



2015: A Year in Review

Here we are again, another year in the books and what a year it was! One thing is for sure, we made a lot of operational adjustments throughout the year. Let's take a look:

- **January 2015** –The Postal Service decided to change the network around and make dual head out points on routes that had been round trips for decades. We were able to change our way of doing business and adapt to what the customer needed.
- **April 2015** – The Postal Service decided to take processing out of Toledo Ohio, causing us to lose a lane we had had since 1970. We were able to change our way of doing business & adapt to what the customer needed.
- **June 2015** – The Postal Service asked us to add service to three of our contracts with 24 & 48 hours' notice. We were able to change our way of doing business & adapt to what the customer needed.
- **July 2015** – We added a Human Resources Consultant to the staff to organize an employee survey and help with employee benefits management. Once again changing our way of doing business and adapting to what the Employees needed.
- **August 2015** – We added a Field Operations and Trouble Shooting manager.
- **October 2015** –We welcomed Kuchenrither Trucking out of Cleveland, Ohio into the Berkheimer Family of businesses. We were able to change our way of doing business and adapt to what the Employees needed.
- **November 2015** – We began enrollment for new health insurance due to the Affordable Care Act. We were able to shop the market, change the way we were doing business and adapt to what the Employees needed.
- **December 2015** –We geared up for one of the busiest peak seasons in several years. We were able to make the necessary changes and perform the service the customer needed.

We hope you can see that our largest customer is making changes. **CHANGE** is inevitable. Looking back at 2015 we made a lot of changes, some popular, some not so popular, but in all we were able to work together to achieve success. Will there more changes in 2016? You bet! If we are going to continue to be the Elite Postal Carrier in the area, we have to be able to adapt to the customer needs.

Bottom line is this: we could not have accomplished all of this without YOU! We want to thank everyone for your hard work & dedication to the Company. We cannot do this without you. Here's wishing all of you a Happy and Prosperous New Year!

Best Regards and Safe Travels,
Dante and Chuck Berkheimer

Welcome New Employees!

The following employees
transitioned from
Kuchenrither to join our team:

David Bristor II
David Bristor
Brett Burton
Bobby Jackson
Kania Stansilov
Ken Kelsey
Billy Perrine
Todd Rearick
Timothy Smith
Barry Stewart
Cliff Taylor
Wayne Walker

We would also like to welcome
the following employees who
have joined us since Oct. 1
2015:

Gary Booher
Jimmy Caudill
Mark Harper
Robert Fisher
Michael Newton
Fofie Opoku
Ric Powers
Thad Smith
Remy Thompson
Terry Pugh
Harold Watts
Jimmy Passione

In the near future, you will see changes to our website. We have been working to make the website more user-friendly for our applicant's and employees. The newsletter, information regarding our healthcare benefits and other employee information will be posted on the website under the employee tab.

Dispatch

Drivers need to be sure and enter the trailer number being pulled into Loadtrek. Be sure to message when anything out of the ordinary happens on your route (late slip, traffic, weather, etc.). Also, try going to your driving portal to view your routes at drivers.loadtrek.net/ - enter your user name and password, and the next several days should be posted.

SAFETY INFORMATION

A Message from Mike

If you are due to renew your driver's license and/or DOT physical, make sure you give yourself plenty of time to do so. It is your responsibility to ensure that these items are current at all times. Also, if you receive a call from someone in the office, please return the call as soon as possible as we are often times reaching out to you to gather needed/updated information for your personnel file or payroll.

- Mike May, Personnel and Safety Director

Worker's Compensation Program:

Thanks to you, our workplace-related injuries remained low in 2014 and, as you can see from the graph below, 2015 was a great year as well.

Facilities:	2014	2015
Columbus	3	0
Pittsburgh	1	0
Cincinnati	1	1

The majority of these injuries were minor. Please keep up the good work by following the safety rules. "Know your limitations and always think safety first!"

IMPORTANT PAYROLL INFORMATION

Timesheets

Timesheets **MUST** be submitted on a **SEPERATE** sheet with the correct dates. Timesheets will be returned to you; otherwise you will not get paid until submitted correctly.

ALL TIMESHEETS MUST BE RETURNED TO THE HEBRON OFFICE OR COLUMBUS OFFICE no later than 5pm Monday of pay week. This does not mean turning them in late Monday night or Tuesday morning.

PLEASE NOTE: If you run a regular job every week, it is highly recommended that you turn in your timesheets early. If there are changes to it, just contact me and I will change it for you. This way you can at least get a pay check.

Late Slips

Your name **MUST** be included on each late slip. If I do not know who they belong to then **EXPECT NO PAYMENT IF APPROVED FROM THE POST OFFICE.**

REMINDER – all late slips **WILL NOT BE PAID** until the post office reviews and approves them for payment.

- Angela Smith, Payroll