

Write On Target

Vol 2 . Q1 . 2021

PG. 2 & 3

A word from our Presidents

PG. 4 - 7

Team Photos

Police Annual Toy Drive

PG. 8

COVID-19 Info

How to minimize workplace negativity

PG. 9 - 11

Information and Revised forms

Celebrations, Anniversaries & Birthdays

What's New?



On Target Cares!

The Human Resources department is beyond excited to announce the birth of On Target Cares! On Target wants to give back to the communities that has given so much to us over the years, so we felt the best way to say it is to show it with our actions. We have decided to lend our hands, hearts and spirit to what matters most, our community. Our first donation was made on December 18, 2020, to the Police Annual Toy Drive.



New Hire Staff Welcome Package

Every new hire that is staff will receive an Exclusive Welcome Package from HR. The package includes the employee handbook, branch listing, corporate office phone extensions, benefit information, and best of all ... a few gifts to say, "We're so glad you're here"! It is important that applications for new staff hires are sent to newhirestaff@ontargetstaffingllc.com asap, in order for this to be successful.

Roy James, CEO



On Target Family,

I want to thank all of you for being a part of this amazing company. Together we were able to work together through some rough times and continue to grow our company while many others failed. At one point during the year, we had several offices infected with Covid-19 at the same time and still were able to continue to operate with others stepping up and assisting. This past year of 2020, we faced many challenges, but with the help of all our staff and employees, we were able to shrug off a lot of what 2020 brought our way. Many companies throughout the US either seized operations or were negatively impacted. Due to our quick response to the pandemic, and ability to adapt and quickly change our ways, we were able to continue operating without effecting people's jobs or laying people off. While our country was laying off people in the millions, we were able to maintain our workforce to almost 100% of pre-Covid times. We adjusted our mission and our focus to concentrate on companies we knew were going to be considered essential. We cut overtime and peoples hours so we would not need to lay people off. Everyone was very supportive and understanding through these most difficult times and each was willing to do whatever necessary for the good of the

company. People were scared and panicking, but our staff continued to stay strong and focus on the job at hand; This to me was amazing. We took our biggest hit from the pandemic in March, April and May, but was able to rebound the rest of the year and almost meet our projections for the year. To be able to say this is an amazing story, especially with how other companies were/are facing hardship.

Luckily, with almost 58 people infected with Covid out of the 300 employees we have, none lost their lives. We did have some that had severe cases including myself, but the majority of all cases were Mild to Moderate. For me, this was a tough battle and I'm very grateful that not one of us lost our lives. We are a strong family and have an amazing support group. I wouldn't have been able to survive my battle with Covid if not for the support, love and prayers from all of you. It was a very emotional and scary time for me and I'm sure for the others that had fallen ill by this virus. As many of you know, I was hospitalized for 8 days and received all the amazing treatments available. On November 14th at 5am I contacted my wife to say "Goodbye" as I did not think I was going to make it through the day. This virus is not a joke and can hit everyone differently regardless of your age or health. We at On Target have taken very strict measures to ensure the safety of not only our staff, but our temps as well. We have joined forces with Navus Health, a Covid testing facility to facilitate the safety of our employees and temps. This will help ensure that we are able to detect positive cases quickly so we can avoid the spread of Covid-19.

I wish all of you a safe and prosperous year and pray for everyone health. Keep up the hard work and continue your dedication so we can continue to succeed. Together, we can do anything and Together we shall not fail. If we all continue to work together, On Target will be the fastest growing agency in the US. Currently we are able to service all 50 states including Canada thanks to an amazing National Team led by Heather Bellucci. We currently service almost 40 different states and continue to grow. I thank all of you for all your hard work and look forward to what 2021 has to bring.

Remember... Anything is possible as long as you're willing to fight for it. Never give up, always stay strong and positive and you shall always succeed.



