



## 2009 – Company Communications Calendar

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### JANUARY:

- **Employee Annual Performance Review** (all employees);
- **OSHA Yearly Summary Report** (company specific);
- **Safety Program Training:**
  - o company specific schedule / monthly requirements;

### FEBRUARY:

- **CEO Company Tour;**
- **Employee Engagement Survey** (all employees);

### MARCH:

- **Employee Engagement Survey:**
  - o staff discussion of results;
  - o Action Plan development;
- **Open Enrollment / Benefits Overview for New BlueCross BlueShield Rates or Coverage Changes;**

### APRIL:

- no scheduled communication;

### MAY:

- **Employee Health Wellness Training** (“A Healthier You” by BlueCross BlueShield):
  - o available to all employees (some limitations for non-participating employees in company health insurance program);
  - o ***Workplace Wellness Survey*** (company specific);
  - o ***On-Site Health Screenings*** (employee specific with same-day results via nurse consultation);
    - Blood Pressure / Glucose / Weight / Cholesterol / Heart Rate / Body Mass Index;
  - o ***Health Risk Appraisal*** (employee specific);
  - o ***Lifestyle Health Coaching*** (employee specific via telephonic session with Health Coach);
  - o ***On-Line Web Tools and Resources*** (employee specific);
  - o ***Group Reporting*** (aggregate health and wellness reports / annual Outcomes Report);

### JUNE:

- **Safety Audit** (company specific);

### JULY:

- **Employee Mid-Year Performance Review** (update to Annual Performance Review for all employees);
- **Employee Engagement Survey:**
  - o review of Action Plan status in Employee Mid-Year Performance Review discussion;

### AUGUST:

- no scheduled communication;

### SEPTEMBER:

- **Employee Fiscal Wellness Training:**
  - o 401(k);
  - o Financial Planning (insurance, investments, retirement);

### OCTOBER:

- **United Way Memo** (company specific);
- **Vacation Pay-off Notice;**

**NOVEMBER:**

- **Cafeteria Benefits Plan** (Enrollment Memo);
- **Summary Annual Report for 401(k) Profit Sharing Plan;**
- **Qualified Default Investment Alternative Notice for 401(k) Plan;**

**DECEMBER:**

- **2010 Holiday Calendar.**