



HR CONNECTION

DECEMBER 2023 EDITION



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- New Travel Request System
- New Online Training Platform
- UKG Electronic Employee Reviews
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- Meet Your HR Team

From The Director's Chair...



Thank you.

That is what I want to say to everyone who is a part of Columbus Equipment Company. The last 24 months have brought more change to our organization than most have seen before. It is exciting and encouraging. However, it can also be confusing and frustrating which we understand. The HR Team has been working hard to roll out new platforms, processes, and technology to increase the ease of use and the efficiency of specific processes.

We appreciate that all these additions, adjustments, variations, and so forth can be overwhelming when the intent is to be helpful – not a hindrance. Our goal is to better support every employee, and we value your feedback and participation as we travel these new paths together. Columbus Equipment Company is continuously growing and will need each of us to continually evolve with it, so we can continue to be “Ohio’s Dependable Dealer”. This special edition “HR Connection” newsletter is aimed at capturing many of these new additions and changes so that you can be aware of them, as well as better understand them. I ask that you please take a moment to sit and think about how these changes will have a positive impact on not only you but others as well.

The HR Department is “Hero Support Central”, and you are all the heroes that make Columbus Equipment Company what it is today. Don’t forget to take care of yourself, protect your health, and feed your psychological well-being. Please take advantage of the opportunities and resources that your Company benefits provide to help you stay healthy, wealthy, and whole. The HR Team is here to support you!

Bridget Folk, SPHR
Director of Human Resources



Holidays



2023 Observed Holidays

Memorial Day	05/29/2023
Independence Day	07/04/2023
Labor Day	09/04/2023
Thanksgiving	11/23/2023
Day After Thanksgiving	11/24/2023
Christmas Eve	12/25/2023
Christmas Day	12/26/2023
New Year's Day	01/01/2024

Employee Reviews Are Moving to UKG

WHAT TO DO NEXT:

If you are a manager that conducts reviews, contact HR at hr@columbusequipment.com to set up training.

If you are being reviewed in your position, your manager will reach out when it is time for your review with instructions.



New Travel App: DEEM Mobile

deem

On September 1, 2023, CEC began using a travel app called DEEM MOBILE. This app allows you to book flights, hotels and rental cars for work related trips. You have control with the DEEM Mobile App.

Travel arrangements can be made by visiting <http://columbusequipment.deem.com/>, or by using the DEEM Mobile App. Everything will be checked and approved once the request is entered into DEEM. This allows the traveler to choose their arrangements within the confines of company policy on travel.

By giving travelers the options they need right when they need them, Deem Mobile is always able to provide an easier path. Booking flights, hotels, and rental cars has never been easier, and on Deem Mobile, that's only where optimized corporate travel begins.

With Deem Mobile, travelers get Uber for Business and Deem, so they can request and reserve a ride while booking a flight. EcoCheck guides travelers to greener options to help lower your corporate carbon impact. And with Travel SafetyCheck, your team can stay safer and informed throughout a trip.

Deem Mobile meets Web Content Accessibility Guidelines (WCAG 2.0) level AA compliance, and also provides open integration with leading expense management platforms. That means Deem Mobile makes it easy to ensure compliance without compromising the traveler experience.

Please send any questions to hr@columbusequipment.com.

We are always here to help!

Benefits:



MANAGE BOOKINGS

Modify or cancel your reservations with your own mobile device.



SAVE TIME

Book air, hotel, and car reservations in one transaction anywhere, anytime you're connected.



STAY INFORMED

Upcoming trip information and real-time flight notifications - all a tap away!

Download from
your App Store:



The Gift of Time

During the holiday season, we give and receive gifts, but one of the best gifts of all is the gift of spending time with those we care about. In that spirit, the list below has ideas about ways to give the “gift” of our time in ways that will make beautiful memories. And memories are the gift that keeps on giving. May you enjoy the time you spend with those around you this holiday season!

Couples Adventures:

iFly Indoor Skydiving: Cincinnati, Cleveland, Columbus
Feel the adrenaline rush of Floating, Flying and Free-Falling!

Shadowbox Live Holiday Hoopla: Columbus
November 16 – December 23, 2023
Christmas Fun and Rock and Roll mixes sketch comedy with seasonal music.

Landoll's Mohican Castle: Loudonville, OH
Enjoy a unique dining experience at The Copper Mug Grille in their exclusive Igloo Dome Dining experience.