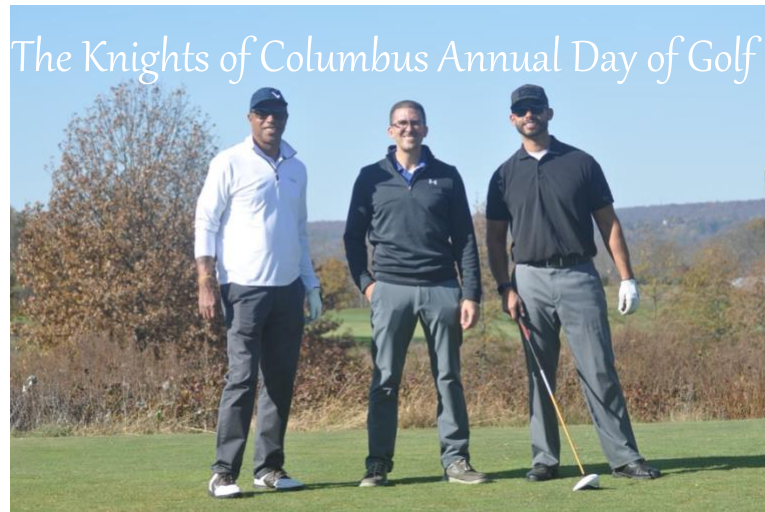
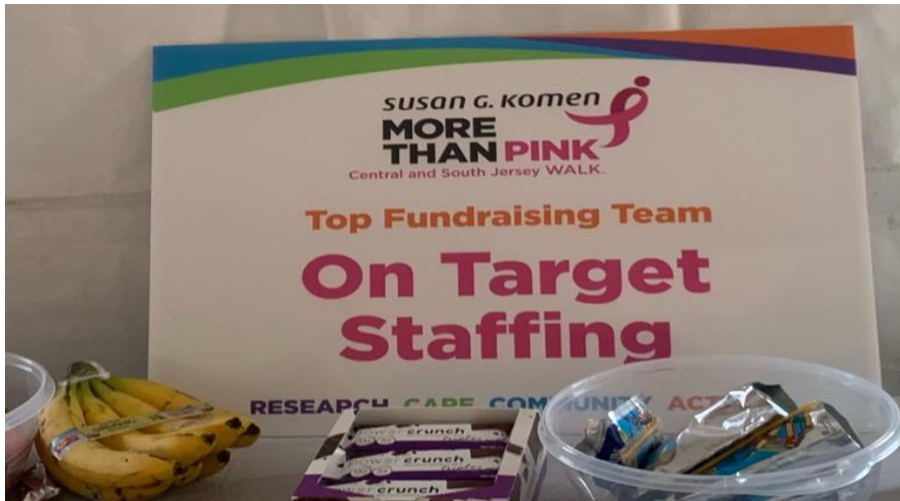
Elizabeth James, COO

I want to take this opportunity to thank all of our employees for their dedication and commitment to On Target Staffing. We made it through a year filled with both challenges and victories. The success of our company is built on the efforts of all employees and we are blessed to have enjoyed many successes despite the challenges of the Pandemic. Each year we are growing and 2020 was no exception. You all showed up safely and ready to keep our doors open and business moving! The excitement and innovative ideas, from all departments, act as a solution to the hindrances faced by the company (Pandemic). All of your contributions matter to us and will surely take On Target to the highest level of success.

