



June 18, 2012

## OFFICIAL NOTIFICATION

To: All Santa Fe College TempForce Employees  
From: Carolynn Buchanan, Owner, TempForce of Gainesville  
Cc: David Shlafer, Director of Purchasing and Auxiliary Services, Santa Fe College  
Lela Frye, Director of Human Resources, Santa Fe College

Re: UPDATED BENEFITS in effect with new contract – July 1<sup>st</sup>, 2012

In May of this year TempForce was awarded and signed a new contract for temporary employment services with Santa Fe College effective July 1<sup>st</sup>, 2012. TempForce is honored to continue our relationship with Santa Fe College and to have the opportunity to remain working with our talent placed on assignment with Santa Fe.

Due to the importance TempForce places on every individual we employ, we work diligently to have in place a benefits program that offers additional value to the TempForce employment experience. We will continue to offer our talent working at Santa Fe College our customized benefits program; however, some changes and additional clarifications have been added and will be in effective July 1<sup>st</sup>, 2012 with the new contract.

Please note that all hours worked prior to July 1<sup>st</sup>, 2012 toward qualifying for a Service Bonus, Holiday or Sick pay will carry over toward qualifying under the updated benefits program.

Please review the copy of the updated benefits program that has been included with this notice. You may contact TempForce with any questions you have or to inquire about your qualifying hours for any benefit offered.

As a reminder, it is very important that TempForce has updated and accurate contact information for our employees. To ensure we have correct phone numbers, mailing address and email address on file, please access your Self-Service account at [www.selfservice.us.randstad.com](http://www.selfservice.us.randstad.com) or contact our office at (352) 378-2300.

If you have questions regarding qualifying hours, please contact our Payroll Administrator, Sandra Gonzalez, at [sgonzalez@tempforce.net](mailto:sgonzalez@tempforce.net) or if you have any questions about the updated benefits package, please contact a member of the TempForce management team at (352) 378-2300.

Sincerely,

A handwritten signature in black ink that reads "Carolynn Buchanan". The signature is written in a cursive style and is positioned above the printed name and title.

Carolynn Buchanan  
Owner, TempForce of Gainesville