



**INTERSTATE**  
PREMIER FACILITY  
SERVICES PROVIDER

# ***Digital Startup Packet***

## New Business Start-up Form

|  |                        |  |   |  |   |    |
|--|------------------------|--|---|--|---|----|
| <b>Customer Name:</b>  |                        | JLL - Boeing Hangar - Jacksonville, FL |   | <b>Business Entity:</b> Premier        |   |    |
|  |                        |  |   | <b>Union (Y/N):</b> No                 |   |    |
|  |                        |  |   | <b>Department No.:</b> 16039005        |   |    |
| <b>Location Address:</b>   |                        | 6211 Aviation Avenue                   |   | <b>Ops Manager:</b> Cathy Perkins      |   |    |
| <b>Location City:</b>  |                        | Jacksonville                           | <b>State:</b> Florida   | <b>ZipCode:</b> 32221                  |   |    |
| <b>Billing Address:</b>  |                        | Corrigo                                |   | <b>Industry:</b> Industrial            |   |    |
| <b>Billing City:</b>   |                        |  | <b>State:</b>   | <b>ZipCode:</b>                        |   |    |
|  |                        |  | <b>Square Footage:</b>  | 103820                                 | <b>Cleanable Square Footage:</b> 103820 |    |
| <b>Contact Information</b>   |                        |  |   |  |   |    |
| <b>Site Contact:</b>   |                        | John Gay                               |   | <b>Accounting Contact:</b> James Iorga |   |    |
| <b>Phone:</b>  | (904) 577-3581         |  | <b>Phone:</b>   |  |   |    |
| <b>Email:</b>  | john.gay@am.jll.com    |  | <b>Email:</b>   | james.iorga@am.jll.com                 |   |    |
| <b>Sales Contact:</b>  |                        | John Saitta                            |   | <b>HR Contact:</b> James Iorga         |   |    |
| <b>Phone:</b>  | 919-348-5489           |  | <b>Phone:</b>   |  |   |    |
| <b>Email:</b>  | john.saitta@am.jll.com |  | <b>Email:</b>   | james.iorga@am.jll.com                 |   |    |
| <b>Budget Information</b>  |                        |  |   |  |   |    |
| <b>Start Date:</b>   | 1/1/2024               |  | <b>Monthly Amount:</b>  |  | <b>Tax Exempt (Y/N)?</b> No             |    |
| <b>Monthly Amount Line Breakdown:</b>  |                        |  |   |  |   |    |
| <b>Budget Hours PW:</b>  | 220                    |  | <b>Start-Up Supply Budget:</b>  | \$7006                                 |   |    |
| <b>Budget Breakdown:</b>   |                        |  | <b>Monthly Supply Budget:</b>   | \$700                                  |   |    |
|  |                        |  | <b>Products/Supplies Vendor:</b>  | Marketplace/HD Supply                  |   |    |
|  |                        |  | <b>Customer Rebilled for Consumables:</b>   | Customer Supplying                     |   |    |
| <b>Cleaning Schedule:</b>  |                        |  | <b>Price to Bill:</b>   |  | \$0                                     |    |
| <p>1 Day Porter - 40 hours weekly</p> <p>1 Lead Day Porter - 40 Hours weekly</p> <p>1 Lead Cleaner - 40 hours weekly</p> <p>2 Cleaners - 40 hours weekly</p> <p>1 Part time cleaner - 20 hours weekly</p> <p>M-F</p> <p>1 Dayport starting at 6 &amp; Lead @ 8 or 9</p> <p>Cleaning starting at 4 PM</p> |                        |  | <b>Cleaning Sqft/hr:</b> 4325   | <b>Ordering Budget:</b>                |   | \$ |
|  |                        |  |   |  |   |    |
|  |                        |  | <b>Carpet Care:</b>   |  | Included                                |    |
|  |                        |  | <b>Floor Care:</b>  |  | Included                                |    |
| <b>Floor Care Budget and Notes:</b>  |                        |  | Going to use 2 hours a week initially from Lead Porter for this week, will service after Hangar work hours consistently as needed. Based on shift they will be able to be there and handle. |  |   |    |

