



# October 2018 Newsletter

## Individual Highlights:

Message President 1

News from HR 1

Birthdays 2

Anniversaries 2

## Message From The President

.Fall is upon us. The leaves are changing the weather is getting colder.

While we require you to wear your Midnight Janitorial t shirt at all times, we have no problem with you wearing a long sleeve shirt under our shirts, we do ask that you not wear sweatshirts over our shirts. Clients need to be able to see our logo to ensure who you are.

Some of our accounts that have outside access, you may start to see leaves building up in the corners. Lets make every effort we can to keep these areas clean. By leaving the leaves in the doorways, you run the risk of our clients tracking it in on the carpet making your job more difficult with vacuuming up all the debris.

Halloween falls on a Wednesday. This is not

considered a National holiday so our accounts will be open. If you wish to take your child trick or treating, please make arrangements with us to go in earlier or later. Anyone trying to call in sick that day will be required to submit a

doctors note. You are allowed to wear any tasteful costumes to work.



## News From Human Resources

Are two weeks' notice mandatory when leaving a company?

Most states follow the employment-at-will doctrine, meaning that either the business or the worker can terminate the employment relationship at any time and for any lawful reason, either with or without notice.

Two weeks is the standard notice period. But employers commonly ask executives and employees with unique skills to let them know four weeks in advance,

because they may need more time to prepare for the transition.

We make every effort to notify employees when a change is made to staffing at a building. Sometimes we are not given this courtesy from clients, but we will attempt to move staff to a different building.

We ask that if you are planning to leave, that you let us know as soon as you do, so that we may plan and train a new employee.

We understand that people leave for many

different reasons and we would never want to force someone to stay, nor push them out sooner than their notice.

In the event you are given notice that we are leaving a building we ask that you please do not discuss this with the clients staff. They often would like a quiet transition, it may not be due to anything we did wrong or right, just a change that was made at a higher level. We need to respect their wishes and end on a positive note. Often times we may be asked to return at a later date.

*Happy  
Birthday!*

*Happy Birthday*

Angella Luyk 10/25

Brittany Mclain 10/9

Emmanuel Padilla 10/9

Brittany Gamble 10/31

