

# NEWSLETTER SEMPER<sup>SM</sup> INTERNATIONAL

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## SPOTLIGHT ON...

Semper Minneapolis for their support during the Republican National convention. While a major client sent its regular employees to cover the convention Semper's employees pitched in to cover.

Semper would like to welcome Ed Cardon and Kevin Gadd to the team. Ed is the Senior Account Manager of our Atlanta office. Ed brings many years of staffing experience to the position. Kevin is the Senior Account Manager in our San Francisco office. He brings extensive IT experience and a fresh perspective to the position. If you are in the Atlanta area or the SF Bay area drop by or give a call to our newest staff members. They are ready to dive in and make placements!

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Don't forget Semper's benefits package. We offer medical, dental life and LTD plans. Medical benefits are offered thru Blue Cross Blue Shield. Save money pre-tax to cover medical expenses using Semper's HSA plan.

Commuting costs can also be paid pre-tax. Semper offers a section 132 plan in addition to these other benefits.

We also offer 401k. Our 401k platform is changing over to the Hartford beginning in January. Prepare for your future- take advantage of Semper's 401k program. The Hartford will allow us to offer an improved range of funds without changing our structure.

In addition to these benefits we offer Holiday and bonus pay. Go to <http://www.semperllc.com/index.cfm?page=benefits> for eligibility details!

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Is your worksite getting busy? Let your local office know! Keep your eyes open at the client site. Let us know if things are picking up in another department.



## **SAFETY**

We value our employees; your safety is our top concern. Please notify Semper and your supervisor if you feel the work environment is unsafe, or if you have concerns about your well-being.

In the unlikely event of an emergency or natural disaster, follow all emergency evacuation procedures and first responder instructions at your worksite. Call your local Semper office to let them know you are safe. If you are unable to call, try sending a text message. Frequently there is less traffic on the networks used to transmit text messages.

At the beginning of an assignment familiarize your self with emergency exits and location of fire extinguishers. Be sure you know where safety equipment is located including eye wash stations and first aid kits.

Locate the MSDS (Material Safety Data Sheets) and Hazard Communication Standard. These documents outline potential hazards and safety procedures

If asked to move something heavy, use proper lifting techniques and appropriate safety equipment. This equipment may include, but is not limited to, gloves, goggles, back brace, two wheeler, etc

Reminders: call 911 to report an emergency situation. In the event of a fire, never use the elevator.

Wait for Further instructions form your Semper office as to the status of the assignment.

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 thereafter. 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.

If there are any mechanical problems that could cause injury (or impair output quality): Notify your supervisor. If the problem cannot be immediately resolved, use your discretion as to whether to continue working until the environment is safe.

Please contact Semper if you still do not feel safe or you do not feel that the site supervisor has taken your concerns seriously