|   |  |                                      |         |                                 |        |
|---|--|--------------------------------------|---------|---------------------------------|--------|
| <b>Floorcare Amount Line Breakdown:</b> |  |                                      |         |                                 |        |
| <b>\$ Allocated to Floorcare:</b>       |  | <b>Hours Allocated to Floorcare:</b> |         | <b>Type of Floorcare:</b>       | Carpet |
| <b>Equipment List:</b>                  | Wide Area Vac(s)<br>Vacuums - will come from Storage<br>1 Carpet Machine<br>2 Maid Carts |                                      |         | <b>Equipment Estimate:</b>      |        |
| <b>Staffing Information</b>             |  |                                      |         |                                 |        |
| <b># of FTE(s):</b>                     | 5  | <b># of PTE(s):</b>                  |         | <b>Time &amp; Attendance #:</b> |        |
| <b>Bill Rate:</b>                       |  | <b>Day Porter Rate:</b>              | \$      |                                 |        |
| <b>Position 1 (Title):</b>              | Lead   | <b>Position 3 (Title):</b>           | Lead    | <b>Position 5 (Title):</b>      |        |
| <b>Position 1 (Rate):</b>               | \$18   | <b>Position 3 (Rate):</b>            | \$17    | <b>Position 5 (Rate):</b>       | \$     |
| <b>Position 2 (Title):</b>              | Day Porter/Disinfect Tech  | <b>Position 4 (Title):</b>           | Cleaner | <b>Position 6 (Title):</b>      |        |
| <b>Position 2 (Rate):</b>               | \$16   | <b>Position 4 (Rate):</b>            | \$16    | <b>Position 6 (Rate):</b>       | \$     |

| <b>Notes, Instructions &amp; Special Requirements</b> |   |
|---|---|
| <b>Background Checks Required</b>                     | <p>Yes both through Interstate &amp; Boeing</p> <p>Suppliers Requirements</p> <p>Supplier shall conduct a background investigation for all Supplier personnel selected to be assigned to provide services for The Boeing Company account. Supplier shall use a reputable consumer reporting agency (CRA) to perform the background investigations. Supplier shall perform, as a minimum requirement, the following background checks.</p> <p>Generally, a reputable CRA is one that is either accredited by National Association of Professional Background Screeners (NAPBS) or that is currently going through the NAPBS accreditation process. Alternatively, if neither accredited by NAPBS nor going through the NAPBS accreditation process, the selected CRA should be a reputable firm that incorporates industry-leading best practices into its system. Regardless of which CRA is selected, "national criminal history," "multi-jurisdictional," or "third-party database" searches may not be substituted for criminal history searches at the county and municipal court level.</p> <p>1.1 Criminal Records Search – A search of misdemeanor and felony records based on seven (7) years of Supplier’s personnel address history. Address history shall be developed from a National Criminal Records Locator, Social Security Number trace, as well as address history known to Supplier from candidate’s</p> |

personnel file. Criminal records should be searched at a county, statewide, and federal level. Any criminal record developed from a criminal records locator database must be validated at the source.

All criminal records discovered must be reported, regardless of date of offense, in compliance with individual state and federal laws as they pertain to limitations and/or restrictions on the use of information obtained as a result of the background investigation for access purposes.

Note: International criminal checks are not required.

1.2 National Sex Offender Registry (NSOR) – A search of the FBI’s national sex offender registry.

1.3 Compliance Database Check – A commercial database search of national and international terrorist watch lists; denied parties; debarred parties lists; GSA Excluded Parties lists; and Specially Designated Nationals Lists.

1.4 Boeing Compliance Verification - Supplier shall refer all prospective account assignees to Boeing Security at DL-SBS@pss.boeing.com in advance of placement to any part of the Boeing account. Boeing Security will conduct internal, proprietary background screens to ensure policy compliance.

The Supplier emails subject line must specifically contain “COMPANY NAME Contract Compliance Checks”. Emails will contain the following information for prospective account assignees: Full legal name (with first and last clearly identified), full date of birth, and the BEMSID. Emails should be sent encrypted or via message courier. An example of the information required to be sent is shown below:

|  |   |   |     |
|--|---|---|-----|
| <b>Special Background Checks Required:</b>         |   | Yes, through Boeing   |     |
| <b>Does Client Need Copy of Background Checks:</b> | No  | <b>Does Employee Need Background Check before beginning work:</b> | Yes |
| <b>Required PPE:</b>                               | None  | <b>Contract Length:</b>   |     |
| <b>Multiyear Contract Annual Increase:</b>         |   | <b>Is Contract Hourly or Performance Based:</b>                   |     |
| <b>Special Instructions:</b>                       | <p>For connected vendors, all invoices need to be submitted and entered through our CorrigoPro work order system.</p> <p>General support:<br/>- <a href="http://jllsupport.corrigo.com/">http://jllsupport.corrigo.com/</a></p> <p>All invoices must contain the following information:</p> <ul style="list-style-type: none"> <li>• Property Name and Service Address</li> <li>• Mailstop Information – Your E1 Supplier Number</li> </ul> |   |     |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Work Order number</li> <li>• The correct business entity: Jones Lang LaSalle Americas, Inc.</li> <li>• Date Services / Goods Provided</li> </ul> <p>Additionally, specific invoice information must be manually entered into Corrigo by the Supplier</p> <p>o Information Required:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Invoice Number</li> <li><input type="checkbox"/> Invoice Date</li> <li><input type="checkbox"/> Invoice Amount</li> <li>• Split by Invoice Categories (Labor/Parts/Materials/Etc.)</li> <li>• Tax (Taxable/Non-Taxable)</li> </ul> <p>Lastly, each work order must have a .pdf copy of the invoice attached:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Upload copy of invoice to Corrigo for authorization</li> </ul> |
|--|--|

