

The Suburban Connection

Summer 2001

Vol. 7, Issue 2

Letter From the

I would like to thank those employees who attended our Annual Open House Party in June. It was so good to see all of you and have some time to visit.

It is always a pleasure to present service awards to those of you who have been working with us for some time. Marcia Rumbaugh has been with Suburban Staffing, Inc. for ten years! It was such a great thrill to be able to thank Marcia for her hard work and dedication.

Suburban Staffing, Inc. continues to grow and develop as one of the industry leaders in Central Massachusetts. Wayne Robison joined our team this year and heads up the *Suburban Technical Division*. Wayne has over 20 years of experience in this industry. He has quickly built our database and is marketing applicants to some of New England's top companies.

Jim Walnista is another new talent with 6 years of experience in this industry. Jim is working with our team to promote the *Scientific Division*. We have been servicing the Biotech industry in Central Massachusetts for many years. Our growth has given us the ability to service companies in the entire New England area.

Karen McInnis has moved from the placement office into a new position in our Sales department. She joins Mark Carlson and Sales Manager, Paula Merloni. Karen has been with Suburban Staffing for 2 1/2 years. Her previous employment with GMAC was in Sales and Customer Service. Since Karen has worked in the placement office this past year, she has had the opportunity to meet many of our employees and work with most of our clients.

The addition of *Suburban Business Solutions* allows us to offer a full scope of Network Solutions and Data Integration. Our staff of experts is proficient in network design and implementation for any type of business. Additionally, this division offers a unique solution to database merging and both large and small conversions. We have the ability to extract data from any customer database and move that data to another

What's

1) Direct Deposit News

2) Employee Service Awards

3) Options For Balancing Work & Family

4) Nancy's Secret Recipe

existing database, or one of the customer's preferred design. In the past, the only way to accomplish this task was to have data entry operators take the information from one source to another. This service maintains the existing data intact from the original format.

-continued

Timecard Policy

Earlier this year, we established a policy regarding timecards. All timecards submitted must be the original signed card. Faxed timecards will not be accepted. We must restate that we will **ONLY** accept the **ORIGINAL, SIGNED** timecard. There will be **NO EXPECTATIONS** to this policy.

If you choose to mail your timecard, it must be mailed by Friday night (not in company mail) to be received at Suburban by our weekly deadline, which is Monday 12:00 noon. You may also drop your timecard off to our office located at 30 Lyman Street in Westboro. A locked drop box is located outside our building (near the center entrance to the building) for your convenience.

-Sharon Massaglia, Payroll Administrator

Direct Deposit News

Did you know that you can now have your paycheck directly deposited in up to two accounts? That's right! Now you can select up to two different accounts, and eliminate time spent transferring money from one account to the next! For example, you may choose to have 75% of your paycheck deposited into your checking account while putting the other 25% into a savings account. What a great way to save!

If you are interested in signing up for direct deposit or wish to change your current account information, call Sharon in the payroll office at (508) 366-8521 for the correct form. As a reminder, direct deposit takes two pay periods to become active once we have received the form. Meanwhile, you will receive your actual paycheck in the mail, or you may advise us to hold your check if you choose to pick it up at our office.

Take advantage of this great benefit. Direct deposit saves a lot of time running to the bank and you're guaranteed to have your money in your account by 12:00 am Friday morning.

-Sharon Massaglia, Payroll Administrator

Employee Service Awards

20,000 HOURS

Marcia Rumbaugh

15,000 HOURS

Mary Jones John Kapinos
Chris Tzellas Betty Warsen

10,000 HOURS

Judy Keller Nicole Murray Eileen Sharp

7,500 HOURS

Margaret Souda Robert Woodford

4,000 HOURS

Dawn Bergman Mary Engelhardt
Selma Snider Sue Speckman

1,000 HOURS

Kwasi Addow	Ambika Athilat	Heidi Belcamino	Debra Burnham	Marlene Carbone
Thomas Chiasson	Carolyn Coviello	Jennifer Frelander	Lawrence Gladding	Sally Judge
Jose Lopez	Milton Lopez	Sandra Mastrogiacom		Barbara
McCarthy	Susan Medeiros	Gertrude Merkel		Judy Montague
Karin Morrill	Joan Mortimer	Gladys Opoku		
Jennifer Peltier	Jason Potvin	Sakshi Punjabi	Sally Ann Quigley	

Did You Know?

JOSEPH BENKAYE, working at AstraZeneca, is the proud father of twin girls born on March 22nd!

ANN BOUCHARD, working at National Grid, is pleased to announce the birth of her new granddaughter Paige Alexandria, born May 2, 2001.

ALISON LINKKILA, Recruiter with Suburban Staffing, announced the birth of her niece Hannah Mary Delea, born July, 2001!

SHARON MASSAGLIA, Payroll Administrator with Suburban Staffing, welcomes her first nephew, Anthony Michael into the world. Anthony is a May baby!

A Thought To Share: "When men speak ill of thee, live so as though nobody may believe them."
- Plato

Employee of the Year

Gloria Vosseteig

Gloria began working with Suburban Staffing in May, 2000. Her professional manner, exceptional skills and willingness to please have earned her rave reviews. Gloria's previous assignments included work with the American Cancer Society, Meta Group, PFPC, and Rockport. She recently began an assignment at National Grid in Northboro, where she plans to stay long term.

