



Welcome to Kelly Services

Pratt & Whitney- Plant 1: Forge Center
New Hire Orientation- Employee Guide



Table of Contents



- ❑ **Page 3-** Kelly Services Thanks you
- ❑ **Page 4-5:** Your Kelly Talent Advisor (TA) Introduction, When to Contact your TA
- ❑ **Page 6:** Review of your 1st week: What to expect
- ❑ **Page 7:** 3 Pillars of Success
- ❑ **Page 8:** Employee Safety, Action Plan
- ❑ **Page 9-15:** Employee Pay and Benefits
- ❑ **Page 16-21:** Working on Site: Site Maps, Employee amenities and time clock guidance
- ❑ **Page 21-25:** Achieving Career Goals: Policy & Guidelines *(Dress Code, Cell Phone ect)*
- ❑ **Page 26-27:** Pursuing Full-Time Conversion
- ❑ **28-31:** Appendix: Helpful Kelly Contacts at a Glance

Thank you for choosing to work with us

KELLY thanks you for your allowing us to assist with your employment needs! As our employee, you represent **KELLY**.

Always remember that written guidelines such as these can serve only as general standards. They cannot substitute for personal integrity and good judgment and cannot spell out the appropriate response to every type of situation.

To maintain the trust and confidence of its clients and to attract future clients, all employees and contractors are expected to observe the highest ethical and professional conduct while performing their work.

We want to help you be successful, enjoy your assignment and we look forward to having you as a part of the team.





Leigh Wilson

Phone (Voice-Text): 214-764-5480

Email: leiw807@kellyservice.com

Remote Office Hours: Monday-Friday,
8:00AM –6:00PM

Schedule a meeting: [Leigh's Calendar](#)

Working with Kelly A letter from your Talent Advisor

Dear Employee,

Congrats on your new **Kelly** position with Pratt & Whitney and Welcome!!

I am so excited to have you on my team. My name is Leigh Wilson, I will be your Kelly TA and your main Kelly contact moving forward.

My role as a Talent Advisor is to provide front line support for our contingent employees. If any issues or concerns arise, I will make sure a resolution occurs in a timely and professional manner.

Leigh Wilson

We support **YOU**

When should you contact your TA?

Kelly is here to help ensure that you are successful while on assignment at Pratt & Whitney.

Employee Specific:

- Legal Name Changes
- Moving? Updating/Confirming Addresses
- Tax Questions or Change Requests (Federal/State)
- **Payroll, Direct Deposit, Payroll related** issues (time clock errors, timecard inquiries)
- General Benefits Inquires
- Attendance: Absences, late arrivals, early departures,
- Future Time Off Requests: have an appointment scheduled or a vacation, needing approved time off?
- Your availability changes or you have commitments that will keep you from completing your commitment. In this situation, please call me directly to discuss your options. I will then inform the client and make the appropriate arrangements keeping your best interests in mind.

Job Related:

- Job Specific Questions/Concerns regarding this assignment- work duties are different or changed from those originally described
- Your work schedule changes, you've completed the training and are moving to your assigned shift.
- People Concerns- You feel you are being harassed and or any misconduct has occurred at work
- Work Injuries- We need to hear from you if injured at work and or if the work environment seems unsafe.
- Your being Hired: Pratt & Whitney extends your full time offer to convert you to a Pratt & Whitney blue badge team member.

Anytime you have feedback and or questions



Call, Text, Email- I'm always Happy to Help

Getting started at Columbus- FORGE: Plant 1

What to expect during your 1st week

All New hire employees with the FORGE Center start on a Tuesday and work their first week in a classroom setting, Tuesday-Friday. Upon the completion of the first week, you then are to report to your Gate Manager at your assigned shift time.