| Sales Information            |                 |                             |             |
|------------------------------|-----------------|-----------------------------|-------------|
| <b>Primary Sales Rep:</b>    | Michelle Reilly | <b>Secondary Sales Rep:</b> | Brian Durny |
| <b>Walkthrough Attendee:</b> | Brian Durny     |                             |             |

| Union Specific Info (If Applicable) |   |   |                            |
|-------------------------------------|---|---|----------------------------|
| <b>Wage Determination #:</b>        |   | <b>Wage Rate:</b>   | <b>Fringe:</b>             |
| <b>Extra Holidays:</b>              | All Boeing Holidays<br>New Years Day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving Day<br>Black Friday<br>Christmas Eve<br>Christmas Day<br>Day After Christmas<br>New Years Eve | <b>Vacation:</b>  | Full Time employees so yes |
| <b>Inheriting Employees (Y/N)</b>   | Yes   | <b>(If Yes) Names of Employees with Original Hire Date:</b> |                            |

The Boeing Company – Enterprise Janitorial Service Contract Optimization (EJSCO)  
Statement of Work Dated July 12, 2013

EXHIBIT 7: GROUPED SPACE TYPES & STANDARD PERFORMANCE LEVELS

| Grouped Space Type   | Level 1 Performance Standard   | Level 2 Performance Standard  | Level 3 Performance Standard   |
|--|--|---|--|
| CS1-Atrium/Lobby/Vestibule   | <p>1. Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.</p> <p>2. All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints.</p> <p>3. Trash and Recycle containers are empty, clean, liners are in good condition and odor-free.</p>  | <p>1. Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dirt, dust, stains or streaks.</p> <p>2. All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable with CLOSE observation.</p> <p>3. Trash and Recycle containers are empty, clean, liners are in good condition and odor-free</p>  | <p>1. Floors are swept clean, but upon observation dust, dirt and stains, as well as a buildup of dirt, dust and/or floor finish in corners and along walls, can be seen. There are dull spots and/or matted carpet in walking lanes and streaks and splashes on base molding.</p> <p>2. All vertical and horizontal surfaces have OBVIOUS dust, dirt, marks, smudges and fingerprints. Lamps all work and all fixtures are clean.</p> <p>3. Trash and Recycle containers are empty, clean and odor-free</p> |
| CS1-Auditorium/ConfRoom/Training   |  |   |  |
| CS1-Cubicle/NonWall/HardWall office  |  |   |  |
| CS1-CrwShelter/GuardHouse  |  |   |  |
| CS1-Elevator   |  |   |  |
| CS1-Employee Amenity - CompanyStore/Creditunion/EmpAssociation                       |  |   |  |
| CS1-Employee Amenity - Museum/Tour Center  |  |   |  |
| CS1-Escalator  |  |   |  |
| CS1-Library  |  |   |  |
| CS1-PriCirc (Primary Circulation)  |  |   |  |
| CS1-Site Support Services - Firestation/Mailstop/Mailroom/Security/HR/Lockandkey/EOC |  |   |  |
| CS1-StairWay   |  |   |  |
| CS1-Tunnel   |  |   |  |
| CS1-Utility  |  |   |  |
| CS2- BreakArea/Vending   | <p>1. Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.</p> <p>2. All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints.</p> <p>3. Trash and Recycle containers are empty, clean, liners are in good condition and odor-free.</p>  | <p>1. Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dirt, dust, stains or streaks.</p> <p>2. All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable with CLOSE observation.</p> <p>3. Trash and Recycle containers are empty, clean, liners are in good condition and odor-free</p>  | NA   |
| CS2-Cafeteria/FoodSvcs   |  |   |  |
| CS2- Kitchenette   |  |   |  |
| CS3-Employee Amenity - Fitness   | <p>1. Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.</p> <p>2. All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints.</p> <p>3 Trash and Recycle containers are empty, clean and odor-free.</p> <p>4 Restroom and tile and fixtures gleam and are odor free .Supplies are adequate and Never run out.</p> | <p>1. Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dirt, dust, stains or streaks.</p> <p>2. All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable with CLOSE observation.</p> <p>3. Trash and Recycle containers are empty, clean and odor-free</p> <p>4.Restroom and tile and fixtures gleam and are odor free.Supplies are adequate and Never run out.</p> | NA   |
| CS3- Site Support - Medical/Wellness   |  |   |  |
| CS3- RestRoom/RestRoomPriv/Shower  |  |   |  |
| CS4-Lab Computing/Datacenter   | 1. Floors and base moldings  | 1. Floors and base moldings   | NA   |

