

# CASS

## Cooperative Agricultural Support Services Authority

Spring 2019



**Daylight Savings Time Change on March 10th**

### OUR MISSION:

We will protect and support California's agricultural industry, and the consumers of its products by providing Human Resources services through staff who fairly, impartially and reliably carry out their work.

### OUR CORE VALUES:

#### **C = Collaborative:**

By working as a team of highly skilled professionals we at CASS provide an invaluable service to our applicants by partnering with them to provide quality agricultural commodities.

#### **A = Appreciative:**

By treating all employees with fairness and respect, CASS shows its employees profound appreciation and gratitude.

#### **S = Sincere:**

CASS' sincerity is shown in our integrity of being fair and impartial; two of the most important qualities all CASS employees must have.

#### **S = Secure:**

By protecting and supporting California's agricultural industry, we are secure in the fact that California is in good hands with CASS.

### **THE NEWSLETTER IS BACK!**

We are happy to get this newsletter back up and going. Plan on seeing one per quarter filled with helpful safety reminders, business updates, employee spotlights, and more! If you have an idea for what you would like to see in the newsletter, contact Sheila Davis at (916)263-6153 or via e-mail at [davis.s@agsupport.org](mailto:davis.s@agsupport.org). Send Sheila any digital workplace photos you would like to share. Be sure to state who or what is in the picture.

### **EMPLOYEE REFERRALS**

With our busy hiring season upon us, don't forget that the best vote of confidence in CASS is a strong referral for someone you know who would be a great hire! Encourage qualified candidates to apply on-line at [www.agsupport.org](http://www.agsupport.org).

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*Safety doesn't happen by accident.*

*~Author Unknown*

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### **SPRING SAFETY: BE ALERT FOR UNEVEN SURFACES**

Spring is upon us and everything will be sprouting and growing! With trees, plants and their roots coming alive, there is the increased possibility of tripping and falling due to uneven surfaces. We care about your safety!! We want to share some helpful tips and reminders about being cautious of uneven surfaces which may cause you to trip and fall.

Slips, trips, and falls are one of the leading causes of unintentional injuries in the United States. It's important to plan your work, stay alert, and pay attention to your surroundings.

Common areas for falls: doorways, ramps, uneven surfaces, ladders, stairs, unstable work surfaces, areas prone to wetness or spills.

Here are just a few safety reminders for preventing slips, trips and falls in the workplace:

- ✓ Secure wires, cords and cables from traffic areas/walkways.
- ✓ Wear slip-resistant, well-fitted footwear.
- ✓ Never stand on a chair, table or other surface on wheels.
- ✓ Never use the top two rungs of a ladder.





- ✓ Never lean or over-reach.
- ✓ Tie off the ladder or have someone support the base.
- ✓ Do not climb with tools in hand, use a tool belt.

## **WELLNESS: THE IMPACT OF A GOOD NIGHT'S SLEEP**

BY: DEBBIE MCGAURAN @ WWW.ACTIVEBEAT.COM

Getting a good night's sleep is vital to your mental and physical health. Research recommends adults get between six to eight hours of sleep per night. Anything less will begin to have an adverse effect on your health. Sleep deprivation negatively impacts your immune system, leaving you more susceptible to infection such as colds and viruses. Lack of sleep can leave you fatigued and significantly decrease your mental acuity. Studies have shown that shift workers who suffer from chronic sleep deprivation have a shortened lifespan. Sleep deprivation can also compromise your safety as you are more inclined to fall asleep while driving or exhibit impaired judgment when overtired.

Sleep is an integral component of good health. There are things that can be done to improve the quantity and quality of your sleep. By practicing these good "sleep hygiene" tips, you can improve your sleep and your overall quality of life... See the next newsletter for continuing information and specific tips to improve your sleep.

## **Contact Us**

### **CASS**

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Sacramento, CA 95815

(916)445-1286

[www.agsupport.org](http://www.agsupport.org)

## *Key Resources*



## **WHO DO I CONTACT FOR WHAT AT HEADQUARTERS?**

**Payroll or Benefits/Insurance Questions:** Brien Bell at (916)443-8526

**General Questions & Travel Arrangements/Advancements:**

Judy Jacoway (916)445-1286

**Human Resources Related Questions & Needs:** Steve Melton (916)445-3649

**I & C Succession Planning:** Bryant Nichols (916)205-8580

**Risk Management:** Nell Lerma (916)445-3883

**Employee Referrals/Recruitment:** Marcus Cueva Santos (916)445-2770

## **PLANNING FOR THE FUTURE OF CASS**

A key contributor in any successful organization is making sure employees are thriving in their current positions. CASS is wholly invested in making sure that employees are not only thriving in their current roles, but that they are also set up for success and prepared for future key opportunities.

Talent Management or Succession Planning is identifying key roles and mapping out ways to ensure the organization has the right people with the right skills, capabilities, and experiences, in the right place at the right time. CASS is fully invested in its workforce and has developed a diverse and comprehensive training plan to ensure that those who desire advancement will be prepared for those opportunities when available.

The future is bright for CASS and one of the main contributing factors for that is...YOU!