A Christmas Story House – Cleveland, OH
Tours, Gift Shop and Overnight Stays

Mr. Kringle Suite, Hilton: Downtown Cleveland
November 10 - January 7 (Also offers a Mrs. Kringle suite)

Family Adventures:

Santa Train: Mt. Perry Scenic Train and Zanesville & Western Scenic Railroad
Catch a ride on the train with Santa! Mount Perry, Ohio (40 min. from Columbus)

Annual Horse Drawn Carriage Parade & Christmas Festival:
Lebanon, OH Saturday, December 2, 2023

Christmas at the Fort: November 21 - January 6 Steubenville, OH
Take a ride to Historic Fort Steuben and Fort Steuben Park to experience a family-friendly, memory-making, selfie-shooting weekend.

Other Fun Ideas:

The Christmas Ranch: Morrow, OH
Have a gingerbread house building contest!
Plan a family photoshoot and make holiday cards!
Plan a traveling Christmas Party

A group of friends that “travel” to each person’s house for a course of a meal.
You could also “travel” to local attractions or restaurants.



IMPORTANT NOTICE!



**Health Insurance
Deductibles Reset on
January 1, 2024.**



FLEXIBLE SPENDING ACCOUNT

**ENROLLMENT INFO
COMING TO YOUR
INBOX SOON!**

An email containing information about signing up for the Flexible Spending Account offered by CEC will go out at the beginning of December. All forms will be due to HR by Monday, December 18.



&



COMING SOON: NEW & IMPROVED TRAINING PLATFORM

Columbus Equipment Company has partnered with Lorman Education Services to provide a centralized training platform to help us grow and evolve.

This service will be used for annual goal setting, career development, continuous education, and company compliance. We will now have a “virtual library” of thousands of courses that many of you will benefit from by having unlimited access.

Each CEC employee will have their own account to access these resources.

Please be on the look-out for an email indicating that your account is active!



Courses Include:

- Increase Customer Loyalty with Personalized Service
- Discovering your Time Management Style
- Building Strong Team Presentations
- Grammar Rule Basics for Business Writing
- Being Adaptable and Flexible
- Microsoft Outlook
- Motivating Your Employees to Learn
- Conflict Management Strategies
- And **thousands** more!

Scan the QR Code with your phone's camera to visit Lorman's website and learn more!





Everyone should have started receiving CEC mobile text alerts. So far it has been used for “2023 Open Enrollment”, and a warning against a malicious email threat that was being received. Text alerts will be used for communicating many more things as we get it up and running. Weather announcements, location information and important deadlines are just a few things that can be communicated over the new text alert system. The associated phone number for the new system is (614) 626-9220. Please add this number to your contacts list so that you are easily able to tell who the text is coming from.



WELCOME TO MOBILE TEXT ALERTS!

You can scan this QR Code from your phone and tap “Send”, your phone number will be saved in our mobile alert system.

Sign Up **TODAY!!!**



VOLUNTEER

TOGETHER

Opportunities to Volunteer This Winter

United States Postal Service (USPS) Operation Santa

Volunteer to help Santa with all those letters!

Help an elderly person shop and/or wrap gifts from friends and family

Go Christmas Caroling at your local nursing home

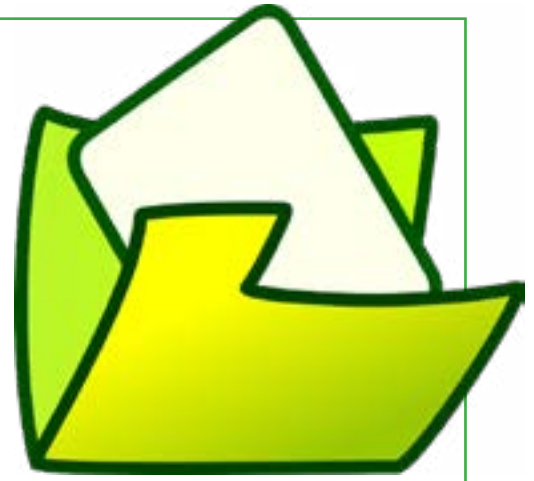
Faith Mission

Help brighten the holiday season and bring joy to Faith Mission and CHOICES residents and clients