The Boeing Company – Enterprise Janitorial Service Contract Optimization (EJSCO)  
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| Grouped Space Type                                | Level 1 Performance Standard  | Level 2 Performance Standard   | Level 3 Performance Standard |
|---|---|--|------------------------------|
| CS4-Lab<br>Test/Development/Simulation/Production | <p>shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.</p> <p>2. All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints.</p> <p>3. Trash and Recycle containers are empty, clean and odor-free.</p> | <p>shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dirt, dust, stains or streaks.</p> <p>2. All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable with CLOSE observation.</p> <p>3. Trash and Recycle containers are empty, clean, liners are in good condition and odor-free</p> |                              |

EXHIBIT 8: STANDARD SERVICE DESCRIPTIONS

1. General Floors - All floors, except carpeted areas, shall be swept, dust mopped, damp mopped, wet mopped, dry buffed, and spray buffed, (method that is determined by Supplier will never damage or reduce the life of the flooring) as needed, to ensure they have a uniform, glossy appearance and freedom from dirt, debris, dust, scuff marks, heel marks, other stains and discoloration, and other foreign matter. Baseboards, corners, and wall/floor edges shall also be clean. All floor maintenance solutions shall be removed from baseboards, furniture, trash receptacles, etc. Chairs, trash receptacles, and other moveable items shall be moved to maintain floors underneath these items. All moved items shall be returned to their original and proper position. Strip, scrub, seal, and wax floors as necessary to maintain a uniform glossy appearance. A non-skid wax is required. A uniform glossy appearance is free of scuff marks, heel marks, wax build-up, and other stains and discoloration. Carpeted areas shall be vacuumed. After vacuuming, the carpeted area shall be free of all visible dirt, debris, litter and other foreign matter. Any spots shall be removed by carpet manufacturer's approved methods. There shall be no areas of deterioration or fuzzing to the carpets and rugs as a result of harsh brushing or scrubbing. Cleaned areas of carpets and rugs shall be reasonably blended with surrounding carpets. All tears, burns, and raveling shall be brought to the attention of the OAR. Area and throw rugs are included to receive this service.
2. Carpet - A cleaning schedule to support the life and appearance of the carpet will be drafted by the supplier and coordinated with the Boeing OAR. The carpet shall be dry before customers occupy the building on the next business day. The Contractor shall take measures to prevent the growth of mold. Moving of duplicating equipment, computer equipment, and similar type electric and electronic equipment is to be coordinated with the Boeing OAR prior to cleaning of the carpet. Any furnishings moved are to be returned to their original positions. All carpets shall be cleaned in accordance with standard commercial practices. After shampooing, the carpeted area will be uniform in appearance and free of stains and discoloration. All cleaning solutions shall be removed from baseboards, furniture, trash receptacles, chairs and other similar items. Chairs, trash receptacles, and other items shall be moved to clean carpets underneath, and returned to their original location.
3. Floor Mat care- Vacuum and clean interior and exterior floor mats. After vacuuming or cleaning, mats shall be free of all visible lint, litter, soil and other foreign matter. Soil and moisture underneath mats shall be removed and mats returned to their normal location.
4. Interior Glass/Mirrors- All interior glass, including glass in doors, partitions, walls, display cases, directory boards, etc shall be clean. There shall be no tract of film, dirt, smudges, water, or other foreign matter.
5. Drinking Fountains- Shall be clean and disinfect all porcelain and polished metal surfaces, including the orifices and drain, as well as exterior surfaces of fountain. Drinking fountains shall be free of streaks, stains, spots, smudges, scale, and other obvious soil.
6. Trash removal- All trash containers shall be emptied and returned to their initial location. Contents of the trash containers will be placed in the designated holding area per the Boeing OAR. Any obviously soiled or torn plastic receptacle liners shall be replaced. . Trash receptacles shall be left clean, free of foreign matter, and free of odors. Area shall be free of discarded material and trash shall be emptied to prevent the containers from overflowing.
7. Recycle removal- All recycle containers shall be emptied and returned to their initial locations. Any obviously soiled or torn plastic receptacle liners shall be replaced. Contents of the recycle containers will be placed in the designated holding area per the Boeing OAR.



