



KEEPING EMPLOYEES INFORMED

March, 2018 | Volume 16, Issue 02

WHAT'S NEW:

Did you move? Did you get a new phone? It is important that the company has your current address on file. If the address on your paycheck or paystub does not match, please contact the HR office immediately with your correct address. We also need to be apprised of any contact phone number changes or emergency contact changes as well.

401(k) Notice "404a-5 Plan & Investment Notice" will be mailed soon to all 401(k) participants. Please be on the look out for it in your mailbox.

Happy Birthday to our employees born in March:

Scott Adams, Derrick Allen, Thomas Beamer, Kenneth Bitner, Kevin Boone, Pennie Close, DeAndre Davis, Wayne Dillon, Edward Imbrogulio Jr., Jeremiah Jefferson, John Johnson, Scott Johnson, William Keller, William Lawrence, Brian Lien, Ed McNeal, Joseph Michael, Eric Milholand, Lazarus Moore, Michael Nelson, Terron Oliver, Justin Pearson, Thomas Peterson, Herbert Poole, Tom Porter, Bryan Scrivener, Mike Sturdevant, Joseph Thomas, Calvin White, George White, David Williams, Dennis Williams, and Elizabeth Williams.

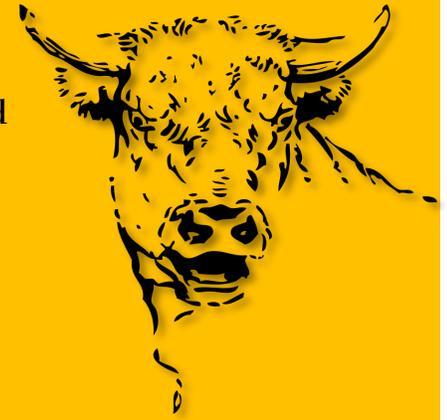
A big welcome to our newest employees and re-hires: Alan Chaney and Hernan Escobar.

Let us share your good news—send your life changing events, such as marriage, anniversary and birth announcements to HR@reliablecontracting.com.

Save the Date

Saturday, June 2, 2018

We are planning a special event for our Annual Award Ceremony and Bull Roast. Each employee and a guest will be invited to an evening of food, fun and entertainment.



Invitations will be mailed at a later date. We are not collecting RSVP's at this time.

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Contacting Reliable

For more information on any of these articles or for any personnel needs, call the Corporate Office, stop by the Employee Assistance Desk or Main Lobby, or visit us online

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Tel: 410-987-0313

Email: HR@ReliableContracting.com

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Follow us on Facebook for even more news.

The Maryland Safe and Sick Law Brings Changes to Reliable Contracting's Hourly Field, Shop and Plant Employees

Effective Feb 11, 2018, the new Maryland Sick and Safe Leave requires that sick leave hours accrued and available are to be shown on employee paychecks. Have you noticed the change? It is shown in the leave code section of your pay stub. In addition, Reliable has enhanced its sick leave benefit.

New hires (hourly employees) – from date of hire until January 1st following their one-year anniversary date, employees will follow MD Safe and Sick law policy of accruing 1-hour sick leave for every 30 hours worked for a maximum of 40 hours in a calendar year. Accumulated hours can be used after the 90-day introductory period.

Starting January, following your one-year anniversary date, sick leave will follow the same criteria as all other regular hourly employees (see below).

Regular hourly employees: field, shops and plant – after one year of service, will receive 40 hours of sick leave on January 1st of each year.

NEW FOR ALL EMPLOYEES

Up to 40 hours of unused sick days will roll over to the next year for a maximum of 80 hours available at the beginning of each year. This does not apply to employees that begin each year with more than 80 hours of sick leave or exempt employees.

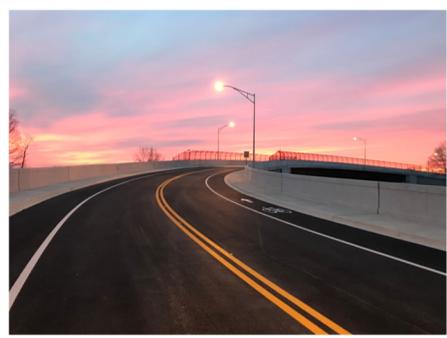
For complete details of the Maryland Earned Sick and Safe Leave Employee Notice please refer to our Mandatory Posting on **the opposite page** or visit www.dllr.maryland.gov/paid_leave/paidleavereport.pdf



Photo Contest:

The Winners for the February photo contest have been selected.

☆ **1st Place** for the \$75 Amazon Card: Finished Roadway at CSX Railroad Crossing, taken by Bryan Scrivener



☆ **2nd Place** for the \$25 Amazon Card: Installing Gas Wells at the Stump Dump, taken by Dan Harris



The rest of the photo submissions for each month can be found on our Facebook page.

March is the last month to enter your photo to be chosen for photo of the year. All 1st place photos for the last 12 months (April 2017—March 2018) will be presented for voting at the company bull roast in June. Stay tuned for further photo contests.

Photos for March are due by Midnight on Sunday, April 1st.

Remember:

- We are looking for pictures of crews (employees) and equipment working.
- We need at least 300 dpi photo resolution.
- Photos should be horizontal orientation (landscape).
- **Safety First!** Please be aware of your surroundings when taking photos.

Pictures can be emailed to cmasters@reliablecontracting.com or messaged to our Facebook page. Full contest rules can be found on our website on the Employee News and Wellness page.

Thank you to all the participants.

Keep the photos coming!

