

August/September 2017 Newsletter

Metropolitan Transportation Network, Inc.

Welcome Back!



Safety:

- Remember, the speed limit in the parking lot is **FIVE - 5 MPH**. DO **NOT** exceed this limit – **THINK safety first!**
- It is **MANDATORY** for pre-trip inspections to be completed prior to leaving the lot base.
- Please park personal vehicles in your assigned big bus parking spot.
- **ALWAYS** follow the instructions of the lot attendants!
- Safety begins and ends with you.

Human Resources/Payroll:

- If you have not been trained in/are unsure how to use the timeclock (mobile), please see Payroll or HR. You will be required to use the time clock in ADP; there will be no manual entries made.
- Remember, you must be registered in ADP to use the mobile app. Directions on how to register are available at the reception desk.
- If you are not punching in for time worked, you will *not* get paid – it is your responsibility to ensure that this is correct, not your managers. There will be no manual entries.
- Allow a two day turn-around time for all employee/wage verification requests to be completed.
- MTN will be using a bi-weekly payroll and will transition to a weekly payroll for all seasonal associates dated October 6th.
- Effective immediately, MTN employees will no longer be able to apply manual edits to their ADP online profiles, which include:
 - A. Changes to W-4 allowances (exemptions)
 - B. Changes to name, address or phone number(s)
 - C. Changes to emergency contacts
 - D. Changes to direct deposit
 - E. Changes to timecards/time punches
 - F. Any changes/edits/updates that need to be applied to your ADP profile (time/attendance) must be done through Payroll or HR. Any edits to timekeeping must be provided to your manager/supervisor.

Other Important Info:

- The Sick and Safe Time Ordinance went into effect for all of MTN's seasonal associates on 7/1/17 (drivers & paras). The specific language and usage requirements can be found in the breakroom.
- MTN has a social media policy, which states, "We prohibit the use of social media that creates, distributes, or solicits communication that is: hostile, foul, offensive, defamatory, pornographic, intimidating, threatening or otherwise inappropriate against the company, its employees or customers." Additionally, MTN's social media policy prohibits posting photos of any company event without the authorization of management. If you have any questions related to the social media policy, please see Char Kennedy in human resources.
- MTN is committed to creating a hazard and injury free work environment for all associates. As a reminder, employees are required to report all accidents & injuries to safety/human resources immediately – no matter how insignificant they may seem. In the event that an associate is injured at work, MTN will always offer light/restricted duty positions whenever possible.
- We will work in partnership with our associates to accommodate restrictions. In all cases, the essential duties of a position must be performed by the employee or the light/restricted duty will be denied.



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Welcome back to all new & existing employees of MTN! We are excited for another great school year!

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New Office Staff Members:

- **Yer Xiong-Staff Accountant.**

Yer has been with MTN since May. When she is not working, she enjoys reading, cross stitching and nature. Yer loves the culture of our company. Please welcome her if you haven't already!

- **Kari Brenes-Payroll and Accounting Administrator.**

Kari enjoys hiking, fishing, and spending time with her new granddaughter. She thinks that everyone at MTN is fabulous and welcoming. Please introduce yourself to Kari if you haven't already!

2017/2018

Safety Meeting Dates:



When: Scheduled Tuesday(s) & Wednesday(s) throughout school year

Where: Tuesdays – Fridley Terminal – 8260 Hickory St NE
Wednesdays – Iverson Terminal (Mpls.) – 4640 Lyndale Ave N

Time: 10:00am-11:00am



September: Tues 9/19 & Wed 9/20

October: Tues 10/17 & Wed 10/18

November: Tues 11/14 & Wed 11/15

December: Tues 12/12 & Wed 12/13

January: Tues 1/16 & Wed 1/17

February: Tues 2/13 & Wed 2/14

March: Tues 3/13 & Wed 3/14

April: Tues 4/10 & Wed 4/11

May: Tues 5/15 & Wed 5/16

All meetings are mandatory.

The safety meeting schedule can also be found on our website – www.metrotn.com, under driver information.

HAPPY BIRTHDAY!

- 8/2: Lourdes Espinoza (belated)
- 8/3: Yer Xiong (belated)
- 8/4: Valeria Brown (belated)
- 8/5: Kurt Schulte (belated)
- 8/8: Bonnie Herndon (belated) & Bobby Hodges (belated)
- 8/11: Paul Fechter (belated)
- 8/13: Linda Grandberry (belated)
Roxie Shockency (belated)
& Michael Konz (belated)
- 8/17: Jane Sander (belated) & Raymond Whitney (belated)
- 8/21: John Taylor (belated)
- 8/24: Gerald Babin (belated)
- 8/25: Ibrahim Adeniji (belated)
- 8/26: Susan Drake (belated)
- 8/28: Diane Fleming & Kristin Tellander
- 8/29: Ninesuns Vue & Tyler DuBois
- 9/2: Tom Dornbusch & Philip Trana
- 9/7: Charles Marks
- 9/9: Paul Cronquist
- 9/11: Jason Dockstader
- 9/12: Terry Peterson
- 9/13: Doug Kurtz
- 9/14: Mary Waste & Duane Kolstad
- 9/16: Joan Majeske & Diane Rohlff
- 9/17: Crystal Lee Vouk-Meyer
- 9/18: Sarah Pederson
- 9/19: Minnie Capehart
- 9/20: Patricia Patrick & Steven Brown
- 9/25: Devon Booker
James Davis
& Rodney Bemboom
- 9/28: Daniel Degroat & Sabrina Peterson
- 9/30: Juan Ramirez & Evangeline Parker

Reminder:

***Make sure all window signs are placed on the 2nd right side window only!**



Stay healthy this season:

1. **Set goals & limits**
2. **Make a daily routine**
3. **Eat fall superfoods - like pumpkins & apples**
4. **Boost your immune system - get regular chiropractic adjustments & take daily supplements**
5. **Stay hydrated; drink plenty of water**
6. **Get enough sleep - Don't forget to take advantage of that extra hour of sleep you'll get when the clocks fall back this November!**



F A L L

Welcome back to all new & existing employees of MTN! We are excited for another great school year!

New Dispatch Staff Member:

- **Tou Xiong- Dispatcher.**

Tou has been with MTN since July. When he's not working, he enjoys relaxing, spending time with his kids and walking in the park. He thanks everyone at MTN for being so friendly. Please welcome Tou to the team if you haven't already!

If you know someone who is interested in working at MTN, please direct them to Lindsay – lbrock@metrotn.com. *Don't forget about the \$200.00 referral bonus!*

'LIKE' our Facebook page – Metropolitan Transportation Network, Inc.

Please do **NOT** walk through the shop, if you need assistant, please use the door near Chuck's office. If you think there is something wrong with your MTN vehicle, *write it up!*