

In The Gutter



November 4th, 2024



Atta Boys from October

Congrats to our September winner - Eli!

Gordon & T - Wortman Job

Nick & Steven Flinn - Hoover Job

Kris & Adam - Schroeder Job

Kris & Adam - Radar Job

Blake & Tim - Sabrosky Job

Jason J & Adam - Robinson Job

Gordon, Mitch, Eli, Lyndon & Mason - Kelly Job

Jason J & Mason - Altobello Job

Reminders

PUT PICTURES IN YOUR NOTES AFTER EVERY JOB IS COMPLETE!

Always double check your material before leaving the shop! Fill out the checklist in jobber!

Saturday incentive is still going on until 11/30 - must work at least 3 Saturdays and Can not accrue more than 2 attendance points during this time period.

Must complete all scheduled jobs or work an 8 hour shift to be eligible!

Birthdays & Anniversaries

11/1 - Happy Birthday Heather!

11/5 - Thank you for 4 years of service Kris!

11/6 - Happy Birthday Brian!

11/10 - Happy Birthday Damon!

11/20 - Happy Birthday Tameurah!

11/21 - Happy Birthday Lyndon!

11/22 - Happy Birthday Gordon!

11/28 - Thank you for 2 years of service Mason!

11/30 - Happy Birthday Craig!

We are still in **RED season** until Tiffany says otherwise! RED season reminders - must request time off 2 weeks in advance AND must have PTO to use. We usually do not go into Black season until December / January. With that being said we do have some days around the holidays coming up that we will let you take off without requiring use of PTO. The Friday after thanksgiving (11/29) will be one of these dates. Along with the week of Christmas (12/23, 12/26, & 12/27). You still need to request the time off through the MGI website and mark if you would like to use PTO or not since it will not be required. Calling in the last day you work before the holiday or the day you are scheduled back will forfeit your holiday pay (see full details in the HR corner).





Safety Meeting Recap

Trailers & Distracted Driving



Prior to departure, it is important to inspect the trailer and towing vehicle. The following items should all be reviewed to help ensure your safety while towing a trailer:

- Tire pressure should be checked and corrected as necessary on the tow vehicle and trailer, including spares.
- Wheel lug nuts/bolts on the tow vehicle and trailer should be tightened to the correct torque.
- The hitch, coupler, draw bar and other equipment that connect the trailer and tow vehicle are properly secured and adjusted.
- Safety chains should be properly crisscrossed and connected, not touching the road but with enough slack to make turns.
- Wiring should be properly connected between the tow vehicle and trailer, not touching the road but loose enough to ensure turns can be made without disconnecting or damaging the wires.
- Ensure all running lights, brake lights, turn signals and hazard lights are functioning.
- Verify that brakes are working on both the tow vehicle and trailer.
- The breakaway system lanyard should be connected to the tow vehicle but not the safety chains or ball mount.
- All items should be securely fastened on and in the trailer.
- The trailer jack, tongue support and any attached stabilizers should be raised and locked in place.
- Ensure the load distribution in the towing vehicle and trailer are properly balanced.
- Check to ensure you have good visibility from the towing vehicle's side and rear-view mirrors.
- Check to ensure routes and any restrictions that might exist on bridges and tunnels.
- Make sure you have wheel chocks and jack stands.

Snacking, putting on makeup, or concentrating on a cell phone conversation while driving are examples of driver distraction, but the list of possible distractions is endless. Among the highest-risk distractions are:

- using an electronic device to text or talk;
- drowsiness;
- eating and drinking;
- grooming;
- reaching for a moving object;
- looking at an object outside the vehicle;
- adjusting a radio, music player, or sync dashboard system;



**Foreman Meeting
will be held 11/12**

**Safety Meeting will be held
11/19 - breakfast to be
included.**





Do's and Don'ts



DO add pictures for EVERY job!

DO contact the estimator on any changes on the job.
If they do not answer the phone call - text them,
they may be with a customer!



DON'T leave gaps in
armour guard!!



DO make sure AG end caps
are installed!



HR Corner

Paid Holidays



Regular Full Time Employees are entitled to the following paid holidays - New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day.

