



DATE: August 2023
TO: All YCOE Employees
FROM: Cindy Nguyen,
Interim Executive Director of Human Resources
SUBJECT: Annual Human Resources Drawing (**Optional**)

Prizes, Prizes, Prizes!!!!

As is our back-to-school tradition, we have prizes for several lucky winners. All you have to do is correctly answer the questions below to be entered into our Annual Human Resources Drawing and return to Human Resources **by 5:00 p.m. on Friday, August 25.**

1. If you are unable to access Frontline (Aesop) to report an absence, you may call _____ or email _____.
2. If an accident should occur while driving your personal vehicle during office business, please note the steps that should be taken

3. After reporting an injury/incident to Company Nurse and your supervisor, you must also contact _____.
4. What are the 2023 Open Enrollment dates for health and welfare changes:

5. When are all the required online mandated trainings due for completion and submitted to Human Resources?

* * *

All submissions will be reviewed for accuracy/completeness and on **Wednesday, August 30**, there will be a drawing for **fabulous** prizes!! No purchase necessary and you do not need to be present to win. 😊

Printed Name _____ Site _____