

Mona Electrical Service, Inc.

January 11, 1991

Substance Abuse Update

Drug users almost always become drug dealers - and spread their deadly addiction to others, including children and current nonusers.

Attention Mona Drivers

Just a reminder that you are restricted to use the company vehicle for business ONLY and for driving directly home to work and directly from work to home. Any employee not acting in compliance with the above rule does so at his own risk and expense and hereby accepts sole liability and responsibility for any and all events which may occur while said employee is using a company vehicle beyond the scope of his employment. Violation of company policy, in the proper use of company vehicles, is grounds to lose the vehicle furnished to you and/or termination of employment.

Employee Spotlight

Our hats go off to John Hall and Randy Danchak for their performance at Towers Perrin Washington Consulting Office. Quotes William McCarthy, Director of Administration, "The concern and commitment you constantly displayed were both refreshing and reassuring. You made what could have been a very stressful time into an extremely pleasant experience." Keep up your professionalism and great job performance!

1991 Leave Policy

If you have been allotted paid vacation hours for the 1991 year, please make sure you use these hours in 1991, as there are no "carry over" hours to the following year.

1990 National Electrical Code Seminar

On January 16th, a 1990 National Electrical Code Seminar will be held at the Council Hearing Room first floor County Administration Building Upper Marlboro, MD. The cost is \$30.00 per person. For more information, call Barbara Huber at #345.

1990 Christmas Charities

We had three employees write in requesting contributions for their favorite charity. \$100.00 contribution was made in the employee's name to each of the following organizations: Women In Military Service For America - Chris & Laura Duke; The Lupus Foundation - Barbara Huber and The Food Basket - Sheila Meisner. This is the third year we have donated to Food Basket. We hope to hear from more of you next year.

New Arrivals

Patrick Gayle and wife Athea were blessed with a beautiful baby girl on December 11, 1990. Stephanie Amanda weighed 7 lbs 8 oz.

There has been a new member added to Andy and Lori Mona's family as of December 12, 1990 at 6:15 p.m. Andrew Michael Mona, II weighed 8 lbs 12 oz and was 21 inches long. Congratulations to the first time parents!!

W-2's

Please check your pay checks for the proper address, including zip codes. The W-2's will be mailed soon. Please notify your department secretary this week of any address corrections. Thank You!

Employees Of The Month

Congratulations go out to Kevin DeHaven and Del Pennington as our January 1991 "Employees Of The Month". Kevin is the Purchasing Agent and is commended on his many hats he wears from pricing to computer lingo. Del Pennington, Service Mechanic, is presently doing an outstanding job for Herman's Sport in Springfield Mall. Del is also noted for his performance with Hitt Contracting at Dulles Airport. Congratulations to you both!!

Spread The News ...

Mona Electrical Service, Inc. is now offering the use of charging electrical work to their VISA/MasterCard accounts. Since we are branching out to the residential market, this will be an asset to our customers. Contact Janet Miller at the office for more information.

Mona Magic

We are pleased to announce that Aubrey Breon Farrar, Sr. graduated on 12/21/90 from the Maryland State Police Academy. Aubrey is the son of Mona Electrical Construction's Project Manager, John Farrar. Congratulations to our proud father!

Safety Note

"Presence of Mind" means absence of accidents.