The following conditions apply to Michigan Gutters Inc's holiday pay policy:

-An employee must be present at work on his or her last scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay.

-Holiday pay will not be considered as time worked for the purpose of overtime calculations.

-Holiday pay is computed at an individual employee's base rate of pay. -If an employee is scheduled to work on a holiday, the employee will be paid his or her regular rate of pay plus eight hours of holiday pay.

-Holidays will not be paid to employees on any type of unpaid leave.

-Holidays will not be paid if an employee is absent due to an injury covered by workers compensation.

-Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

-If a holiday falls on a Saturday or Sunday MGI will identify a day the week prior or the week after that the holiday will be observed.

[Full Policy can be found here](#) (must be logged into the website to view).



Get to Know the Crew



This month's spotlight is on Tiffany!



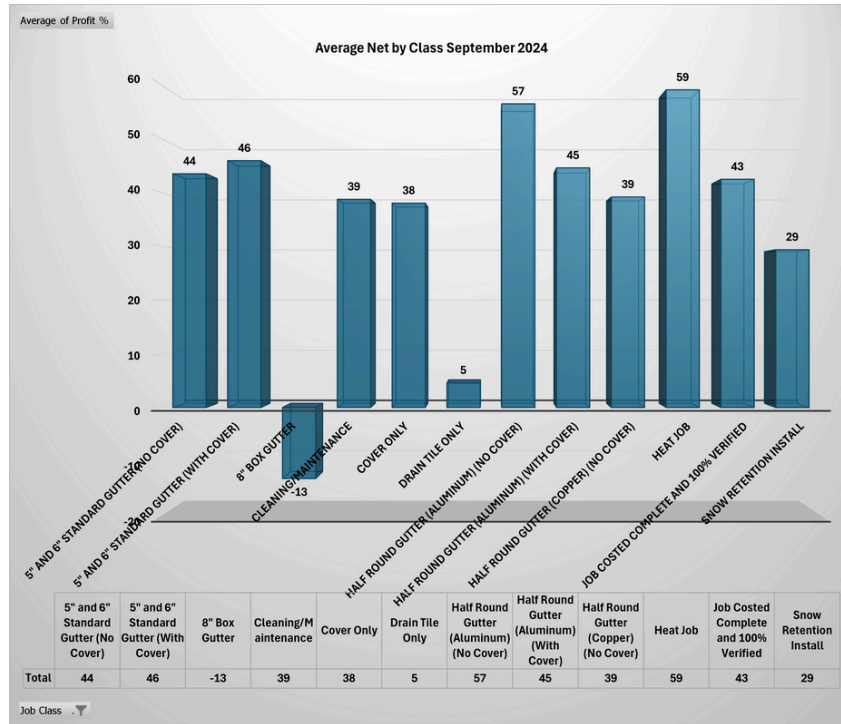
Tiffany was born in Sandusky Ohio on a snowy May day.

She is the middle child with a sister and brother. She moved up to Traverse City in 2012 and bought a house in Buckley in 2019. Her and her husband, Jesse, got married in 2022 in Florida. In her free time, she enjoys boating on Lake Gitchegumee, along with exploring other lakes with their boat. She also enjoys going on vacations and hiking/exploring. She also enjoys hanging out with friends, drinking, playing games, camping and kayaking. In the winter months, you can catch her skiing! She has been with MGI for over 7 years now! She's the glue that keeps the company running smoothly!





Let's Talk Numbers



This graph shows the average net percentage of profits based on each job class for the month of September. The net percentage GOAL for each job is 55%.

Mental Health Corner



Supporting Family Member in Recovery

The road to recovery is challenging but those challenges can be managed more effectively when the family understands and provides healthy support. Therapist Kevin Neuman breaks down the type of family support that individuals in recovery typically find, and what they actually need.

[7 Ideas & Tips for Healthy Support](#)

You Can Help Prevent Suicide

The best way to prevent suicide is through early detection! Learn about the warning signs, how to talk to a loved one or friend you are concerned about, and where to direct them for life-saving help.

[Suicide Prevention Info & Tips](#)