

# EMPLOYEE NEWSLETTER

## EMPLOYEE OF THE MONTH

### APRIL 2022

 HTS  
AmeriTek: **DAVID VASQUEZ** HTS  
AmeriTek: **JOSH HAMILTON** AmeriTek: **MARK LOWRY**  
Environmental Services, LLC

Do you have a nomination for employee of the month?  
Please share, email: [d DOEBLER@HTSAMERITEK.COM](mailto:d DOEBLER@HTSAMERITEK.COM) or  
[m KOENNING@AMERITEKENV.COM](mailto:m KOENNING@AMERITEKENV.COM)

**05.06 PABLO SANDOVAL****05.15 STEVEN ALLBRITTON****05.21 KADE MARTINEZ****05.21 LUPE SANDOVAL****05.26 WILSON LANE**

## SAFETY

### WANT'S YOUR FEEDBACK

EMAIL, CALL, TEXT WITH YOUR IDEA, QUESTION,  
COMMENT, ISSUE OR CONCERN TO:

[SAFETY@HTSAMERITEK.COM](mailto:SAFETY@HTSAMERITEK.COM)  
[SAFETY@AMERITEKENV.COM](mailto:SAFETY@AMERITEKENV.COM)

(832) 340-4890

**Think****ASK****Look****Know**



# BULLETIN BOARD

## HTS AmeriTek Promotions:

Duke Spring

Site-Superintendent

ExxonMobil Baton Rouge



05/03/17 **Damian Shellmire** 5 yr.

05/10/16 **Michael Hayes** 6 yr.

05/12/21 **Matthew Wade** 1 yr.

05/15/17 **Albert DeLacerda** 5 yr.

Thank you for your dedication!!

WE WILL BE INTRODUCING THIS SYSTEM  
GRADUALLY SO DON'T DELAY, DOWNLOAD TODAY!



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email for  
set-up info  
😊



# The **Anonymous Survey** for 'HTS AmeriTek Cultural Evaluation'



Shoot QR code   
or  
 Click link (via PDF file)

HTS AmeriTek Culture Evaluation

Anonymous Survey for HTS AmeriTek - EMAILS ARE NOT SAVED - Be honest

We would like to encourage  
**all HTS AmeriTek personnel** to participate.



05/08/2022

# OUR "TWO CENTS"

*What do the IRS, a mugger and your kids have in common?*

*They all take your money \$\$ 😊*

**MAY 2022** - Have your expense reports been returned to you with questions? Do you feel like you are doing something wrong? Worry no longer!

Expense reports are the accounting departments way of refunding money to the employee for purchases made on the company's behalf. These transactions must be assigned to the correct accounts and Job #'s whether it be for inventory, accounting and/or reporting purposes. The less detail provided, the more potential for questions. While you may have discussed these transactions and had approval from your supervisor, accounting is not always aware of the exact details and is required to inquire.

## **What we need to know:**

Job # (if applicable) – supplies, fuel, travel costs

Client Name for purchases that are client, not job, specific. If one purchase is for multiple clients, that detail is needed.

Employee Relations – Meals provided for our employees needs to be separate from meals for clients

Vehicle Repairs – T or U #. Vehicle repair receipts need to be given to Scott Licklider as well

Receipts need to show the payment transaction and need to be itemized. If you buy dinner for a client, we need the receipt that shows what was purchased, not just the payment transaction.

The only two people that can approve expense reports are Rick Conner and Andrew Beasley. To ensure you get your expense check returned to you in a timely manner, please make sure any submissions by email include [RConner@htsameritek.com](mailto:RConner@htsameritek.com), [ABeasley@htsameritek.com](mailto:ABeasley@htsameritek.com) and [TBradley@htsameritek.com](mailto:TBradley@htsameritek.com) in addition to [RRobinson@htsameritek.com](mailto:RRobinson@htsameritek.com) or [BDougherty@htsameritek.com](mailto:BDougherty@htsameritek.com) depending on your location.

If you have any questions or concerns, contact Tasha Bradley at (800)858-5583 extension 712.

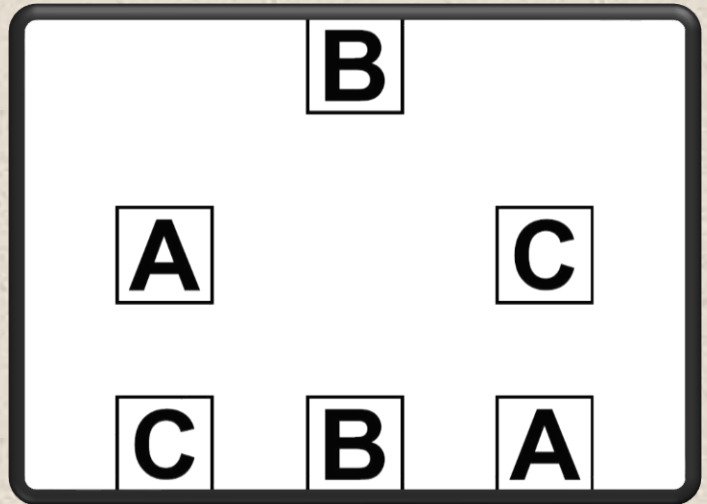
**YOU'RE WELCOME**





# Anne's Brain Scrambler

Is it possible to connect each letter to its respective partner by drawing only 3 continuous lines that never intersect each other?



THINK you know the answer???

Let **Anne** know... [maune@htsameritek.com](mailto:maune@htsameritek.com) or (832) 545-7617

\*\*\*Answer correctly & receive an HTS AmeriTek Hat!!\*\*\*

*In Loving Memory of*  
**Cynthia Ann**  
**Seward**

*August 14, 1955*

*April 11, 2022*



*On April 11, 2022, we were saddened to learn that our colleague and friend Neal St.Cricq had lost his mother.*

*On behalf of our Ameritek family, he was given a white double-stemmed Orchid which represents peace, innocence and purity in her honor.*

*If anyone would like to contribute further and/or send their condolences, please get with Andrew at [abeasley@htsameritek.com](mailto:abeasley@htsameritek.com) to coordinate any deliveries.*





# *Memorial Day*

REMEMBER AND HONOR

