

# The Clothes Line

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MARCH 2025



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# MARCH INTO SPRING

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## Greetings CLS Team Members:

March is upon us and most of us have cabin fever. The weather during the month of March is usually rainy and cool so we may be stuck inside a few more weeks. Here are a few things you can do to keep busy inside while waiting for warmer weather:



- **Clean your home** – while it's still dreary outside, take some time to sanitize, organize, and purge dirt, dust and unwanted items.
- **Maintain your house** – now is the perfect time to schedule professionals to check out your roof, HVAC, windows, plumbing, or any other items in need of repair.
- **Check the exterior** – once the snow has melted, assess the outside of your house and yard for any damage that the winter may have caused.
- **Assess your car** – winter can be harsh on vehicles so your vehicle may need a tune-up.
- **Sort your closet** – it is almost time to set the heavy sweaters and coats aside so this is your chance to purge unneeded items taking up space.
- **Examine your health** – take care of yourself by visiting your family doctor, dentist, dermatologist and any other health professional to ensure you are in the best health. Don't forget about your pets too!
- **Plan a vacation** – now is the perfect time to plan a vacation! It's a great way to beat the winter blues and will give you something to look forward to.



The safety of our Team Members is of utmost importance to us here at CLS. Our Service Team Members drive 1,000's of miles each week and it is our responsibility to provide safe equipment and training. In 2025 we are investing heavily in safety training initiatives that will not only protect our Service Team Members, but also the communities in which we serve. Thank you to all participants for your willingness to learn and practice safe behaviors. A special thank you to Danny Deal, our Fleet Manager, for traveling to our branch locations to provide this important training! We appreciate you!

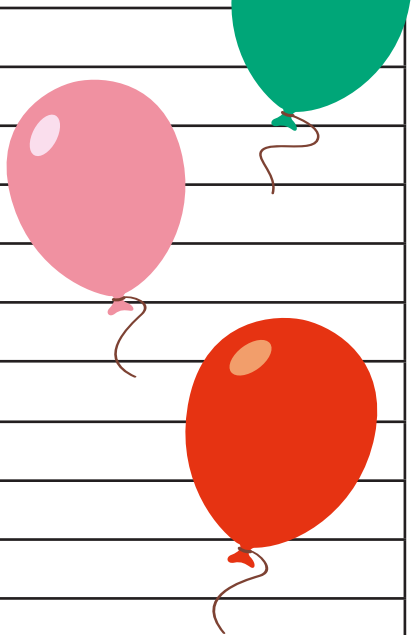
What makes CLS a great place to work? Our Team Members and their smiling faces!! We are so proud of the accomplishments of our CLS Team and look forward to working alongside each one of you on a daily basis. Make sure to tell your co-workers you appreciate them...work is much more enjoyable when you feel you make a difference and are cared for.

## We are CLS!

*Sarah, Kurt, Ron*

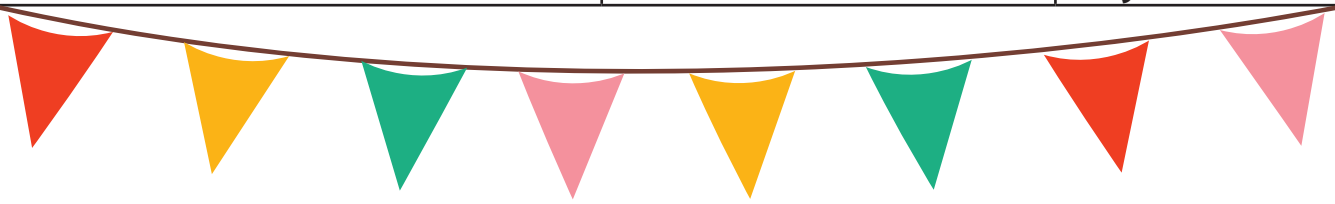
# MARCH BIRTHDAYS

Betsy Mairena	March 3 <sup>rd</sup>
Magdalena Duenas-Cabrera	March 3 <sup>rd</sup>
Steve Enos	March 7 <sup>th</sup>
Ever Olivares-Ramirez	March 7 <sup>th</sup>
Florencio Gomez	March 14 <sup>th</sup>
Kaleb Conley	March 19 <sup>th</sup>
Jonathan Sanderlin	March 20 <sup>th</sup>
Patricia Jackson	March 25 <sup>th</sup>
Zachary Dwyer	March 25 <sup>th</sup>
Alicia Santiago-Martinez	March 27 <sup>th</sup>
Adela Ortiz	March 31 <sup>st</sup>



# MARCH WORK ANNIVERSARIES

Yulissa Garcia	Manchester Production	1 year
Dylan Farley	Livonia RSP	2 years
Catalina Garcia-Basilio	Manchester Production	2 years
Octavio Nunez-Diaz	Covington Production	2 years
Trairi Reyes-Hernandez	Covington Production	2 years
Jacqueline Antonio-Hernandez	Manchester Production	3 years
Judith Franulic	Livonia Customer Care	3 years
Mabel Gomez	Manchester Production	4 years
Deldania Helena-Ortega	Custodian	4 years
Ma L. L. Larez	Manchester Production	4 years
Sven Naeset	Relay	5 years
Nathan Strzelecki	Alpena RSP	12 years
Kevin Hill	Alpena RSP	20 years
Steve Enos	Kalamazoo RSP	21 years