The Boeing Company – Enterprise Janitorial Service Contract Optimization (EJSCO)  
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8. Dusting- All horizontal and vertical surfaces (including vents) must be dusted or cleaned to eliminate dust collection.
9. Disinfect - (Restroom/Medical/Wellness/Fitness centers) - Clean and Disinfect. Completely clean and disinfect all surfaces to include by not limited to sinks, toilet bowls, urinals, lavatories, showers, shower mats, dispensers, plumbing fixtures, saunas, partitions, dispensers, doors, walls, and other such surfaces, using a germicidal detergent. After cleaning, receptacles will be free of deposits, dirt, streaks, and odors. Disinfect all surfaces of partitions, stalls, stall doors, entry doors, (including handles, kickplates, ventilation grates, metal guards, etc.), and wall areas adjacent to wall mounted lavatories, urinals, and toilets.
10. Sanitize - (Food Services/Break areas/Kitchenette) - Clean and sanitize public areas (cafeteria furniture and seating areas, vending machine area, break areas and kitchenettes -including refrigerators ,freezers and Microwaves) they shall be clean, sanitized, and free of spillages, food crumbs, spots, smudges, marks, and soil. Cleaning of kitchens and areas behind serving tables, and salad and soup bars are the responsibility of the Concessions Contractor. Note: The refrigerator and freezer food clean-out guidelines, process and timing shall be coordinated with the OAR
11. Restrooms Descaling - Descaling shall be performed as to keep areas free of scale, soap films, and other deposits. After descaling, surfaces shall be free from streaks, stains, scale, scum, urine deposits, and rust stains.
12. Restroom floors - Sweep and Mop Floor. After sweeping and mopping, the entire floor surface, including grout, shall be free from litter, dirt, dust and debris. Grout on wall and floor tiles shall be free of dirt, scum, mildew, residue, etc. Floors shall have a uniform appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film or standing water. Moveable items shall be tilted or moved to sweep and damp mop underneath. Floors shall be stripped, scrubbed, waxed, etc., as necessary to maintain sanitary conditions and a clean, uniform appearance.
13. Restroom supplies - Ensure restrooms are stocked. Supplies shall be stored in designated areas. No overstocking shall be allowed.



## Tele Punch System Instructions

**Location:** \_\_\_\_\_

1. Dial – **267-420-2300**
2. You will be asked:
  - For English, press 1
  - For Spanish, press 2
3. When prompted for your employee PIN, enter your Paylocity Employee ID Number and press #.

To **clock in** to your home department (cost center) **press 1** and wait for the confirmation that the system accepted your punch and hang up.

**OR**

To **clock in and transfer** to another department, **press 2** and **enter the 8-digit department number (cost center) \_\_\_\_\_** and **press #** and wait for the confirmation that the system accepted your punch and hang up.

To **punch out** for lunch or out for the day, **follow steps 1 through 3** and **press 3** and wait for the confirmation from the system accepted your out punch.

**Punches will flow to Paylocity every two hours.**



## Instrucciones para el Sistema Tele Punch

**Location:** \_\_\_\_\_

1. Marque: 267-420-2300
  - Para Inglés, presione el número 1
  - Para Español, presione el número 2
2. Cuando se le solicite su PIN de empleado, ingrese su número de identificación de Paylocity y presione la tecla #

Para registrar la entrada a su departamento asignado (centro de costos) **presione el número 1** y espere por la confirmación que el sistema ha aceptado su registro de entrada y cuelgue.

### **O**

Para registrar la entrada y transferirse a otro departamento **presione el número 2**, e ingrese los **8 dígitos del departamento (centro de costos)** \_\_\_\_\_ **y presione #** y espere por la confirmación que el sistema ha aceptado su registro de entrada y cuelgue.

Para registrar la salida a su hora de lunch o al final de su jornada de trabajo, siga los pasos anteriores 1 y 2 y presione el número 3. Espere por la confirmación que el sistema ha aceptado su registro de salida.

**Registros de entradas y salidas fluirán directamente a Paylocity cada dos horas.**



## Geofence Labor Cost Center

**Location:** \_\_\_\_\_



**It is important that our customer and their employees know that we care and project a nice company image. We can do that by:**

1. Dressing neatly
2. Always be pleasant, say "hello" and smile.
3. Remember there are cameras and security that check on your work.
4. Report to you Supervisor when you arrive and before you leave.
5. Take pride in your work and be on time.
6. Do not meet in groups for more than a minute or two during work time.