Columbus FORGE Center Employee Amenities	<ul style="list-style-type: none">•Employee locker program, safe locked space to put personal belongings up•CEC Building Café and Vending: Located in both buildings- provides fresh cooked meals daily for purchase by employee•Refrigerator access for bringing of food•Outside and inside tables to eat•Water/Ice Machines
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- Day 1: Tuesday-** You are to report to the main Pratt & Whitney Building-Forge for Corporate New Hire Orientation, this first day orientation is set up in a lecture hall type setting
- Day 2: Wednesday-** You will report back to main Pratt & Whitney Building- Forge. You can expect to meet your Pratt & Whitney HR team for classroom and computer type training that includes training videos.
- Day 3: Thursday-** Site Tour, job shadowing, team introductions
- Day 4: Friday-** Job shadowing, additional classroom training if needed complete computer trainings

During training for your first week,

You will automatically be paid for 32 hours for your 1st week with FORGE

Upon your 2nd week at FORGE, you will be required to clock in and out using the time clock located near the employee West entrance near DISK floor.

3 Pillars of Success

Kelly + Pratt & Whitney

Attendance

- You must be at work when scheduled; arriving punctually ready to perform your tasks to the best of your ability each day.

Communication

- It is expected for employee to have open and direct communication with your manager, team lead, and Kelly Services. If there is something that you need, you must speak up— we can not assist you if we are unaware of you needs.
- If you have questions, please ask; we are here to ensure your success.

Performance

- Demonstrate dependability, motivation, and commitment in relation to your job. Be a team player and show initiative within your team.
- Performance areas that are reviewed are:
 - Attendance
 - Communication
 - Comprehension of training/work duties assigned
 - Interest, motivation, and effort
 - Quality of work produced
 - Task Planning & Initiative
 - Team work Skills

Remember- Be Kind & Courteous Always, a positive attitude is contagious

Employee Safety

Work Safe One Step, One Job, One Day at a Time!

In the case of a Life-Threatening Emergency: CALL 911

Emergency Response- We want only the best success for you! Your safety is very important to us. All employees **are required to** report any work-related illness or injury to a Kelly Services Representative, immediately upon experiencing symptoms.

Leigh Wilson- *Kelly Rep (Main point of contact)*
Cell Phone: 214-764-5480

Emergency Resources: Pratt & Whitney- Columbus

Medcor Nurse Triage: 1-833-359-0183
Pratt & Whitney Onsite Occupational Clinic
Local Hospital Emergency Room (after hours only)

Incident Reporting Steps - Emergency Response

- ❑ Call 911 if you experience chest pain, a foreign object in the eye, exposure to hazardous chemical(s), loss of consciousness, light headedness, or involuntary loss of bodily fluids; OR
- ❑ Contact Medcor for non-life threatening, work-related illness or injury.
(Be prepared to provide your name, location, and nature of injury or illness.)
- ❑ Describe Incident and follow instructions provided;
AND
Contact your Kelly Services Representative.
(Continue calling until you have physically spoken with a Kelly Representative

Pay & Benefits.



Getting Paid

Pay Period: Monday - Sunday

Pay Day: Weekly, **Friday Pay Day** *Hours worked the previous week*

Electronic Payroll Options

- Direct Deposit (*register online with myDetails*)
- Wisely Pay Card (*ask us*)