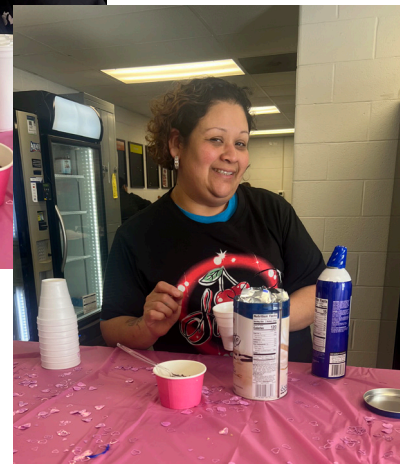


# FEBRUARY MEMORIES

## DSM Dinner & Fun- February 11



## Valentine's Day- February 14



## National Chili Day- February 27



# MARCH HOLIDAYS/ EVENTS

Wellness Fair	March 7 <sup>th</sup>
International Women's Day	March 8 <sup>th</sup>
Daylight Savings Time	March 9 <sup>th</sup>
St. Patrick's Day	March 17 <sup>th</sup>
First Day of Spring	March 21 <sup>st</sup>

## Daylight Savings

Remember to spring forward one hour Saturday March 9 at 2:00 a.m. giving you an extra hour of daylight in the evening. Be sure to set your clocks ahead before going to bed on Saturday night!

## Wellness Fair

Join us for the annual CLS Team Member Wellness Fair, on March 7 from 8 a.m.-12 p.m.

Meet representatives from our benefit providers. Also explore resources to support your health and well-being, from fitness and nutrition to stress management. Connect with experts, discover new wellness tools, and take steps toward a healthier you!

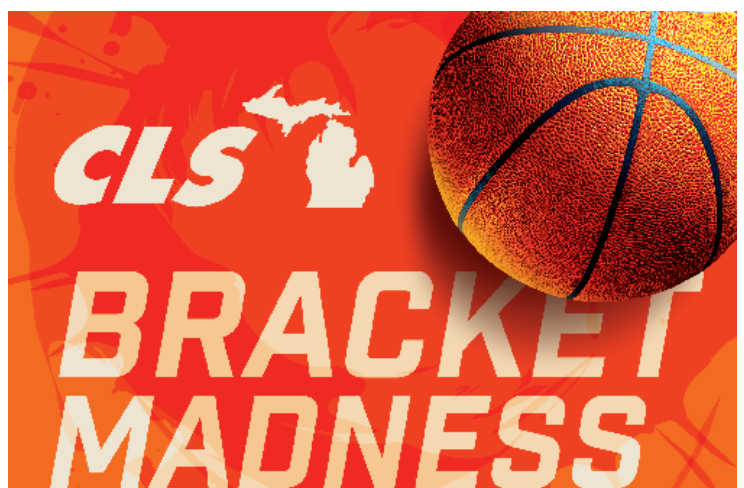


## March Madness Brackets!

Submit your March Madness Bracket to your Manager (Available through CLS Connect and Paycor Engage) by March 18. A weekly leader board will be posted on all CLS communication channels.

## St Patrick's Day

Don't forget to wear green on March 17<sup>th</sup>—unless you want to get pinched!





In our ongoing effort to make our workplace safe and healthy, a main part is reporting any accidents. Whether it's a small slip or a bigger issue, reporting every accident to keep our workplace safe is very important.

### Why Report Every Accident?

Reporting every accident, big or small, helps us spot and fix dangers early, keeping everyone safer and avoiding future problems. It also means we follow safety laws, supporting our commitment to a safe workplace. Plus, it ensures anyone hurt gets the right care and helps manage their recovery process smoothly. By sharing details of accidents, we learn and improve our safety steps, making our workplace better for everyone.

## HOW TO REPORT AN ACCIDENT

- 1. Notify Your Supervisor:** Inform your supervisor as soon as possible (no later than 24 hours). They will guide you through the reporting process.
- 2. Accident Report Form:** You and your supervisor will complete an accident report form with as much detail as possible. This should include the date, time, and location of the incident, a description of what happened, and any injuries sustained.
- 3. Follow-Up:** After an initial report, there may be follow-up questions or investigations to gather additional information. Your cooperation is important in this process to help improve workplace safety.
- 4. Medical Attention:** If you suffer a workplace injury or illness, please make sure to get approval from CLS before you get any medical treatment. Failure to follow these instructions may result in medical expenses that CLS will not pay for.

## YOUR ROLE IN WORKPLACE SAFETY

Accident reporting is a shared responsibility. Quickly reporting incidents is key to safeguarding everyone. It promotes a culture of safety, empowering everyone to report risks. Commit to actively reporting all accidents, as each report contributes to a safer workplace.





## DAWN'S DESK

### OPEN ENROLLMENT

Hi Everyone!

Open enrollment begins next week, **starting on March 4, 2025, and closing on March 14, 2025**. You will still have the opportunity to change elections until March 31, 2025.

**During open enrollment, you can:**

- Compare offerings among benefits, ensuring you choose the right plan for your needs.
- Select new benefits from our 2025 - 2026 Team Member benefits package.
- Make changes to your current coverage, such as adding or dropping dependents or choosing other plan options.

Please understand that if you don't make any benefits selections or changes during this year's open enrollment period, you may be unable to change your current benefits until next year's open enrollment.

Remember, if you would like the exact same benefits you currently have and want those to carry over from last year's open enrollment, you will need to sign the enrollment form confirming your decisions. See H/R.

I will be visiting the branch locations to assist with enrollments. Here in Kalamazoo, please see Peter or Rachel for assistance.

*Dawn*

### REFERRAL PROGRAM

SCAN QR CODE TO FILL OUT ONLINE REFERRAL FORM



Did you know you can earn up to \$500 when you refer someone to work at CLS?

Scan this QR code to fill out the online Candidate Referral Form. Remember, the form must be completed before the applicant applies to be eligible for the bonus.

The CLS Referral Program is designed to bring top talent into the company while rewarding you for your efforts. Follow the program guidelines to make it easy to earn your bonus!