MARYLAND EARNED SICK AND SAFE LEAVE EMPLOYEE NOTICE

The Maryland Healthy Working Families Act requires employers with 15 or more employees to provide paid sick and safe leave for certain employees. It also requires that employers who employ 14 or fewer employees provide unpaid sick and safe leave for certain employees.

Accrual

Earned sick and safe leave begins to accrue on February 11, 2018, or the date on which an employee begins employment with the employer, whichever is later. An employee accrues earned sick and safe leave at a rate of at least one hour for every 30 hours the employee works; however, an employee is not entitled to earn more than 40 hours of earned sick and safe leave in a year or accrue more than 64 hours of earned sick and safe leave at any time.

Leave Usage

An employee is allowed to use earned sick and safe leave under the following conditions:

- To care for or treat the employee's mental or physical illness, injury, or condition;
- To obtain preventative medical care for the employee or the employee's family member;
- To care for a family member with a mental or physical illness, injury, or condition;
- For maternity or paternity leave; or
- The absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking.

A family member includes a spouse, child, parent, grandparent, grandchild, or sibling.

Employees are permitted to use earned sick and safe leave in increments in certain amounts established by their employer. Employees are required to give notice of the need to use earned sick and safe leave when it is foreseeable. An employer may deny leave in certain circumstances.

Reporting

Employers are required to provide employees with a written statement of the employee's available earned sick and safe leave.

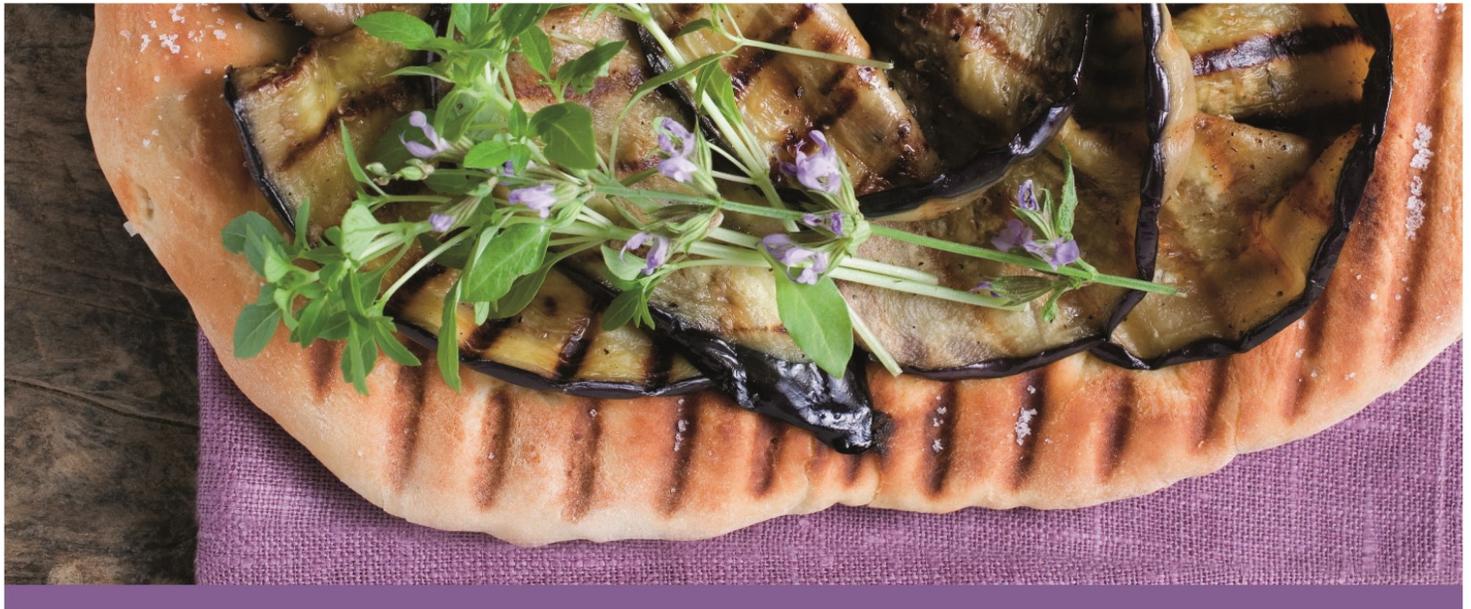
Prohibitions

An employer is prohibited under the law from taking adverse action against an employee who exercises a right under the Maryland Healthy Working Families Act and an employee is prohibited from making a complaint, bringing an action, or testifying in an action in bad faith.

How to File a Complaint or Obtain Additional Information

If you feel your rights have been violated under this law or you would like additional information, you may contact:

COMMISSIONER OF LABOR AND INDUSTRY
1100 North Eutaw Street, Room 607 | Baltimore, MD 21201
ssl.assistance@maryland.gov



3 simple ways to eat smarter

Overwhelmed by conflicting nutrition and diet advice? The truth is, eating healthy isn't hard – and you don't have to live on salads, buy expensive supplements, or swear off snacks forever. Small healthy changes can make a big difference over time.

Eat in season

In-season fruits and veggies are at peak flavor, nutrition, and supply. Seasonal eating is typically more affordable and sustainable – and makes it easy and delicious to get more fresh produce onto your plate.

DIY

Cook at home to be the master of your own healthy destiny. By controlling fat, sugar, and salt, home cooks tend to eat healthier than people who eat out more often – even when they're not trying to change their eating habits.

Expand your horizons

Healthy eating doesn't have to be bland. Experiment with herbs and spices for high-impact, low-calorie flavor. Or try nutritious twists on foods you love – like spaghetti with zucchini noodles, or taco lettuce wraps.

Hungry for more healthy ideas?



Visit kp.org/foodforhealth and follow us @kpthrive.