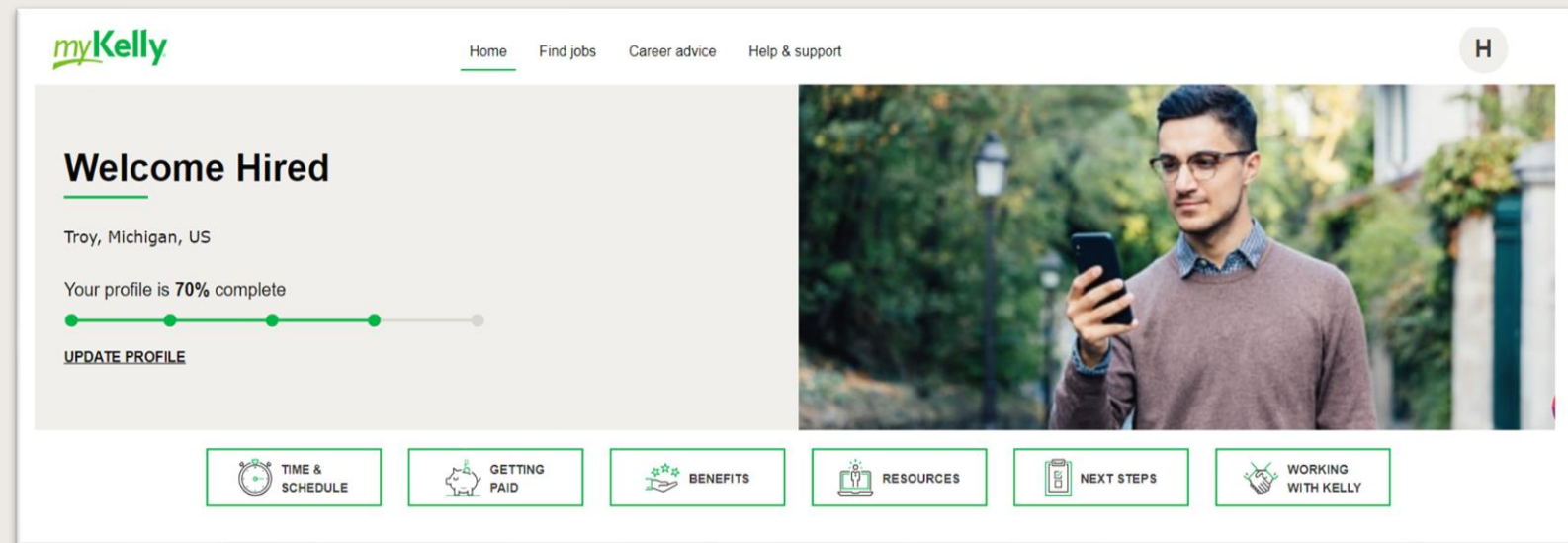
Your paycheck will be direct deposited every Friday, though your first few checks may be paper checks – be sure the address KELLY has on file is your correct address!

- Paystubs are not mailed out, but you can access them electronically – Refer to the All-Things KELLY slide for more info
- IRS implications
- If you do not receive your check or have questions regarding your check, please contact your Kelly TA or the Employee Service Center at 1-866-535-5948



Kelly Services is pleased to offer employees online platforms systems that will benefit you through your employment. You can expect information sent directly to you via on how you can sign up for these and enrollment process guides.

- **myKelly:** Online webpage for employees to review and update certain pieces of employment-related information in real time. **Available to you TODAY, create a profile through myKelly.com**



- **Kelly ePaystub:** Employees secured electronic access to their wage and tax document statements. **Upon your first scheduled pay date, you will be able to enroll in Kelly ePaystub.** Once enrolled you'll be able to view, print, and download your personal earnings statements from anywhere with Internet access.

Employee Benefits & Perks



Take a moment to ensure you have checked out your employee perks & benefits via our home page mykelly.com! Check out the perks section to explore **Employee Perks**, **Employee Benefits** and **Employee Discounts**

Benefits

When it comes to working, we want to help take some of life's pressures off - where we can. So Kelly employees get access to great benefits, perks, and discounts.



Kelly-sponsored ACA health care coverage available to eligible employees



Group insurance options*



Free online training



Holiday pay plan



Corporate discounts



Weekly electronic pay options



Service bonus plan



Complimentary employee wellbeing program



Transportation spending accounts

*Offered and administered by a third-party vendor. These plans are not sponsored by Kelly.