Seeds of Caring Care Kits

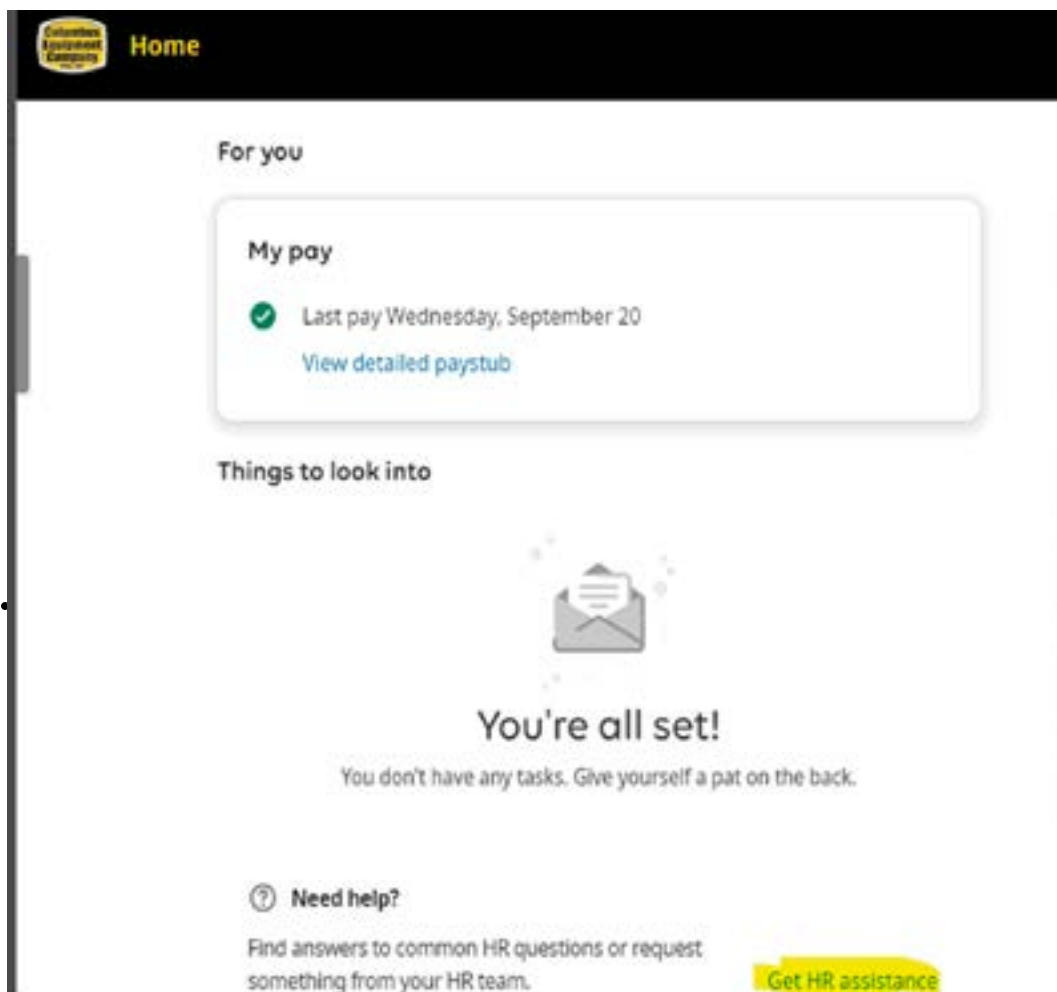
Visit seedsofcaring.org. choose "Participate", then choose "Columbus", then "Anywhere Projects"

UKG Document Manager: We are improving our document retention and availability by storing employment related documents in UKG. Your access in UKG will control what and who's documents you are able to see. If you have any questions, please contact hr@columbusequipment.com for more information.



Employee Assist via UKG Employee Portal

On YOUR Home Page in UKG you will notice a link towards the bottom of the page that says "Get HR Assistance". If you click on that link it will take you to a mountain of information. Any new or upcoming HR Highlights will be featured there along with most requested forms, information about the different types of insurance, a current paid holiday schedule, as well as information on many of the things in this newsletter. If you have a question, this should be your first stop. Many of your questions can be easily answered by visiting this page.



Meet Your HR Team!



Bridget Folk, SPHR

Director, Human Resources

Desk Phone: 614.437.0368

Email: bridgetf@columbusequipment.com

As the HR Director, Bridget manages all things HR.



Amy Badgley

Payroll Administrator

Desk Phone: 614.437.0341

Email: amyb@columbusequipment.com

As Payroll Administrator, Amy processes multiple payrolls and assists with other accounting-type functions.



Jennifer Johnston

HR Admin

Desk Phone: 614.437.0318

Email: jenniferj@columbusequipment.com

As the HR Admin, Jennifer is our resident guru for UKG, does onboarding for new hires and keeps the department organized and running smoothly.



Kayla Agnew

Recruiter

Desk Phone: 614.437.0304

Email: kagnew@columbusequipment.com

As the Recruiter, Kayla is responsible for bringing in all the new talent that keeps CEC humming.



Lisa Webb

HR Generalist

Desk Phone: 614.437.0396

Email: lisaw@columbusequipment.com

As the HR Generalist, Lisa's priorities are managing medical leave and responding to CEC Turf & Tractor HR needs.



Natalie Nicodemus

Payroll Manager

Desk Phone: 614.437.0374

Email: natalie@columbusequipment.com

As the Payroll Manager, Natalie manages all things payroll and benefits related.