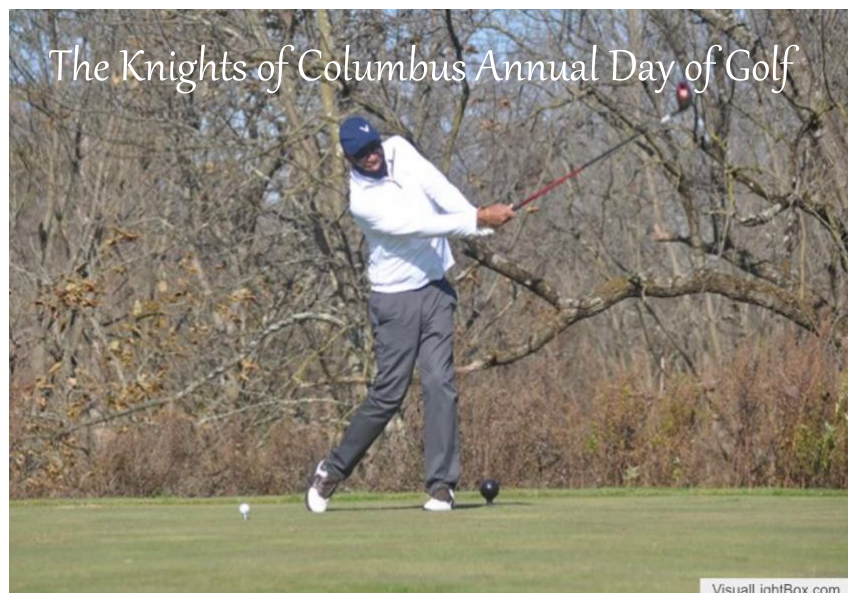
Despite all of the circumstances we were faced with, we still were able to give back and sponsor the Susan G Komen Impact luncheon, The Virtual "More than Pink Walk" and The Knights of Columbus Annual Day of Golf supporting The Matheny school and Raritan Pregnancy Aid and Information Center. Our Arizona Team got together and volunteered at The Agua Fria Food and Clothing Bank just before Thanksgiving to show support to the community! I am most grateful for everyone at On Target Staffing and all the amazing support and Teamwork shown throughout the year! May 2021 be filled with great blessings for all of you and your families!



*Thank
you*



Roger Baldanza (Sales) and our client Kurt from Burlington Coat Factory attended The Knights of Columbus Annual Day of Golf supporting The Matheny school and Raritan Pregnancy Aid and Information Center.





HALLOWEEN AT OUR WILMINGTON, NORTH CAROLINA OFFICE



Left to Right: Christopher Thompson, Brooke Lee, Samantha Bizzell, Julia Spearman, Beth Gavigan, Sierra Briney and the OTS Wilmington Mascot, Molly!

ON TARGET HOLIDAY TOY DRIVE

Please drop off a new un-wrapped
toy and bring a smile to a child this
season.

**Accepting donations
till December 18th!**

**ON TARGET CARES.
HOW ABOUT YOU?**



Made with PosterMyWall.com

This year has been tough on many families and it was important to us to give back especially to the children that were unfortunate to receive gifts for the holiday.

All the people who donated, helped bring a smile to a child's face this holiday season and we sincerely thank you for supporting our efforts.

May everyone have a fabulous 2021!

Covid-19 Information

As COVID-19 cases are increasing across the United States, we must take the steps needed to prevent the spread within our offices. It is imperative that everyone wears a mask that covers both your nose and mouth, social distance at least 6 feet apart, avoid crowds, and wash your hands for 20 seconds. We highly recommend that everyone cleans their work area before and after their shifts.

What are COVID-19 symptoms?

Symptoms can range from mild symptoms to severe illness and can appear 2-14 days **after** exposure to the virus. Symptoms include fever equal to or higher than 100.4 F, shortness of breath, severe sore throat, mucus like coughing, muscle aches or persistent pain, vomiting or diarrhea, and loss of taste or smell.

What to do if you have been in contact with someone who has COVID-19?

You are required to quarantine for 14 days after their last exposure to that person. If you have been in contact with someone who has COVID, you must get tested before returning to work.

What to do if you have COVID related symptoms, feel sick or tested positive for COVID?

If you have COVID related symptoms or feel sick, stay home and separate yourself from others for 2 weeks. If you or anyone in the office has tested positive for COVID, you are required to be isolated within your home for 2 weeks and must be given clearance to return to work. Those who test positive for COVID, must get retested before returning to work.

Are employees paid when they are out of work due to COVID?

Unfortunately, On Target Staffing does not qualify for the Families First Corona Virus Response Act (FFCRA) as it only covers employers with under 500 employees. Employees are able to use their PTO hours for the days that they are out of work, if available.



How to Minimize Workplace Negativity?

