

EMPLOYEE OF THE MONTH

> **BIMBO TOPEKA** <

TERRY MARSHALL

“

We are proud to nominate Terry Marshall for Employee of the Month. Terry has been with us for a couple of years now and his dedication and hard work goes unnoticed. Terry always keeps a positive attitude that keeps others around him driven. We appreciate everything you do for this company and are glad to have you on our team.

”



Every month, each branch of Specialized Staffing Solutions recognizes and rewards an outstanding associate, Employee of the Month, that exemplifies our core values.

LOCAL EVENTS

Shawnee County, KS



Parks & Recreation
[Shawnee County](#)
[Parks + Recreation](#)

FREE

Free Things to Do

[Visit Topeka – Events](#)
[Calendar](#)



Festival & Events

[Visit Topeka –](#)
[Festivals](#)



Attractions

[Visit Topeka –](#)
[Attractions](#)



Zoos

[Topeka Zoo](#)

SAFETY CORNER

In any case
of injury, no
matter how
minor, please
refer to the
GREEN Injury
Procedures
poster.

ACCIDENT AND INJURY PROCEDURES

Regardless of the level of the injury, all injuries require immediate attention and communication.

Step 1: Immediate Contact

1. Regardless of the level of the injury, all injuries require immediate attention and communication.
2. With the injured employee present, call HR (Magaly: 574-707-2597, James: 574-350-3094) and the Medcor Nurse Triage at 800-775-5856 for assessment and instructions if medical treatment is required.
3. Call Jacqueline 574-210-6903 immediately and provide an update. Keep update current.

Step 2: Form Completion

Meet with the employee and complete:

1. Injured Employee Statement (WC Packet).
2. Employee Incident Report (A) (in employee's handwriting).
3. Authorization for Release of Information (RIR in name, DOB, SSN; have the employee sign).

Step 3: Medical Facility Visit

If treatment is needed:

1. Supervisor or HR meets the injured employee at the medical facility.
2. Discuss return-to-work policies and restrictions with the doctor/nurse.
3. Ensure the post-accident drug screen is conducted.

Step 4: Incident Investigation

Conduct an immediate investigation:

1. Collect video footage and witness statements.
2. Complete the following forms:
 - BBU Incident or Customer Incident Report (C)
 - Witness Form (D)
 - Manager's Investigation & Review Report (E)
 - Manager's Site Investigation and Review (F)

Step 5: If Treatment is Declined

1. The employee must:
 - Sign a waiver declining treatment.
 - Complete a post-accident drug screen.
 - Fill out all the forms listed in Step 4.
2. The supervisor must also complete forms in Step 4.

Non-Emergency 7AM-4:30PM	Emergency AFTER 4:30pm Weekend & Holidays	24 Hour Emergency
Bessen Occupational 22818 Old US 20 Elkhart, IN 46516 574-389-3231	Corporate Care 3100 Windsor Court Elkhart, IN 46514 574-266-6555	Elkhart General Hospital 600 East Boulevard Elkhart, IN 46516 574-294-2621



COMMUNITY RESOURCES



Food
Resources



Shelters
& Housing



Financial
Assistance



Mental
Health



Medical
& Dental

FINANCIAL WELLNESS PROGRAM

As our associate, you can earn incentives as you improve your financial knowledge and reach your goals.

**PARTICIPATE
& EARN UP TO
\$250**

Program Guidelines:

- Complete each module, which includes a webinar and self-study modules.
- Modules must be done in order.
- All modules must be completed in person at a Specialized Staffing office—schedule in advance.
- Only one module can be completed per month.
- Earn \$25 per completed module, for up to \$250 total.
- A Savings Account must be on file with Specialized Staffing to receive payments (any bank is acceptable).
- Payouts are processed monthly.

Who Qualifies?

Must be actively employed with Specialized Staffing at the time of each module completion.

Past participants, friends, and family can review webinars and modules but will not receive payment.

Our Financial Wellness Program is brought to you in partnership with:



EMPLOYEE REFERRAL PROGRAM

REFER A FRIEND **GET UP TO \$250**

Have a friend you'd like to refer?

When you refer a friend to Specialized Staffing:

- You receive:
- **\$25** after they work **30 days**
 - **\$75** after they work **60 days**
 - **\$150** after they work **90 days**

They receive **\$50** after they work **90 days**

REVIEW REWARD



Leave a review on **Google, Apple Maps, Facebook, Yelp, Indeed, or Glassdoor** & receive a \$10 Gift Card. Leave 3 and receive \$20!

STAY INTERVIEWS— REQUIRED

Your Feedback is a Gift!



We value your experience during your assignment and are eager to hear about your progress. Expect text notifications from us regarding your feedback at key assignment milestones. Your feedback will be shared with the management team with a goal to continuously improve. For your participation, you will receive.

2 WEEKS: Water Bottle & Goodie Bag

45 DAYS: \$5 **80 DAYS:** \$10

INVESTING IN YOUR FUTURE Annual Car Giveaway

Each year since 2005, one outstanding associate with great attendance, performance, and attitude has been selected. WILL YOU BE THIS YEAR'S WINNER?

Robert Hibbard was the 2024 Annual Investing in Your Future Grand Prize winner event on January 25th. He chose the \$20,000 contribution towards an existing mortgage as his prize.

What would you choose?



**BRAND-NEW
CAR**



**MORTGAGE
FUNDS**



**EDUCATION
FUNDS**



DONT WAIT. VACCINATE!

Safety Slogan



CONTACT OUR LEADERSHIP TEAM

If you have questions, comments, or concerns, please contact the SSS Leadership team at

corpmgr@specializedstaffing.com

