

Sept 2018



Be so good they can't ignore you. - Steve Martin

Echo Newsletter

Keep up to date with the company newsletter. For more information, email Rosie at Rosie.Dominic@eccgrp.com

Just because the day ends in "y"... Just because you're here.... Just because you're you... Just because we appreciate each of you, starting this quarter Enviro Clean will randomly select 2 employees at separate times for a Visa gift card. Employees from all offices, excluding Principals and Directors, will be entered. The winner(s) will be announced via e-mail and the gift card will be mailed or brought to the employees' office. We ask nothing more of you other than to keep up the great work.

Employee Spotlight



Tim Doutey
Yukon, OK
IT Director
Enviro Clean

Where is the best place you've eaten at in Oklahoma? **The Ranch - Best rolls I've ever had in my life!**

What is the last movie you saw in theaters? **Star Wars**

Have you ever met anyone famous? **Garth Brooks**

Where is your dream vacation? **Colorado Rocky Mountains**

Who was your favorite singer/band in high school? **ZZ Top**

You have 5 free minutes with nothing to do but watch TV, what do you watch? **Big Bang Theory**

Do you have a pet? **I don't have pets - my wife and kids have pets that I take care of :)**

OU or OSU? **OSU**

Where were you born? **Perry, Oklahoma**

Wellness Message

Eight Ways to Fight Colds and Flu

Cough, sniffle, achoo! Cold and flu germs have some crafty ways of getting around and the single best way to avoid catching influenza is to get a yearly flu vaccine. But there's more you can do - these tips can help keep you from getting, or passing along, a cold or flu bug:

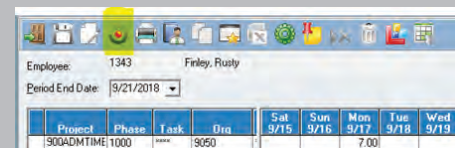
1. Hit the sink - wash your hands regularly
2. Have sanitizer at the ready. Look for products that contain at least 60% alcohol
3. Be hands off! Try to limit how much you touch your face
4. Cover that cough. Make it a habit to cough/sneeze into a tissue or the crook of your elbow
5. Keep your distance from anyone who's ill and if you get sick, stay home until you're better
6. Wipe 'em out - regularly clean surfaces you touch often
7. Share not. Remind your family not to share cups, silverware, or toothbrushes
8. Build a strong defense - get plenty of sleep, choose healthy foods, and get regular exercise

Flu Shots will be held in October. Email to come with more details

Did you know?

Did you know that you can reset a timesheet in BST even if you have already signed?

If you submit a signed timecard, and it has not yet been approved by your supervisor, then realize a change is needed, you can un-sign it by clicking the reset button on the menu bar in BST (pictured to the right). Then simply edit your timesheet and re-sign when finished.



Did you know you can clear your employee record from being marked "Out-of-office"?

If you've been checked "out-of-office" for any reason, you can also check yourself back in at any time by clicking on the OOO button on the menu tool bar in BST (pictured to the left). Simply uncheck the "out-of-office" box on the pop-up screen, hit "ok," and you should be good to go.

And as always, the link for mobile timesheets (for use on most any mobile device browser) is:
<https://bstmobile.envirocleanps.com/mobile/>

Professional Courtesy

Enviro Clean's workplace culture provides both job flexibility and work-life balance. Several employees are afforded the opportunity to work from home, select their own work hours, work at different locations as needed, and take time off to attend classes or other personal events. For many office staff members, the general attitude is that if you are getting your work done you can set your own 40-hour workweek.

Unfortunately, job flexibility can leave gaps in communication. Not having your work hours micro managed is great, but as a common courtesy, employees should keep others informed about their work schedule. While you and your supervisor will be the keeper of your work schedule, there are just some basic workplace protocols that go without saying. Here's saying them:

- 1) Don't have your supervisor or team members guess your whereabouts. Always let someone know where you are - if you are coming in late, visiting another location, meeting a client or vendor, leaving early, attending classes, etc.
- 2) If you can or need to work from home, notify your supervisor that you will be staying home to work. Better yet, if you don't generally work from home, get your supervisor's approval.
- 3) Vacation days should be approved in advance. Occasionally, incidents happen where you may unexpectedly need a day off. Contact your supervisor to let him/her know of your intentions.
- 4) If you take a longer lunch or need to run an errand be sure to tell your supervisor or a co-worker (generally the administrative coordinator at your office). This will let your co-workers know you plan on returning for the day.
- 5) Everyone does not work the same 8:00am to 5:00pm schedule. Be sure you maintain the same or close to the same daily work schedule. This will help with locating you when customers or employees call.

401(k) Class 101

Are you contributing to Enviro Clean's 401(k) plan? No!! I guess you don't like free money. Before I go there, let's just discuss the basic benefits of contributing to a 401(k) plan.

