

★ UNDER ★
CONSTRUCTION



Sharpline Mission

To be the leader in the field of designing / developing / marketing and manufacturing graphic image products. Through team cooperation and superior service, build a safe, secure, and profitable business for the benefit of all employees and customers.

Sharpline Quality Statement

Sharpline is committed to continuous quality improvement of product and process through the review of Sharpline goals, preventative actions and corrective actions. Management shall ensure that the importance of meeting customer, as well as regulatory and legal requirements, is effectively communicated to the organization.

Holiday Schedule

THANKSGIVING

Sharpline will be closed for 2 days for the Thanksgiving Day Holiday and will pay 16 hours holiday pay to all eligible employees. We will be closed Thursday, November 24th and Friday, November 25th.

2nd Shift employees who normally work 10 hour shifts will work 8 hours Monday – Wednesday.

Weekend Shift will be off Friday, November 25th and will work the normal scheduled shift on Saturday, November 26th and Sunday, November 27th. *Christmas and New Years Holiday Schedule on next page...*

Birthdays

NOVEMBER

Son Pham	11/12
Aaron Magathan	11/12
Mai Tang	11/12
Eleazar Villalobos	11/15
Joyce Lane	11/15
Cindy Jennings	11/20
Felicitas Avalos	11/20
Steve Hogue	11/20
Joshua Koko	11/21
Klarissa Felt	11/21
Tam Tran	11/22
Thu Oanh Stites	11/23
Mike Bohn	11/27
Ashley Berryhill	11/29
Zenaida Brady	11/30

Birthdays

DECEMBER

Anthony Jordan	12/01
Francisca Marquez	12/02
Yokmee Senthong	12/03
Rhonda Rudrow	12/05
Xinh Dang	12/05
Tim Stouder	12/06
Wes Little	12/06
Thuan Garancosky	12/07
Roxana Alfaro	12/07
Gwen Hunt	12/07
Myrna Armendariz	12/08
Robert Worley	12/10

Safety Bingo

As of Wednesday, November 9th, 1st shift has gone 54 working day(s) without a reportable injury. 2nd, 3rd, and Weekend shift have gone 34 days.

Safety Bingo Winners:

1st Rex Fry	\$50
1st Samantha Humphrey	\$75
1st Martha Leal	\$75
2nd Van Nguyen	\$25

New Hires

1ST

Gabriel Gifford	Screening
Cortney Stiles	Administration

2ND

Jaylin Armstrong	Shipping
Neftali Guzman	Screening

WEEKEND

Raghib Nofli	Screening
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Anniversaries

5 YEAR

Jocelyn Kellogg 11/20

Jose Ganoza 11/20

10 YEAR

Thu Oanh Stites 11/19

Sharpline OTC	PAST 4 WEEKS			
OTC GOAL - 95%	95.83	90.98	90.46	95.68
AUTO BACKORDERS < 25	31	22	21	6
CM ORDERS % > 28 DAYS	95.4	91.5	85.1	80.8
CM ORDERS % > 42 DAYS	37.0	41.7	26.3	36.0
CM ON TIME GOAL: > 95%	89.25	96.75	96.03	95.58
YIELD GOAL: 97%	96.8	96.6	95.4	97.8

How To Create Space

Life is busy, but busy does not necessarily mean productive. Busy-ness, defined as “long hours of remunerated employment and lack of leisure time,” is associated with higher levels of stress and poorer quality of life.

White space, or intentional blank spaces, can be good for your health. Space provides time for processing thoughts and ideas. In many cases, white space can also lead to higher levels of productivity and creativity. Here are some ways to create more space:

Schedule personal time off in advance Reserve time on your calendar for vacations and personal time off as early as possible in the year. Blocking time in advance is easier than rearranging your schedule to make time later.

Decline invitations Sometimes creating space means declining invitations to events and gatherings. It may also involve declining opportunities that require more time or energy than you have capacity for. Learning how to decline invitations with grace can help you preserve or create space.

Delegate Delegating tasks that do not require your specific skills can also free up space. Whether it is a task at home or at work, determine if it can be delegated to someone else who may be better suited to handle it.

Creating more white space in your life can reduce stress, increase productivity, and enhance problem solving.

Clear the clutter Sometimes life feels overwhelming because of clutter. Cluttered physical spaces can be just as stressful as cluttered calendars. Clearing the clutter from your physical spaces can help reduce distractions and feelings of overwhelm.

Holiday Schedule

CHRISTMAS EVE

Sharpline will be closed for 4 hours on Friday, December 23rd for the Christmas Eve Holiday. Eligible employees will receive 4 hours holiday pay.

1st Shift: Production personnel will work 7:00 a.m. – 11:00 a.m. Office personnel will work 8:00 a.m. – noon.
2nd Shift will work 11:00 a.m. – 3:00 p.m. 2nd Shift employees who work normally work 10 hour days will work 3:30 p.m. 10:00 p.m. on Thursday, December 22nd.
3rd Shift will work 10:30 p.m. – 2:30 a.m.

CHRISTMAS DAY

Sharpline will be closed on Monday, December 26th and will pay 8 hours holiday pay to all eligible employees.

2nd shift employees who normally work 10 hour days will work 8 hours Tuesday – Friday.

Weekend Shift will work Thursday, December 22nd and Friday, December 23rd and will be off Saturday and Sunday.

NEW YEAR'S DAY

Sharpline will be closed on Monday, January 2nd and will pay 8 hours holiday pay for all eligible employees.

2nd Shift employees who normally work 10 hour days will work 8 hours Tuesday – Friday.
Weekend Shift will work Thursday, December 29th and Friday, December 30th and will be off Saturday and Sunday.



An ISO 9001 Certified Organization