**Remember: Without the customer, you would not have work!**

**Thank You!**

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**Es importante que nuestros clientese y sus empleados sepqn que cuidamos y proyectamos un imagen agradable a la compana.**

**Podemos hacerlosi:**

1. Se visten aseado
2. Simepre sea agradable, sonreirse y saludar con un "hola".
3. Recordarse que hay cámaras fotográficas y seguridad que verifica su trabajo.
4. Divulguarle a su Supervisor cuando usted llegue y antes de salir.
5. Tomar orgullo en su trabajo y entrar a tiempo
6. No juntarse en grupos por mas de uno o dos minutos durante el tiempo de trabajo.

**Recuerd: Sin el cliente, usted no tendria trabajo!**

**Gracias!**





# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

## REQUESTING LEAVE

## EMPLOYER RESPONSIBILITIES

## ENFORCEMENT

For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**[www.dol.gov/whd](http://www.dol.gov/whd)**

U.S. Department of Labor | Wage and Hour Division





# DERECHOS DEL EMPLEADO SEGÚN LA LEY DE AUSENCIA FAMILIAR Y MÉDICA

DIVISIÓN DE HORAS Y SALARIOS DEL DEPARTAMENTO DE EE. UU.

## DE LOS DERECHOS DE LA LICENCIA

Los empleados elegibles que trabajan para un empleador sujeto a esta ley pueden tomarse hasta 12 semanas de licencia sin sueldo sin perder su empleo por las siguientes razones:

- El nacimiento de un hijo o la colocación de un hijo en adopción o en hogar de crianza;
- Para establecer lazos afectivos con un niño (la licencia debe ser tomada dentro del primer año del nacimiento o la colocación del niño);
- Para cuidar al cónyuge del empleado, al hijo, o al padre que tenga un problema de salud serio que califique;
- Debido a un problema de salud serio del mismo empleado que califique y que resulte en que el empleado no pueda realizar su trabajo;
- Por exigencias que califiquen relacionadas con el despliegue de un miembro de las fuerzas armadas que sea cónyuge del empleado, hijo o padre.

Un empleado elegible que es cónyuge, hijo, padre o familiar más cercano del miembro de las fuerzas armadas que está cubierto, puede tomarse hasta 26 semanas de licencia bajo la Ley de Ausencia Familiar y Médica (FMLA, por sus siglas en inglés) en un periodo de 12 meses para cuidar al miembro de las fuerzas armadas que tenga una lesión o enfermedad seria.

Un empleado no tiene que tomarse la licencia de una sola vez. Cuando es médicamente necesario o de otra manera permitido, los empleados pueden tomarse la licencia de forma intermitente o en una jornada reducida.

Los empleados pueden elegir, o un empleador puede exigir, el uso de licencias pagadas acumuladas mientras se toman la licencia bajo la FMLA. Si un empleado sustituye la licencia pagada acumulada por la licencia bajo la FMLA, el empleado tiene que respetar las políticas de pago de licencias normales del empleador.

## BENEFICIOS Y PROTECCIONES

Mientras los empleados estén de licencia bajo la FMLA, los empleadores tienen que continuar con la cobertura del seguro de salud como si los empleados no estuvieran de licencia.

Después de regresar de la licencia bajo la FMLA, a la mayoría de los empleados se les tiene que restablecer el mismo trabajo o uno casi idéntico, con el pago, los beneficios y otros términos y otras condiciones de empleo equivalentes.

Un empleador no puede interferir con los derechos de la FMLA de un individuo o tomar represalias contra alguien por usar o tratar de usar la licencia bajo la FMLA, oponerse a cualquier práctica ilegal hecha por la FMLA, o estar involucrado en un procedimiento según o relacionado con la FMLA.

## REQUISITOS DE ELEGIBILIDAD

Un empleado que trabaja para un empleador cubierto tiene que cumplir con tres criterios para poder ser elegible para una licencia bajo la FMLA. El empleado tiene que:

- Haber trabajado para el empleador por lo menos 12 meses;
- Tener por lo menos 1,250 horas de servicio en los 12 meses previos a tomar la licencia\*; y
- Trabajar en el lugar donde el empleador tiene al menos 50 empleados dentro de 75 millas del lugar de trabajo del empleado.

\*Requisitos especiales de "horas de servicio" se aplican a empleados de una tripulación de una aerolínea.

## PEDIDO DE LA LICENCIA

En general, los empleados tienen que pedir la licencia necesaria bajo la FMLA con 30 días de anticipación. Si no es posible avisar con 30 días de anticipación, un empleado tiene que notificar al empleador lo más pronto posible y, generalmente, seguir los procedimientos usuales del empleador.

