. Thanks, Calvin!

Employee Spotlight

Minneapolis

Karie came to Semper back in August of 2014 seeking a steadier opportunity than the freelancing projects in Graphic Design that she was finding out in the field. Semper landed her at one of our national firms that had a facility very close to her home. It worked out because the firm was in the middle of some transition in the type of work they did, and needed someone willing to work a flexible schedule until their business solidified. This allowed Karie to continue on with her own freelance projects while being assured 25-30 hours a week. Things did improve and she works nearly 40 hours a week now, but still has the ability to add in projects of her own as she sees fit. At the same time she became a trusted and respected member of the firms pre-press team.

New Jersey

The New Jersey office would like to nominate Joseph T., who has been working for us since 2013. Joe has gone above and beyond and has traveled any distance for his assignments. Joe does everything that is asked of him; he gets along with all walks of life. His performance has been delivered at the expectation his leader has asked of him. He is very dependable and rated 'excellent' for every assignment he is assigned to.

San Francisco

The San Francisco office would like to nominate Quan. He joined the Semper team in February and has been doing an outstanding job. Quan is a responsible and reliable worker, he is a talented Graphic Designer that brings a multitude of skills to every assignment. Quan always has a great attitude, and is willing to do what is necessary to get the job done. Thank you for all your dedication and hard work.

HRCorner

Direct Deposit

Do you really want to wait for the postal service to deliver you paycheck by snail-mail? Thanks to very severe weather over the past few months, some employees have seen significant delays receiving their paychecks in the mail. However, all employees that utilize our Direct Deposit method of payment have experienced NO delay receiving their paychecks; their money is deposited Friday morning into their bank account or Paycard of choice.

Just think how nice it would be to wake up Friday morning, view your pay statement on the **ADP i-pay website** and know that your paycheck is in the bank!

The direct deposit form is available online or by contacting your Semper Account Manager. Complete the form, provide bank information (a voided check or letter from your bank/Paycard company) and you will be on your way to NO HASSLE FRIDAY PAYDAY!

Online Pay Statements

All Semper employees can self register with ADP to access weekly pay statements and up to 3 years of W2 forms online at <http://ipay.adp.com>. The registration Pass Code is **semper-ipay**.

Semper PT Health Center

How to Eat Healthy at Work

1. **Ditch the junk.**
2. **Make time for meals.**
3. **Bring leftovers.**
4. **Plan your meals.**
5. **Keep snacks at your desk.**
6. **Bring in a water bottle.**
7. **Choose balanced snacks.**

source: <http://www.coreperformance.com/knowledge/wellness/how-to-eat-healthy-at-work.html>

HRCorner

Have You Moved?

- ▶ If you have moved this year, make sure to update your mailing address with Semper by completing a new W4 form. The form can be found on our website or by asking your Recruiter or Account Manager. Remember, your year end W2 form will be mailed to the address we have on file for you.

Benefit Open Enrollment: **Soon**

- ▶ Open enrollment for the Semper benefit program will begin soon.

All Active Employees will receive an email blast within the next week or two providing benefit coverage, enrollment and cost information you need to make a well-informed decision.

Semper offers Medical – Dental – Life – AD&D – LTD – Accident – 401k – HSA

[Click here for the most up-to-date information.](#)

Workplace Safety

Protecting Your Eyes at Work

Eye injuries in the workplace are very common. The National Institute for Occupational Safety and Health (NIOSH) reports about 2,000 U.S. workers sustain job-related eye injuries that require medical treatment each day. However, safety experts and eye doctors believe the right eye protection could have lessened the severity or even prevented 90% of these eye injuries.

Common eye injuries occurring at work can result from chemicals or foreign objects in the eye and cuts or scrapes on the cornea. Other causes of injuries include splashes with grease and oil, burns from steam, ultraviolet or infrared radiation exposure, and flying wood or metal chips.

A Bureau of Labor Statistics (BLS) survey of workers who suffered eye injuries revealed that nearly three out of five were not wearing eye protection at the time of the accident. These workers most often reported that they believed protection was not required for the situation.