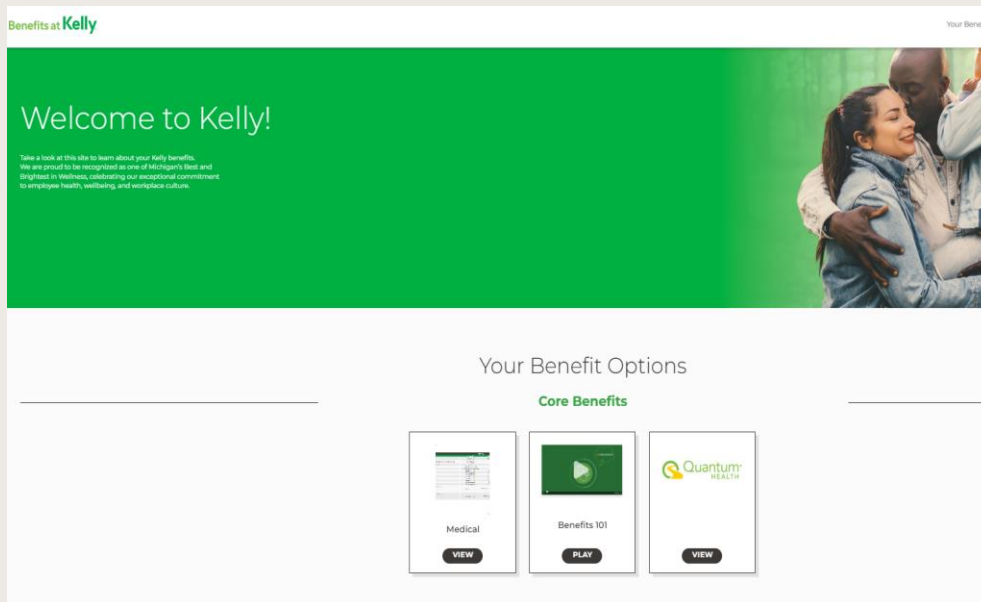
Employee Health & Wellness Benefits

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We care about your health and wellbeing, so we've got you covered through a variety of offerings. Kelly employees can participate in Employee Wellness Program, Retirement Savings, and our various standard and voluntary benefit plans

Review and enroll in your
Kelly Employee
Benefits Portal Online at
<https://aca.benefitsatkelly.com/>



Standard and Voluntary Health Benefits offered to Kelly employees include:

- **Kelly-sponsored ACA health coverage for eligible employees**
 - ACA Benefit Resource: Review online and or by contact the benefit department directly benefits@kellyservices.com

Note: You will need to have received a paycheck before eligibility for ACA benefits can be determined. Within 2 weeks of becoming eligible, talent will receive an enrollment email for ACA benefits. Eligibility for ACA benefits are determined by a measurement period and other variables.
- **Group Insurance Plans offered, through EnrollVB** as an option to Kelly talent once you have officially started your assignment.
 - You can expect to receive an email from **EnrollVB** that outlines the voluntary benefit plans options they can select. These plans are offered and administered by a third-party vendor. These plans are not sponsored or paid for by Kelly Services
 - Web Resources: [EnrollVB](#) : [Kelly Services/EnrollVB Benefit Fair Video](#)

Email the benefit's department to review your eligibility and assistance: benefits@kellyservices.com

- **Perks:** Kelly offers many exciting perks to employees. Perks are special access to platforms and programs you can use or select that'll give you a leg up.

Kelly Talent Learning Center: Employees get free access to thousands of courses, videos, books, audiobooks, and other learning content. We've partnered with Skillsoft, a learning platform vendor, to create this fabulous opportunity for our employees to get serious about their career advancement.

PerkSpot Program: Kelly is a partner with PerkSpot, an online place to find discounts and rebates on goods and services from many of today's best-known name brands in the U.S. Through PerkSpot's partnerships with thousands of popular retailers and service providers, you can obtain discounts for almost anything you can buy. It's a one-stop shop for all the best discounts, deals, and savings.

