

Memo

To: JPW Employees
From: Ed LaMott (HR/Payroll)
Date: 08/14/18
Re: HR/Payroll Office - Appointment Reminder

Reminder to all JPW employees:

- If you need to meet with me **please make an appointment** through your foreman, by email (edlamott@jpwcompanies.com), or by phone (315) 401-3403.
- After making an appointment, please enter the front office **through the main lobby**, let Connie or whomever is covering up front know you are here to see me. They will make sure I'm not with anyone or on the phone.
- Please **do not stop by my office without an appointment**. Confidential meetings and conversations are had in my office. To ensure that confidential matters remain that way, we just can't have people standing outside the doorway or walking in unannounced.
- Unless arranged otherwise, meetings should normally only take place **during 9:00am and 2:30pm break periods**.

Thank you in advance for your cooperation. I always do my best to meet with any employee that needs to see me, we just need to be sure we do it the right way.

Thank you!