Workplace negativity can affect employee's morale. Negativity can occur in the attitude, outlook, or talk of an employee that can change the energy of the organization or department. It affects everything from employee engagement to productivity and can even impact employee retention. Here are some tips on how to minimize workplace negativity:

- Give employees control over their job
- Provide the opportunity to share ideas and express opinions
- Use consistent fair treatment
- Provide trust and respect
- Target punishment and rules
- Be inclusive
- Provide opportunity for growth
- Be a leader
- Give recognition

BE POSITIVE

Don't be a negative Nelly. The Bureau of Labor Statistics reports that companies in the U.S. lose **\$3 billion** per year due to effects of negativity. Negativity can derail the productivity train, causing employees to shift the focus to petty issues that have nothing to do with their jobs, causing unnecessary stress and frustrations.

Important Information and Revised Forms

Paid Family & Medical Leave in Massachusetts

Effective January 1, 2021, Paid Family and Medical Leave (PFML) is available to eligible workers. PFML provides temporary income replacement. Workers can apply for leave for welcoming a new child into their family, for their own serious health condition, and for certain military considerations. Starting July 1, 2021, workers can apply for leave to care for an ill or ailing relative. PFML provides up to 20 weeks of paid leave per benefit year to manage a serious personal health condition, up to 12 weeks to care for a family member **(beginning July 1, 2021)** or to bond with a child, and up to 26 weeks to care for a family member who is a member of the armed service.

COVID-19 Sign Off Sheet – Effective 08/01/2020

The law requires that NY employees sign off on the COVID-19 form. All New Jersey and New York branches that send temps to work in New York, must have new hire temps complete, if assigned to NY clients. For any questions or concerns, please contact the Risk department, otsrisk@ontargetstaffingllc.com.

Note - this form is for NY workers and worksite specific, this does not apply to any other region presently.

https://drive.google.com/file/d/1McmauCc8n_O1W3ZvCuegOck_IELkT7MB/view?usp=sharing

New I-9-Form – Effective 02/04/2020

All offices should be using the current I-9 Form with the expiration date as 10/31/2022.

<https://drive.google.com/file/d/1BKgsPRupNzHmWwKnujld4RfnjIPRDelv/view?usp=sharing>

Verification of Employment Letter (VOE) – Effective 11/2020

Please note that the Human Resources department currently has a high volume of requests as well as priority projects, therefore, requests can take up to 7-10 business days to complete, from the date that HR confirms received and can be extended to 12 business days. Verification of employment request form in English and Spanish:

https://drive.google.com/file/d/1juu91n4yQ3vmAfWh2-fNxuFBMF3_jB-b/view?usp=sharing

<https://drive.google.com/file/d/1gG6eWptLeDS86HnUiMZEn85xhtnNCDz5/view?usp=sharing>



Celebrations!!

Anniversaries

Let's celebrate and congratulate those who have met their 1, 5, 10, 15 & 20 years anniversary!! Thank you for your commitment to this crazy family and to making this company successful! Your hard work never goes unnoticed!! **HAPPY ANNIVERSARY TO ALL!!**

1 Year Anniversaries

- **Francis Alcantara (Payroll)** 01/06/2020
- **Ashley Onofre (Queens)** 01/06/2020
- **Emma Brigham (Corporate)** 01/20/2020
- **Irma Alvarez (Plainfield)** 01/21/2020
- **Robin White (Los Angeles)** 03/09/2020

Elizabeth James and Diana Lopez (Paterson) both recently have made their 21-year anniversary!!!! Elizabeth James made 21 years on 01/05/2021 and Diana Lopez made 21 years on 01/06/2021. Happy 21st Anniversary Ladies!!



On Target News

- **Sierra (Briney) Hills (Wilmington)** got married on October 24!
- **Christopher Thompson (Wilmington)** is a new team member as the office administrator.
- **Radhika Appaya (Corporate)** is a new team member of the Human Resources department as a HR Administration Assistant.
- **Crucel Abreu-Rodriguez (Corporate)** is a new team member of the Accounts Payable department as an Accounts Payable & Operations Assistant.

Recognition

- **Julia Spearman (Wilmington)** has worked hard and came up big with two great accounts during the Pandemic, while they had almost no events going on since March.