- **Employee Discounts:** Kelly has developed partnerships with many educational and learning organizations to offer employees opportunities to gain skills and credentials at deeply discounted rates. Here is a list of our educational and learning partners:
 - The University of Arizona Global Campus, Clear University, Colorado Technical University, Devry University & Keller Graduate School of Management, Kenzie Academy, University of Phoenix

Helpful Kelly Contacts at a Glance



<u>Inquiries regarding...</u>	<u>Who to call?</u>	<u>Contact Information</u>
<ul style="list-style-type: none"> • Current and previous pay details • Hour's accrual for holiday pay • Incorrect pay amounts • Status of Direct Deposit • Missing pay • Tax deductions, W4, tax-related issues 	<p>Kelly Employee Service Center</p>	<p>1-866-KELLY-4U (535-5948) 8am-8pm EST ***Note: If for some reason you do not receive a check on pay day, let your Talent Advisor, Leigh Wilson, know</p>
<ul style="list-style-type: none"> • Absences or Tardiness • Failure to do so may result in termination of the contract. 	<p>Direct Supervisor & your Kelly TA</p>	<p>You should ask for your managers contact information during your first week of training to be able to call them for late arrival and or absence.</p> <p>CLICK HERE: Report Absences, Late Arrivals, Early Departures & OR Submit Future Time off Request</p> <p>Kelly TA: Leigh Wilson Call or Text: 214-764-5480</p>
<ul style="list-style-type: none"> • ePaystub enrollment • eW-2 enrollment 	<p>Kelly ePaystub Web Site</p>	<p>https://ebpp.documentdna.com/kellyus/login.aspx 1-800-733-7842 Available to you upon your 1st payroll check date</p>
<ul style="list-style-type: none"> • Stolen or lost Wisely Pay Card 	<p>Wisely Pay Customer Service</p>	<p>1-866-313-6901, available 24/7</p>
<ul style="list-style-type: none"> • Benefits • Kelly Perks & Discounts • Health & Wellness 	<p>Benefit Department Kelly Perks & Discounts myKelly</p>	<p>Benefit Dept Phone: 1-800-376-4964 Email: BENEFITS@kellyservices.com Kelly Benefit Webpage: EnrollVB:(E): support@enrollvb.com, (P): 770-777-9522 WebPage- https://www.enrollvb.com/Kelly</p>

A woman with dark hair pulled back, wearing glasses and a black and white striped long-sleeved shirt, is sitting at a desk in an office. She is smiling and looking towards the right side of the frame. In front of her is a silver laptop. To her right, a man in a blue shirt is partially visible, looking at a computer monitor. The background shows office shelves with books and a whiteboard with sticky notes.