The Occupational Safety and Health Administration (OSHA) requires the use of eye and face protection whenever there is a reasonable probability of injury that could be prevented by such equipment.

The type of safety eye protection you should wear depends on the hazards in your workplace:

- If you are working in an area that has particles, flying objects, or dust, you must at least wear safety glasses with side protection (side shields)
- If you are working with chemicals, you must wear goggles
- If you are working near hazardous radiation (welding, lasers, or fiber optics) you must use special-purpose safety glasses, goggles, face shields, or helmets designed for that task

How can I protect my eyes from injury?

There are four things you can do to protect your eyes from injury:

1. Know the eye safety dangers at your work.
2. Eliminate hazards before starting work by using machine guards, work screens or other engineering controls.
3. Use proper eye protection.
4. Keep your safety eyewear in good condition and have it replaced if it becomes damaged.

source: <http://www.aoa.org/patients-and-public/caring-for-your-vision/protecting-your-vision?sso=y>

Workplace Safety

Protecting Your Eyes at Work

What should be done in an eye emergency?

Seek medical attention as soon as possible following an injury, particularly if you have pain in the eye, blurred vision, loss of vision or loss of field of vision. There are several simple first aid steps that can and should be taken until medical assistance is obtained.

Chemicals in the eye

- Immediately flush the eye with water for at least 15 minutes. Place the eye under a faucet or shower, use a garden hose, or pour water into the eye from a clean container.
- If you are wearing contact lenses, do not wait to remove the lenses. Begin flushing the eye immediately. This may wash the lens out of the eye.
- Do not try to neutralize the chemical with other substances.
- Do not bandage the eye.
- Seek immediate medical attention after flushing.

Particles in the eye

- Do not rub the eye.
- Try to let your tears wash the speck out or irrigate the eye with an artificial tear solution.
- Try lifting the upper eyelid outward and down over the lower eyelid to remove the particle.
- If the particle does not wash out, keep the eye closed, bandage it lightly and seek medical care.

Blows to the eye

- Gently apply a cold compress without putting pressure on the eye. Crushed ice in a plastic bag can be placed gently on the injured eye to reduce pain and swelling.
- In cases of severe pain or reduced vision, seek immediate medical care.

Cuts and punctures to the eye or eyelid

- Do not wash out the eye.
- Do not attempt to remove an object that is stuck in the eye.
- Cover the eye with a rigid shield, like the bottom half of a paper cup.
- Seek immediate medical care.

If you are injured on the job: Get first aid if necessary, even if it means going to the hospital; call Semper as soon as possible after you receive treatment. You will be asked questions regarding your injury so it can be properly reported to the insurance company. You will also be required to submit to a post-incident drug screening. Semper will handle all issues regarding any medicals bills or prescriptions.

source: <http://www.aoa.org/patients-and-public/caring-for-your-vision/protecting-your-vision?sso=y>

Workplace Safety

Tips to Stay Safe at Work

Workplace injuries are preventable. Here are a few tips to help you stay safe at work:

If you are asked to do a task that you think is unsafe – you have the right to say NO and refuse to do the work.

Get some training and learn how to identify hazards, manage risks and do the job safely before you start.

- Ask your supervisor to watch and check that you are doing the job the right way.
- Speak up and let supervisors know if you think a task is too dangerous or difficult for you.
- Ask questions and check with supervisors and co-workers when you aren't sure or can't remember how to do a job safely.
- Learn what to do and where to get help in an emergency.
- Always follow the safety rules and procedures.
- Always wear any personal protective equipment provided by your employer.
- Report all injuries (minor or major), Work, Health & Safety incidents and near misses.
- Look out for and report hazards.
- Keep an eye on your co-workers, especially if they are new to the workplace and don't know all the WHS issues.
- Try to get a good night's rest before heading into work. Feeling tired can lead to dangerous mistakes.
- If you have a safety concern, talk with more experienced workers such as supervisors, co-workers or your family to get some advice.

source: <http://www.talkingsafety.org/young-workers/tips-to-stay-safe-at-work.html>