

Employee

SEMPERSM
● INTERNATIONAL

Newsletter

Q2: Spring 2015

Welcome Spring!

Over the last seven years the labor market has seen some tremendous upheaval. We believe we are closer to real recovery and expect to see serious client needs over the next few months. We work really hard to represent you and provide the best pay, benefits and career situations for your long term goals. We look to only work with the best of the best, so we are asking you to refer your friends to us who are as hardworking as you to become Semper teammates. We cover most of the major US areas and represent people for direct hire in every state.

We have done a lot with you in mind these last few months. We've signed with great new clients and developed great technologies to make sure your information is presented to those who need your specific skills. We will continue to develop new technologies to make your life easier and your work more rewarding.

With increased client needs we are starting to be able to hire more staff to better serve you and our HR department. Your opinion is second to none; if you have questions feel free to email hr@semperllc.com or contact your local office [here](#). We strive to offer our staff the highest payrates out there, but in order to do that we need you to be the best at what you do. We thank you for that.

All the best,

Dave Regan, CEO

Employee Spotlight

Atlanta

Adrian G. & Cliff F. are 2 outstanding employees out of the Atlanta office. These guys go above and beyond and represent Semper very well. They are the ideal employees - reporting to work during any inclement weather when the facility is open, often arriving earlier than regular staff. The Staples DC manager made it a point to call to give accolades to these two outstanding Semper employees.

Welcome to Semper, Adrian & Cliff! We are glad to have you on our team.

Atlanta Semper Office would like to recognize Stephanie T.P. for ALL of the outstanding work she does here in the Atlanta Office. She is a phenomenal team player and an extraordinary teacher to me. Stephanie is knowledgeable, smart and she is always thinking outside the box; whenever she has her eyes focused on a project/candidate/client she makes sure she closes the deal and that it works to everyone's benefit. Personally I would like to thank her for her diligence and patience to me and to the team. Thanks Stephannie.

Baltimore

The Baltimore Office would like to recognize Dante for an outstanding job he has done representing Semper. Dante is a skilled folder operator, and a call was made to Dante to be on the alert for a possible job to start immediately without any notice. Dante arrived at his assignment and performed exceptionally well. Dante, thank you for your dedication and hard work.

Welcome to Semper.

Boston

Semper would like to nominate Joseph A. for employee of the quarter. Joseph has been working with us since June 2014 and is a very responsible and reliable worker. Not only is he a good employee but he is always sending new skilled candidates our way. We appreciate him always helping out in any way he can. Thank you Joseph!

Employee Spotlight

Chicago

I nominate Tuan N. (web pressman). From the first I spoke to him, he was a joy to work with. His 'get it done yesterday' attitude was quickly appreciated by one of our clients, so much so that he was hired on by the client after a relatively short period of time. Thanks to his work and the Semper flag that he bore, I strongly believe it has opened up current opportunities for us to add more staff.

I nominate Tuan because of a job well done...a Semper Success Story!

Dallas

We would like to recognize Brandon for his extraordinary effort, quick ability to train on the job, and complete willingness to work those extra hours so often needed! Meeting the clients' ever-changing schedules is challenging work and Brandon has been there every step of the way. We would like to thank Brandon for his exceptional commitment and for representing the Semper Dallas team so well!

Long Beach

Heidi has been on assignment at a national company in central Orange County. Using her excellent prepress skills she is now a valuable member of the team. Job well done!

Semper PT

We would like to send a big "Thank you" shout out to Thomas W. Thomas has been partnering with SemperPT and our clients for 2 years and he is one of the most reliable and knowledgeable personal trainers we work with. Awesome job! And thank you again for all you do!!

Employee Spotlight

Minneapolis

George D. came to Semper back in July of 2014 as a small press operator who also had bindery skills in a small shop environment. He desired a position that would use his skills of 25 years in the print profession, but prepare him for the new skills that were developing in the industry as the need for small press skills dropped.

We were able to place George within a facility that was open to a candidate with strong industry skills that wanted to learn a new envelope press they had brought in. George adapted quickly due to his past skills and mechanical aptitude. He has been there ever since, steadily.

Thanks George for being open to new challenges and training into new fields to advance your career through Semper.

New Jersey

We would like to nominate Lushain B. for employee of the quarter. Lushain has been working for Semper since October of 2014 as an iGen operator. Lushain works a second shift for us and also has another job on first shift. All together he works over 80 hours a week. Always on time and extremely responsible. We appreciate your hard work Lushain :)

San Francisco

San Francisco's employee of the quarter is Carl. Carl made a great sacrifice with a long commute to one of our largest client. Carl brought his great skills that included graphic design with expert level skills in the Adobe Creative Suite, management level customer service, experience at working with teams, clients and vendors, specializing in printing and web production and management, Mac IT support source, OS software and other applications.

Thank-you for all your effort and long days.

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 employee's 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 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

Get quiet and breathe

Giving your mind time to rest through meditation or breathing exercises allows you to release stress and let go of situations that are beyond your control.

This year, try a meditation class or taking ten deep breaths when you notice a moment of stress or frustration.

HRCorner

Invest in Your Future: Semper 401K

▶ At Semper, we want you to be prepared for retirement. We offer a 401k retirement program for qualified employees. Take advantage of select tax benefits while ensuring your future.

▲ About our 401K Program

Semper's 401K program is administered by Hartford-Mass Mutual. You may choose between 1-15% of your pay to contribute to your plan up to the IRS allowed maximum (2015 maximums: \$18,000 for those under age 50 and \$24,000 for those over 50).

▲ Eligibility

You must be 21 years of age and have completed six months of employment to be eligible to enroll in the 401K program. Enrollment is quarterly; your entry date will be the first day of the plan year quarter following the date you satisfy the eligibility requirements.

▲ Employer Matching and Vesting

Matching: Semper will match 50% of the first 6% of your contributed amount.

Vesting: After one year of employment, employer contributions to your 401k are 50% vested. Funds are 100% vested after 2 years of employment.

This sheet is for informational purposes only. For the most up-to-date information please consult the official retirement plan documents or contact the plan administrator.

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>