Los empleados no tienen que informar un diagnóstico médico, pero tienen que proporcionar información suficiente para que el empleador pueda determinar si la ausencia califica bajo la protección de la FMLA. La información suficiente podría incluir informarle al empleador que el empleado está o estará incapacitado para realizar sus funciones laborales, que un miembro de la familia no puede realizar las actividades diarias, o que una hospitalización o un tratamiento médico es necesario. Los empleados tienen que informar al empleador si la necesidad de la ausencia es por una razón por la cual la licencia bajo la FMLA fue previamente tomada o certificada.

Los empleadores pueden exigir un certificado o una recertificación periódica que respalde la necesidad de la licencia. Si el empleado determina que la certificación está incompleta, tiene que proporcionar un aviso por escrito indicando qué información adicional se requiere.

## RESPONSABILIDADES DEL EMPLEADOR

Una vez que el empleador tome conocimiento que la necesidad de la ausencia del empleado es por una razón que puede calificar bajo la FMLA, el empleador tiene que notificar al empleado si él o ella es elegible para una licencia bajo FMLA y, si es elegible, también tiene que proporcionar un aviso de los derechos y las responsabilidades según la FMLA. Si el empleado no es elegible, el empleador tiene que brindar una razón por la cual no es elegible.

Los empleadores tienen que notificar a sus empleados si la ausencia será designada como licencia bajo la FMLA, y de ser así, cuánta ausencia será designada como licencia bajo la FMLA.

## CUMPLIMIENTO

Los empleados pueden presentar un reclamo ante el Departamento de Trabajo de EE. UU., la División de Horas y Salarios, o pueden presentar una demanda privada contra un empleador.

La FMLA no afecta a ninguna ley federal o estatal que prohíba la discriminación ni sustituye a ninguna ley estatal o local o convenio colectivo de negociación que proporcione mayores derechos de ausencias familiares o médicas.

Para información adicional o para presentar un reclamo:

# 1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

## www.dol.gov/whd



Departamento de Trabajo de los EE.UU. | División de Horas y Salarios DIVISIÓN DE HORAS Y SALARIOS



**Remember  
the Safety of Others**

**Piense en la  
seguridad de los demás**



***Use proper signs always***










***Utilice siempre las señales adecuadas***



## Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

### HCS Pictograms and Hazards

|   |   |   |
|---|---|---|
| <p><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul> | <p><b>Flame</b></p>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul> | <p><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (harmful)</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non-Mandatory)</li> </ul> |
| <p><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>   | <p><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>• Skin Corrosion/ Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>  | <p><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>  |
| <p><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>   | <p><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>  | <p><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>• Acute Toxicity (fatal or toxic)</li> </ul>  |

For more information:

## Pictograma para la norma sobre la comunicación de peligros

A partir del 1.º de junio de 2015, la norma de comunicación de peligros (HCS, por sus siglas en inglés) exigirá pictogramas en las etiquetas para advertir a los usuarios de los peligros químicos a los que puedan estar expuestos. Cada pictograma representa un peligro definido y consiste en un símbolo sobre un fondo blanco enmarcado con un borde rojo. La clasificación del peligro químico determina el pictograma que muestra la etiqueta.

### Pictogramas y peligros según la HCS

|   |  |  |
|---|--|--|
| <p><b>Peligro para la salud</b></p>  <ul style="list-style-type: none"> <li>• Carcinógeno</li> <li>• Mutagenicidad</li> <li>• Toxicidad para la reproducción</li> <li>• Sensibilización respiratoria</li> <li>• Toxicidad específica de órganos diana</li> <li>• Peligro por aspiración</li> </ul> | <p><b>Llama</b></p>  <ul style="list-style-type: none"> <li>• Inflamables</li> <li>• Pirofóricos</li> <li>• Calentamiento espontáneo</li> <li>• Desprenden gases inflamables</li> <li>• Reaccionan espontáneamente (autorreactivas)</li> <li>• Peróxidos orgánicos</li> </ul> | <p><b>Signo de exclamación</b></p>  <ul style="list-style-type: none"> <li>• Irritante (piel y ojos)</li> <li>• Sensibilizador cutáneo</li> <li>• Toxicidad aguda (dañino)</li> <li>• Efecto narcótico</li> <li>• Irritante de vías respiratorias</li> <li>• Peligros para la capa de ozono (no obligatorio)</li> </ul> |
| <p><b>Botella de gas</b></p>  <ul style="list-style-type: none"> <li>• Gases a presión</li> </ul>  | <p><b>Corrosión</b></p>  <ul style="list-style-type: none"> <li>• Corrosión o quemaduras cutáneas</li> <li>• Lesión ocular</li> <li>• Corrosivo para los metales</li> </ul>   | <p><b>Bomba explotando</b></p>  <ul style="list-style-type: none"> <li>• Explosivos</li> <li>• Reaccionan espontáneamente (autorreactivas)</li> <li>• Peróxidos orgánicos</li> </ul>  |
| <p><b>Llama sobre círculo</b></p>  <ul style="list-style-type: none"> <li>• Comburentes</li> </ul>   | <p><b>Medio ambiente</b><br/>(No obligatorio)</p>  <ul style="list-style-type: none"> <li>• Toxicidad acuática</li> </ul>   | <p><b>Calavera y tibias cruzadas</b></p>  <ul style="list-style-type: none"> <li>• Toxicidad aguda (mortal o tóxica)</li> </ul>   |