Gloria has been extremely flexible, works willingly with a positive attitude, and always has her timecard in on time, which makes her a favorite with the payroll department! Her initiative and enthusiasm are contagious. We are thankful and glad to have Gloria as

Open House Door Prize Winners

The Open House in June was a great success. Here are the winners of the door prizes:

- Mary Ann Auger went home with a lovely plant.
- Nancy Ferraioli did, too!
- Judy Keller won a Stop & Shop gift certificate.
- Nathan Orentlich won a flower arrangement for his lovely wife Dorothy!
- Jennifer Peltier is going to the movies.
- Jake Peltier is, too!
- Barbara Slader won a flower arrangement.
- Matthew Wheeler won a Stop & Shop gift certificate.

Congratulations Everyone!

Work Options to Balance Work & Family

- A Priority for the New Millennium Workforce



Managing work and family requires the delicate balance of a tight rope walker, the grace of a ballerina, and the skills of a juggler. Pressures shape our workday more than we'd like. In many instances, it's not the job itself, but the outside influences that demand too much of our time and energy. Our commutes are longer. Family dynamics are all encompassing. The sandwich generation is firmly wedged between aging parents and children. Then there's technology, relentlessly tracking us everywhere, 24/7.



You want a life. You value your personal time and balancing work and family is your priority. The attractions of stock options and super-size salaries, imposing a heavy commitment on your part, may not be as appealing as they once were. Today, in fact, more than ever, people are searching for stability and balance in their work/family life.

Whether you are looking for a new job or would like to have some flexibility in your present position, it's a good time to think about what you value most. Is more time for yourself and/or family a priority? Is saving more money a priority? Could some professional advice be helpful? Would more education make a difference? Your company may already have the benefits programs in place that could help you reach your target of a strong work/life balance.

BENEFITS PROGRAMS

First-rate companies recognize that the non-work side of their people af-

fects workplace performance and ultimately, the bottom line. These companies are developing, providing and promoting family-friendly policies with a cafeteria-style menu of benefits programs. Being aware of them *and* taking advantage of them may make a difference in meeting the priorities you have set for yourself. Here are some of the most popular programs:

- Flexible Work Options
- Flexible Spending Accounts
- Long Term Care Insurance
- Health and Wellness Programs
- Worksite Convenience Services
- Retirement Planning
- Healthcare Benefits
- Time-off Policies
- Employee Assistance Programs
- Resource and Referral Services for Child and Elder Care
- On-site Professional Development Coursework

FLEXIBLE WORK OPTIONS

Of these programs, flexible work options are probably the most popular and most sought after benefit. For some jobs, non-traditional work hours are feasible. Does your job lend itself to such hours? Can it be shared or done part-time? Would a compressed workweek of four 10-hour days be viable? Could part of your work be accomplished by telecommuting? If you thoroughly enjoy your job and your company, but believe a flexible work week might help you better balance work and family, you might want to develop your own marketing plan to sell the idea to your supervisor.

Your plan should describe in detail how and when you'd do the work,

how you would allow for special situations, and most importantly, how you will communicate. Present the plan first to a trusted colleague or family member who might pick up some glaring omissions. This will help you prepare for any questions or concerns that your supervisor might pose. Most importantly, you will want to convey to your employer that you will continue to maintain your high performance standards.

PERKS OR PAY?

As you evaluate better ways to balance your work/life situation, you may discover that your present job provides you with the benefits programs that you care about most. Or, perhaps you feel that change is so critical to meeting your objectives that you need to explore other opportunities. The choice, of course, is yours. Suburban Staffing would welcome the opportunity to assist you if you decide to make a move. We're only a phone call or an email away!

-Annette B. Frese, Senior Recruiter

SURVEY:

We'd like your opinion. What benefits programs would you like to see companies initiate? Email, fax or mail your opinions to Annette.

annettef@suburbanstaffing.com

Fax: (508) 898-9568

Suburban Staffing, Inc.
PO Box 1450
Westboro, MA 01581

Eleanor Roosevelt Wrote:

-Many people will walk in and out of your life, but only true friends will leave footprints in your heart.

-To handle yourself, use your head; To handle others, use your heart.

-Anger is only one letter short of danger.

-If someone betrays you once, it is his fault; If he betrays you twice, it is your fault.

-Great minds discuss ideas; Good minds discuss events; Small minds discuss people.

-He who loses money, loses much; He who loses a friend, loses much more; He who loses faith, loses all.

-Beautiful young people are accidents of nature, but beautiful old people are works of art.

-Learn from the mistakes of others. You can't



Open House Recipe



Many of you enjoyed the Barbequed Brisket at our Open House and have requested the recipe. I am one of those cooks who does not measure. For those cooks who do, you won't hurt this, just go lighter with the Liquid Smoke than the other spices.

Nancy's Barbequed Brisket

Simply rub the following spices on both sides of a beef brisket:

Celery salt
Onion salt
Meat tenderizer
Liquid Smoke



Tightly wrap the brisket in foil, and refrigerate for 24 hours. You may cook as many briskets as you like, depending on the size of your crowd. Unwrap the brisket and place in a deep pan. Cover the top of the pan with foil, making a tight fit. Bake in 225-degree oven for 6 hours. (If you are cooking 3 or more briskets together, cook it all night) Uncover the pan, cover with your favorite barbeque sauce and cook another hour at 300 degrees. Remove the roast; let cool before slicing. Simmer the sauce on top of the stove with a little cornstarch to thicken as desired.

This is delicious served with homemade baked beans and potato salad. Since the brisket is prepared ahead of time, you can enjoy time with your guests, and everyone loves it!

- Nancy Carlson, President