



1731 Southridge Drive
Jefferson City, MO 65109
573-635-9295
www.cs-business.com

C&S Staff:

Paula S. Benne, CSP CTS
President

Jerry Benne, CSP
Vice President

Darlene Norment, CSP
Accounting Director

Carrie Russell, CSP CTS
Staffing Specialist

Sonnett Cagle, CSP CTS
Staffing Specialist

Nicole Wilson, CSP
Payroll Clerk

Mandy Thomas, CSP
Account Representative

Stephanie Lehmen
Community Relations Coordinator

Mary Heimericks
Claims Manager

Penny Smith
Office Assistant

Taryn Henderson
Office Assistant



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American Staffing Association



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Temp News

What's New for You in 2022



The start of a new year seems to be the perfect opportunity to announce and review updates pertaining directly and indirectly to employees and potential employees of C&S Business Services.



Vacation/Holiday Accrual

Effective January 1, 2022, the lapse time in between assignments to continue accruing vacation and holiday hours will be increased from 6 months to **12 months**.

In other words, employees qualifying for vacation and holiday hours may now continue to accrue vacation and holiday hours at the same rate with with up to a 12-month lapse in between work assignments.

VACATION ACCRUAL



Increase in Referral Bonus \$\$

Earlier this year, C&S Business Services expanded our referral program, "**Refer-A-Friend**", and increased the bonus amount to \$30 for each new referral sent to C&S.

Effective January 1, 2022, the referral bonus **will be doubled to \$60** for every referral that is not already registered with C&S and is placed on a job assignment lasting 160 or more hours.

In addition, the amount your referral receives **will increase to \$40** (from the previous \$25 bonus).



**REFERRAL
BONUS**

There is no limit on how much you can earn with the C&S **Refer-A-Friend** referral program and anyone can participate regardless if they are an employee of C&S Business Services. Sign up today at <https://cs-business.staffingreferrals.com/company/join>



C&S Employee Handbook Updated --

In 2022, a number of updates will occur to the C&S Business Services Employee Handbook. It is our goal at C&S to compile a comprehensive handbook that will be helpful when onboarding employees as well as a guide for all employees to reference throughout their employment with C&S Business Services. The revised handbook will be distributed to all C&S employees in the coming months.

Employee
Handbook



Fixed Indemnity Insurance

As mentioned in last month's newsletter, C&S now has the ability to offer Fixed Indemnity Health Insurance to all of our employees. C&S has teamed with Essential Staffcare (ESC) to provide this added benefit to our employees. ESC is designed specifically for staffing services (like C&S) to assist employees with coverage on a weekly basis. Signing up is easy using the following link. <https://www.essentialclient.com> Questions can be answered quickly through the ESC Customer Service number (1-866-798-0803).

Employee News

Michael Kerr

**2021 C&S Employee
Recognition Award Winner**



**Michael received a
check for \$1,000 from
C&S Business Services!**



For the fourth straight year, C&S Business Services conducted an *Employee Recognition Program* in which C&S employees were eligible to receive a **\$1,000 bonus** from C&S! The objective of the *Employee Recognition Program* is to identify and reward C&S employees on assignment with any of our client businesses.

To be thorough and fair with the *Employee Recognition Award*, C&S enlisted the assistance of client supervisors to nominate C&S employees who qualify for this recognition based on **attendance, job performance, need (financial &/or other hardship) and attitude**.

After reviewing the nominations from our clients, C&S staff used a rating scale based on the established criteria to determine the recipient of the award and bonus. And as a result, **the 2021 C&S Employee Recognition Award was awarded to Michael Kerr** who received a check for \$1,000 from C&S!

Michael was nominated by his on site supervisor and was presented a check for \$1,000 from C&S President Paula Benne and C&S Staffing Specialist Sonnett Cagle in a surprise presentation surrounded by his co-workers and supervisors at his place of employment.

This year, C&S also recognized an additional six employees with honorable mention awards in the Employee Recognition Program. The employees receiving honorable mention recognition included: **Jessica Batty, Jake Fidler, Brittany Haymans, Harvey Helms, Katie Kennon and James Keneipp**. The honorable mention recipients each received a gift card and certificate of recognition from C&S their nomination.

"Each year C&S has offered this program, we continue to be impressed and inspired by the nominees and exceptional employees C&S is fortunate to have serving us and our valued clients", stated Paula Benne, C&S President.

The goal of the C&S Employee Recognition Program is to recognize, reward and showcase C&S employees as well as strengthen and encourage good work habits and productivity in all of our employees.

Congratulations to Michael and to all of the nominees...keep up the great work!



**What's happening
in January:**

January 1 -- New Year's Day
(C&S closed)

January 17 -- Martin Luther
King Jr. Day (C&S open)



Permanent Placements

The following employees were recently offered and accepted permanent employment at their assignments. C&S would like to congratulate and thank each of these individuals for their hard work and dedication!

**Molly Juergensmeyer
Kandi Singleton
Deborah White
Kevin Taylor
Kenneth Hixon
Jacob Fidler
Renford Bryan
Lane Mtcastle
Rene Medley
Gracielle McMillin
Faraj Zaid**

No one can go
back in time to
change what has
happened. So
work on your
present to make
yourself a
wonderful future.

Happy New Year.