

# SUPPORT SERVICES

## NEWSLETTER

"It takes less time to do a thing right than it does to explain why you did it wrong" ---  
Henry Wadsworth Longfellow

December 2006

### Upcoming Events.....



The Holiday Season is upon us. Christmas Eve, Christmas Day, and New Year's Day are recognized holidays.



Training sessions for directors of marketing have been scheduled for Dec 12 in Clinton and Dec 13 in Peru.

A Training session for facility bookkeepers will be scheduled for January in Galesburg, date to be announced.



Recently, RFMS purchased the former Allen Park School, 285 Farnham Street, in Galesburg. The building is located on approximately 6 ½ acres of land. The building is in excellent condition with plenty of parking. Currently the building is undergoing some renovations, turning classrooms into office spaces. When completed, it is anticipated that all administrative staff, support services staff, and construction & development staff will all be conveniently located in this building. The building will also include several conference rooms and a training center. The move to this location should begin in early to mid January.



The payroll process is being reviewed for possible changes. One major change being discussed is Direct Deposit for employees. Other changes being discussed is the possible change to the day of the week pay periods end and the day of the week when employees get paid. This is still being reviewed and discussions will be held with any facility that will be effected prior to a final decision being made.

### Congratulations / Thank you



Congratulations to the award winners at our recent awards banquet.

The Quarterly meeting was a success despite the interference of mother nature. The dedication shown by all in attendance is appreciated.

A hearty Thank You to Mr. Clause and his elves for their tremendous efforts in making the Quarterly meeting and the Banquet such a success.

### Administration



Ensure your staff has the current federal regulation books. There should be a minimum of three regulation books in the building. State regulations can be obtained at [www.ILGA.gov](http://www.ILGA.gov).



Due to the holidays, it is especially important for each facility to process payroll and transmit to RFMS in a timely and accurate manner so employees will receive their paychecks as normally scheduled. Attention to situations that may result in overtime should be monitored closely during the holiday period.

### Maintenance Reminders



#### **Snow Removal**



Remember snow removal is everyone's responsibility.

Snow shovels should be available at the doors. Snow should be removed from the front entrance, under the canopy, sidewalks, and employee entrance and exits, as well as a path to the dumpster. During normal snowfall, the areas should be cleaned every two hours. This should only require 10 - 15 minutes.



**DO NOT** use ICE MELT under any circumstances



The revised Corporate Maintenance Request form is now available on line. If you need assistance from Corporate for any maintenance work, complete the form and submit by fax (309-343-6318) or email ([jecarnes@rfmsinc.com](mailto:jecarnes@rfmsinc.com)).



Proper floor care training was provided in Coralville on 11/13, Peru on 11/20, and Clinton on 11/28 by a Johnson products representative. Each facility is to use these methods and the approved Johnson products to properly maintain their floors.

**Have a Happy and Safe Holiday Season**