GuidanceResources®

Your Life. Your Work. Your Best.

Your GuidanceResources® Program

Sometimes life can feel overwhelming. It doesn't have to. Your ComPsych® GuidanceResources® program provides confidential counseling, expert guidance and valuable resources to help you handle any of life's challenges, big or small.

**Life is challenging.
We can help.
Confidential 24/7 support.**

COMPSYCH®
GuidanceResources® Worldwide

Services:

Confidential Emotional Support

- Anxiety, depression, stress
- Grief, loss and life adjustments
- Relationship/marital conflicts

Work and Lifestyle Support

- Child, elder and pet care
- Moving and relocation
- Shelter and government assistance

Legal Guidance

- Divorce, adoption and family law
- Wills, trusts and estate planning
- Free consultation and discounted local representation

Financial Resources

- Retirement planning, taxes
- Relocation, mortgages, insurance
- Budgeting, debt, bankruptcy and more

Digital Support

- Connect to counseling, work-life support or other services
- Tap into an array of articles, podcasts, videos, slideshows
- Improve your skills with On-Demand trainings



24/7 Live Assistance:
Call: 800-344-9752
TRS: Dial 711



Online: [guidanceresources.com](https://www.guidanceresources.com)
App: GuidanceNowSM
Web ID: NYLGBS



Wellness Incentives & Benefits

Did you know? Employees that carry our Cigna Accident and/or Critical Illness plans are eligible for Wellness Benefits? Read more below and on the next page for further details:



Offered by: Life Insurance Company of North America or Cigna Life Insurance Company of New York.

CRITICAL ILLNESS WELLNESS BENEFIT

Wellness Treatment, Health Screening Test or Preventive Care Benefit

Cigna Critical Illness Insurance

Your Cigna Critical Illness insurance plan comes with a \$50 Wellness Treatment, Health Screening Test or Preventive Care benefit. This benefit is paid for each covered person who completes at least one wellness treatment, health screening test or preventive care service, as specified below. This benefit is limited to one per year per covered person.

Wellness treatments

- › Adult immunizations
- › Cancer screenings
- › Colorectal cancer screenings
- › General health exams
- › Lead poisoning screenings
- › Osteoporosis screenings
- › Routine gynecological exams
- › Routine prostate exams
- › Well child care - including visits, labs and immunizations

Health screening tests

- › Bone marrow testing
- › Breast cancer blood test (CA 15-3)
- › Breast ultrasound
- › Chest x-ray
- › Colon cancer blood test (CEA)
- › Colonoscopy
- › Fasting blood glucose test
- › Flexible sigmoidoscopy
- › Hemocult stool specimen
- › Mammography
- › Myeloma blood test (serum protein electrophoresis)
- › Ovarian cancer blood test (CA125)
- › Pap smear for women over age 18
- › Prostate-specific antigen (for prostate cancer)
- › Serum cholesterol test to determine levels of HDL and LDL
- › Stress test on a bicycle or treadmill
- › Thermography
- › Triglycerides blood test



Distributed by: Operating subsidiaries of Cigna Corporation. Insurance benefits are underwritten by Cigna Health and Life Insurance Company, Life Insurance Company of North America or New York Life Group Insurance Company of NY formerly known as Cigna Life Insurance Company of New York.

ACCIDENTAL INJURY WELLNESS INCENTIVE BENEFIT

Wellness Treatment, Health Screening Test or Preventive Care Incentive Benefit

Cigna Accidental Injury Insurance

Your Cigna Accidental Injury insurance plan comes with a \$50 Wellness Treatment, Health Screening Test or Preventive Care incentive benefit. This benefit is paid for each covered person who completes at least one wellness treatment, health screening test or preventive care service, as specified below. This benefit is limited to one per year per covered person.

Wellness treatments

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Health screening tests

- › Bone marrow testing
- › Breast cancer blood test (CA 15-3)
- › Breast ultrasound
- › Chest x-ray
- › Colon cancer blood test (CEA)
- › Colonoscopy
- › Fasting blood glucose test
- › Flexible sigmoidoscopy
- › Hemocult stool specimen
- › Mammography
- › Myeloma blood test (serum protein electrophoresis)
- › Ovarian cancer blood test (CA125)
- › Pap smear for women over age 18
- › Prostate-specific antigen (for prostate cancer)
- › Serum cholesterol test to determine levels of HDL and LDL
- › Stress test on a bicycle or treadmill
- › Thermography
- › Triglycerides blood test

Together, all the way.®

*Merry
Christmas*

HAPPY
Holidays

**Heri za
Kwanzaa**

**Happy
Hanukkah**

**Happy
Bodhi Day**



*...and a
Merry Festivus
for the rest of us!*