



# Temp News



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*Vice President*

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*Office Assistant*

 MEMBER OF  
American Staffing Association



## Maintaining Work Life Balance During the Holidays

Work-Life Balance looks different for everyone and it can be dependent on the type of life you want to live that makes you feel energized and happy.




Unfortunately, in the world we live in today, we need to work, but we also want to have our personal lives. To do both, we need to have some balance so that one does not outweigh the other.


It may seem like we are continually searching for work-life balance, and that is even more apparent around the holidays.

It can be challenging to balance the desire to spend time with family and friends and while trying to complete tasks at work on a regular basis and the added pressure of holiday gatherings can make it even more challenging.

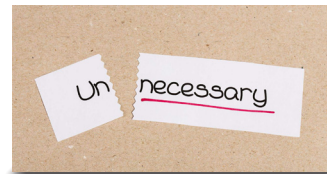
Here are some suggestions to help create work-life balance during the holidays.


 **Make it a Priority.** Prioritize what's important and must be completed each day at work and each day for yourself. Scheduling and prioritizing your time can help with maintaining boundaries and pushing back on unexpected requests.

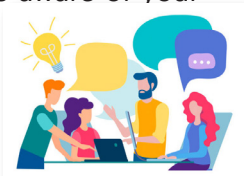



 **Cut non-essential, less important tasks whenever possible.**

Because you've already thought about and prioritized what's important, it will be easier for you to identify what these tasks are and if there are deadlines for completing the tasks. By postponing or eliminating non-essential and non-important tasks until after the holiday season, you can structure your day to address the most important things and those essential tasks that have a deadline or need to be completed in time for the holidays.



 **Communicate & clarify.** Share your schedule with your family and friends. If everyone is aware of your availability, it will help you be honest about your bandwidth and where there's any room for flexibility on work projects and personal time.



 Lastly, there's really no perfect work-life balance formula. Unfortunately, creating balance is not a one-and-done thing. Some days will throw a wrench in your plans and you will have to pivot. It will likely be a day-to-day balance of prioritizing what's important to you that day and managing the specific stressors that are in your life.

## 2024 EMPLOYEE APPRECIATION PROGRAM



For the seventh straight year, C&S Employment Solutions is pleased to offer our *Employee Recognition Program* in which C&S employees are eligible to receive a **\$1,000 bonus** from C&S! The objective of the *Employee Recognition Program* is to identify and reward a C&S employee currently on assignment with any of our valued clients.

To be thorough and fair with the *Employee Recognition Award*, C&S has enlisted the assistance of client supervisors to identify C&S employees who qualify for this recognition based and weighted on the following criteria:

- **Attendance (20%)**
- **Job Performance (20%)**
- **Need (financial or other hardship) (40%)**
- **Attitude (20%)**

After receiving recommendations back from our clients, C&S will review each nominee to determine who will be awarded the \$1,000 bonus. (Client supervisors were asked not reveal their nominations.)

The employee receiving the recognition award will be contacted by C&S prior to the end of the year and a check will be presented to the employee by C&S President Paula Benne. The recipient of the **2024 Employee Recognition Award** will be announced in next month's C&S Temp News as well as on the C&S Employment Solutions' social media platforms and other media outlets. In addition, any runners up will receive a gift certificate to the Capital City Festival of Lights from C&S Employment Solutions.

Over the years, the *Employee Recognition Program* has been very well received and appreciated by both our client employers and our employees. It has proven to achieve the objective of recognizing and rewarding C&S employees as well as strengthen and encourage good work habits and productivity in all of our employees.

C&S is proud of our employees and it is our privilege and pleasure to present this award and recognition to our outstanding employees!

**Thank you and Happy Holidays to all our C&S employees!**



*What's happening in December:*

**December 8** -- Big Brothers Big Sisters Jingle Dash Fun Walk Run (4:45 p.m. at Binder Park)

**December 21** -- First Day of Winter

**December 24** -- Christmas Eve (C&S closed at 12 noon)

**December 25** -- Christmas Day (C&S closed)

**December 31** -- New Year's Eve (C&S closed at 12 noon)



### Permanent Placements

The following employees were recently offered and accepted permanent employment at their assignments. C&S would like to congratulate and thank each of these individuals for their hard work and dedication!

*Douglas Charleston*

*Justin Cheatham*

*Robert Cline*

*Evan Couch*

*William Palmer*

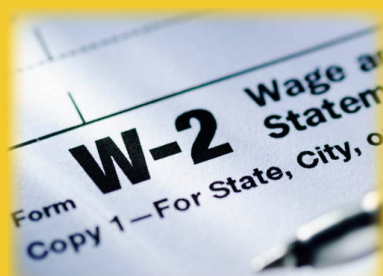
*Harvey Pinet*

*Milliard Robertson*

*Christopher Colvin-Connite*

*John Hawkins*

### W-2 NOTICE FOR C&S EMPLOYEES



C&S will mail W-2 forms to all C&S employees by **January 31, 2025**. If you have experienced either a name change and/or address change this year (since being assigned with C&S), please call C&S at 573-635-9295 to update your mailing

information by **December 31, 2024**. Thank you!



-TERRI MARSHALL