- **Tax Advantages** – Your traditional 401(k) contribution allows you to contribute a certain percentage of your income on a pretax basis. The amount you contribute to your 401(k) is exempt from current federal income tax, so it lowers your taxable income. Additionally, your earnings accrue on a tax deferred basis. You don't pay taxes on the dividends or gains until you begin withdrawing from the plan. Enviro Clean also has a Roth 401(k) option. Your Roth 401(k) contributions are made with after-tax dollars, but future withdrawals are fully tax-free if certain conditions are met.
- **Contribution Amounts** – For 2018 you can contribute up to \$18,500 per year. The plan also allows for "catch-up" contributions, which allow savers 50 or older to contribute up to \$24,500 per year
- **Show me the money** – One of the biggest benefits of a 401(k) is the employer match. This is basically free money given to you for contributing to the plan. Not only does Enviro Clean match up to 1/2 of your contribution for a maximum match of 3%, but all match funds are vested immediately!!!!

Remember – Odds are you will grow old. You will eventually retire. You will need money. Contributing to your 401(k) plan can help with at least two out of three. Isn't that a Meatloaf song?!

- 6) If you are not coming to work at all due to illness or other personal reasons, but sure to call your supervisor. Believe it or not, your co-workers care and worry about you.

Following the above simple rules helps to keep the workplace running smoothly and efficient.

Remember - Common courtesy is just a respectful way to be considerate of others. It's no big deal that's why it's called common.

Service Spotlight Waste Services Team



The Waste Services team has been tremendously busy in 2018!

This team is responsible for transporting and disposing of both hazardous and non-hazardous waste, fire response, waste characterization, manifesting and labeling waste, and creating disposal options for customers in oil and gas, manufacturing, industrial, medical, research laboratories, and educational facilities.

Fast Facts:

- Team of 3: Brandon Griffith, Trevor Pletcher, and Bryce Hayes
- Completed 776 jobs in 2017
- Have already completed 772 jobs to date in 2018
- On track to exceed 1k jobs!!

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Celebrations

Birthdays

Mareta Woodard	Shawn Acker	Ray Farmer
Ricky Arce	Beth Davis	Eric David
Julie Czech	Rosie Dominic	Aaron Mears
Steve Lemke	Matthew Schaal	Elizabeth Morgan
Larry Lenhart	Cherie Almeida	Thomas Nutter
Bobby Miller	Danny Cahill	Bradley VanCleave
Karen Griggs	Tyler Staggs	Iris Drake
Cole Bond	Adrienne Burchett	John Hancock
Geoffrey Tucker	Marcie Glann	Brian Lindley
Matthew Kidder	Ryan Swain	Angie Dawson
Debbie Guinn	Matt Moore	LeDarrin Lydia
Margaret Cone	Andrew Chadwick	Craig Tomlinson
Terry Glad	Malcolm Hunter	Buddy Richardson
Wade Cox	Jessica Presley	Joel Montejano
Alicia Beasley	Bert Smith	Chris Schaefer
Bill Swain		James Thomas

Anniversaries

Ricky Arce - 20 years	Julie Czech - 5 years
Terry Glad - 20 years	Angie Dawson - 5 years
Steve Lemke - 20 years	Brett Eaton - 5 years
Bill Swain - 20 years	Andrea Evenson - 5 years
Timothy Young - 20 years	Terry Fisher - 5 years
Chris Schaefer - 15 years	Sandra Graue - 5 years
Tony Allard - 14 years	Diane Hamilton - 5 years
Allen Ricketts - 13 years	Whitney Ndirangu - 5 years
Brandon Griffith - 11 years	Buddy Richardson - 5 years
John Ausley - 10 years	Paul Richardson - 5 years
Terri Gilpin - 10 years	Charles Sharp - 5 years
Matt Melot - 10 years	Stephanie Willis - 5 years
Peyton Ricketts - 10 years	Laura Worthen Lodes - 5 years
Grant Morris - 8 years	Dallas Baker - 4 years
Brian Murphy - 8 years	Cole Bond - 4 years
John Pullen - 8 years	Andrew Mayhue - 4 years
Brandon Butler - 7 years	Bobby Miller - 3 years
Kelsey DeLobbe - 7 years	Justin Hoppis - 2 years
Jen Booth - 6 years	Victoria Phomphiphack - 2 years
Brian Lindley - 6 years	Beata Barna - 1 year
Matt Moore - 6 years	Alec Fuller - 1 year
Walter Petruzzi - 6 years	Marcie Glann - 1 year
Cherie Almeida - 5 years	Nathan Larson - 1 year
Gary Barnett - 5 years	Jonathan Laughter - 1 year
Alicia Beasley - 5 years	Ramon Olvera - 1 year
David Brady - 5 years	Eric Roe - 1 year
Shannon Buckley - 5 years	Nicholas VanHaasen - 1 year
Zach Crowell - 5 years	Thomas Wilson - 1 year

Local News

OH BOY! Dustin and Jenna Roberson welcomed baby Jude into the world on August 14th. Jude is Dustin and Jenna's first child.

New Hires

Andrew Chadwick	David Lehmann	Shandee Ratliff
Vallie Dunklin	LeDarrin Lydia	Matt Sapp
John Hancock	Joel Montejano	Terrell Hunter
	Thomas Nutter	



A Rat Pack Holiday Party

JOIN US
as we
CELEBRATE!



Castle Falls
820 N. MacArthur Blvd. OKC, OK 73127
Saturday, December 15th at 6:00pm

Party will include a Rat Pack themed Costume Contest
More details to follow!