National Holidays

- January 1st – New Year's Day
- January 4th – National Spaghetti Day
 - *Make your best spaghetti dish for tonight's dinner*
- January 9th – National Law Enforcement Appreciation Day
 - *Show your appreciation to police officers, as they put their self at risk daily. WEAR BLUE!!*
- January 14th – National Dress Up Your Pet Day
 - *For our pet lovers, today is the day you can get matching outfits with your little furry friends!*
- January 25th – Chinese New Year
- February 2nd – SUPER BOWL SUNDAY
 - *Get ready for finger foods, a cold one, settle down on the couch and turn on the TV!!!*
- February 5th – World Nutella Day
- February 9th – National Pizza Day
 - *We all love pizza! Eat your favorite pizza for lunch or dinner!!*
- February 14th – Valentine's Day
- February 17th – Presidents Day
- February 25th – Mardi Gras
 - *One of the best celebrations in the world! French for "Fat Tuesday" to reflect the practice of eating rich, fatty foods before the ritual fasting of the Lenten season.*
- March 2nd – Dr. Seuss's Birthday
 - *This day celebrates the birthday of Theodor Seuss Geisel and the National Education Association to endorse the importance of reading.*
- March 8th – International Women's Day
 - *A global day celebrating the historical, cultural, and political achievements of women.*
- March 12th – National Girl Scout Day
 - *We can all agree that Girl Scout cookies make the world go round and they are our kryptonite.*
- March 17th – St. Patrick's Day
- March 24th – National Cheesesteak Day
- March 29th – National Mom and Pop Business Owners Day
 - *Let's support and appreciate the Mom-and-Pop Businesses*

BIRTHDAYS!



January

01/01 Jacqueline Rios – Newark 2
01/04 Carlos Rodriguez – Newark 1
01/05 Fernanda Banez – Elizabeth 2
01/05 Jose Gomez - Tempe
01/06 Eppe Casagnap – Elizabeth 1
01/09 Laura Harmon – Wilmington
01/09 Timothy Sweatt – Boca Raton
01/10 Floriberta Reyes – Queens
01/14 Jasmine Arellano – Corporate
01/16 Emily Hargrove – Phoenix
01/17 Juan Gonzalez – Newark 2
01/17 Angela Routsis – Boca Raton
01/18 Juanita Ornelas – Phoenix
01/19 Ariana Gonzalez – Perth Amboy
01/20 Amanda Harvey -
01/26 Nadia Kirbaj – Union City
01/26 Robin White – California
01/27 Heather Bellucci – Boca Raton
01/27 Angelique Wolf-Marx – California
01/27 Stalin Paucar-Torres – West NY

February

02/01 Jessica Ocasio – Camden
02/02 Lacey Romero-Morales – Paterson
02/02 Katusca Marquez – Union City
02/03 Yanill Gil – New York
02/06 Crucel Abreu-Rodriguez – Corporate
02/09 Raymond Ellis – Elizabeth 2
02/09 Jocelyn Soria – Irvington
02/11 Angel Justino – Philadelphia
02/15 Marlene Figueroa - Corporate
02/16 Valerie Santos Nieves – Camden
02/21 Joyce Diaz – Orlando
02/27 Rebecca Roxas – Corporate
02/28 Corina Campos – Corporate
02/28 Yajaira Pujols – Jersey City



March

03/02 Esnil Liz-Collazo – Paterson
03/03 Maria Mendez – Philadelphia
03/03 Karen Villa – Avondale
03/07 Eman Abdelhadi – West NY 2
03/09 Francis Alcantara – Corporate
03/10 Julissa Alvarez – Jersey City
03/12 Anna Lebron – Trenton
03/12 Robert Toledo-Rubio – West Orange
03/15 Jaime Alvarez – Newark 1
03/18 Alicia Alaniz Alvarez – Tempe
03/20 Arisel Taveras – West NY 2
03/20 Eliana Arias – Philadelphia 4
03/21 Erika Salinas – Newark 2
03/21 Maritza Contrera - Corporate
03/23 Jennifer Cintron – Elizabeth 2
3/25 Michael Thelamon – Elizabeth 2
3/25 Lisbeth Santacruz – Phoenix
03/29 Yorlin Campusano – Philadelphia 2