Para más información:



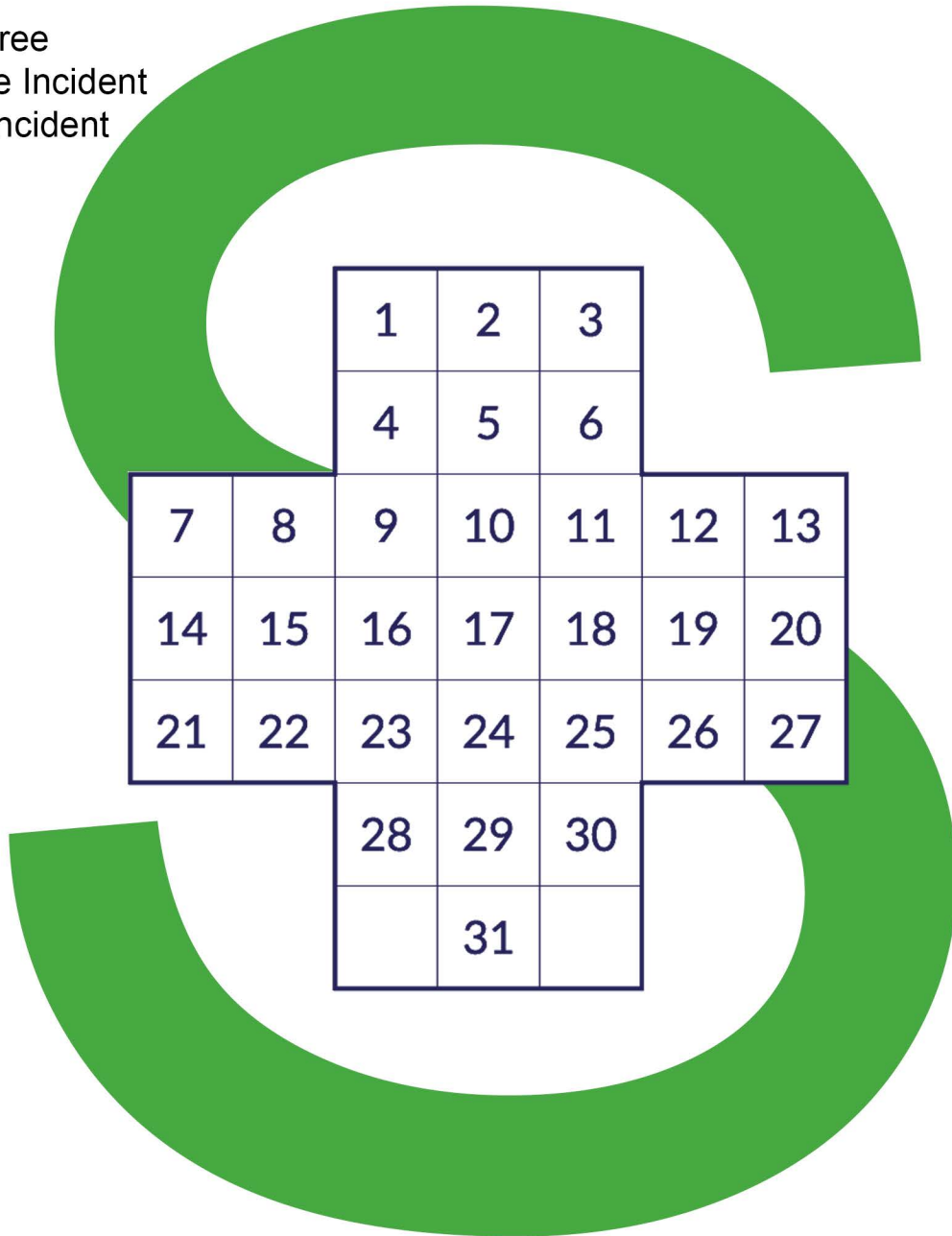
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# Safety Calendar

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- Recordable Incident
- Lost time Incident



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