Working On-site

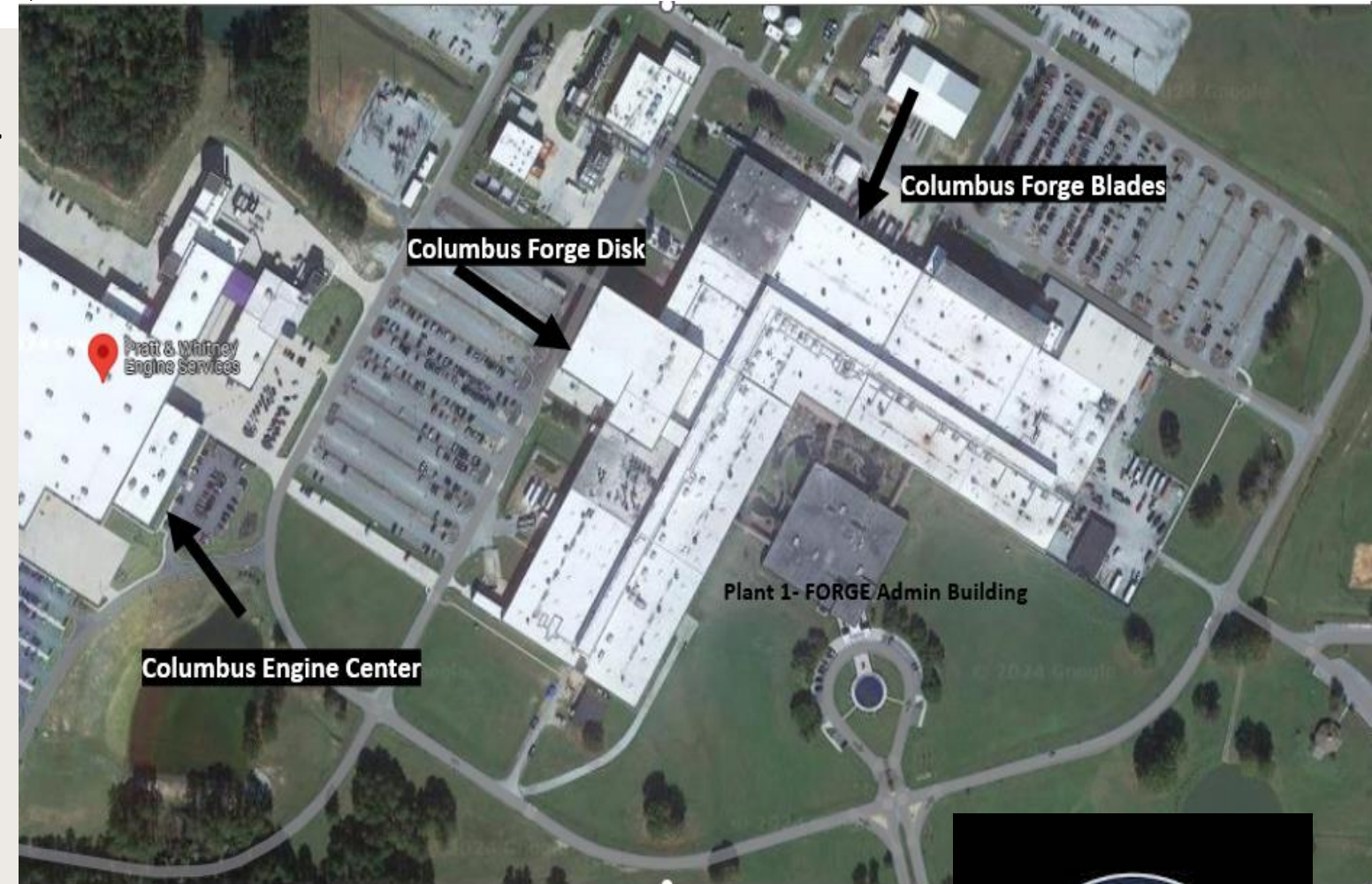
Pratt & Whitney, Columbus

Working at Pratt & Whitney- Columbus Plant 1- FORGE

Important Employee Policy Notes

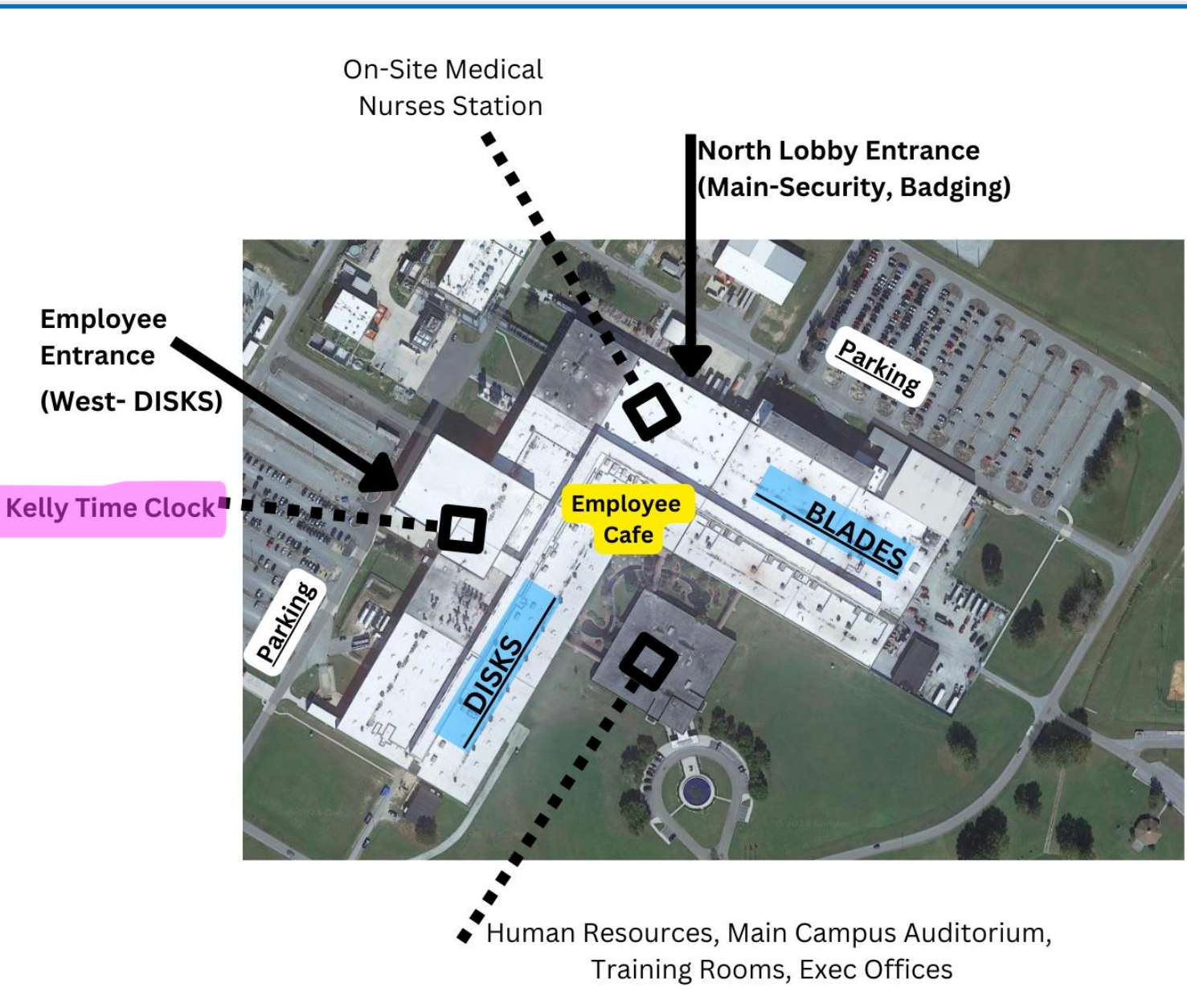
Safety rules must be followed at all times.

- When in doubt about any safety issue ask your team lead, Supervisor, Department Manager, EH&S Manager or the Human Resources Manager. Failure to comply with these requirements may result in disciplinary action up to and including termination.
- Your identification badge is a key part of our security system. You will be required to swipe your badge in a badge reader upon entering the property and facility. Under NO circumstance are you allowed to let another person through the entrance without scanning their identification badge. In other words, no “Piggybacking” is allowed. Employees who forget their badge must contact their supervisor/manager
- **The Pratt & Whitney- Columbus Campus is smoke-free and tobacco-free.**
- **Safety Glasses and Safety Shoes must be always worn on production floor.**
- **Personal Cell Phones: Do not have them out while working; this policy is being reviewed for more harsh guidelines. Do not take photographs using your personal cell phone.**
- The use of headphones, earphones or ear buds are not permitted while working on the production floor.



Working at Pratt & Whitney- Columbus FORGE Center

Building Map & Amenities



During Week 1- You will utilize the parking and North Lobby Entrance

2nd Week and on-

- You'll want to use the parking near the DISK-WEST Employee Entrance,
- You will use the Kelly Time Clock nearest to the Employee Entrance, located by the TC 5 stairwell

Building Amenities- Columbus FORGE Plant 1 Center

- Employee locker program, safe locked space to put personal belongings up
- Building Café and Vending provides fresh cooked meals daily for purchase by employee
- Refrigerator access for bringing of food
- Outside and inside tables to eat
- Water/Ice Machines

Reminders

- Food and open drink containers are not permitted on the production floor. **Water is the only acceptable drink on the plant floor**, and it must be in a container with a screw on lid or a cup with a spill proof lid. Glass containers are not allowed.
- Our campus is Smoke-Free and Tobacco-Free.
- Do not take photographs using your personal cell phone.

Using the Kelly Time Clock

Clock Location

PLANT 1- FORGE Building

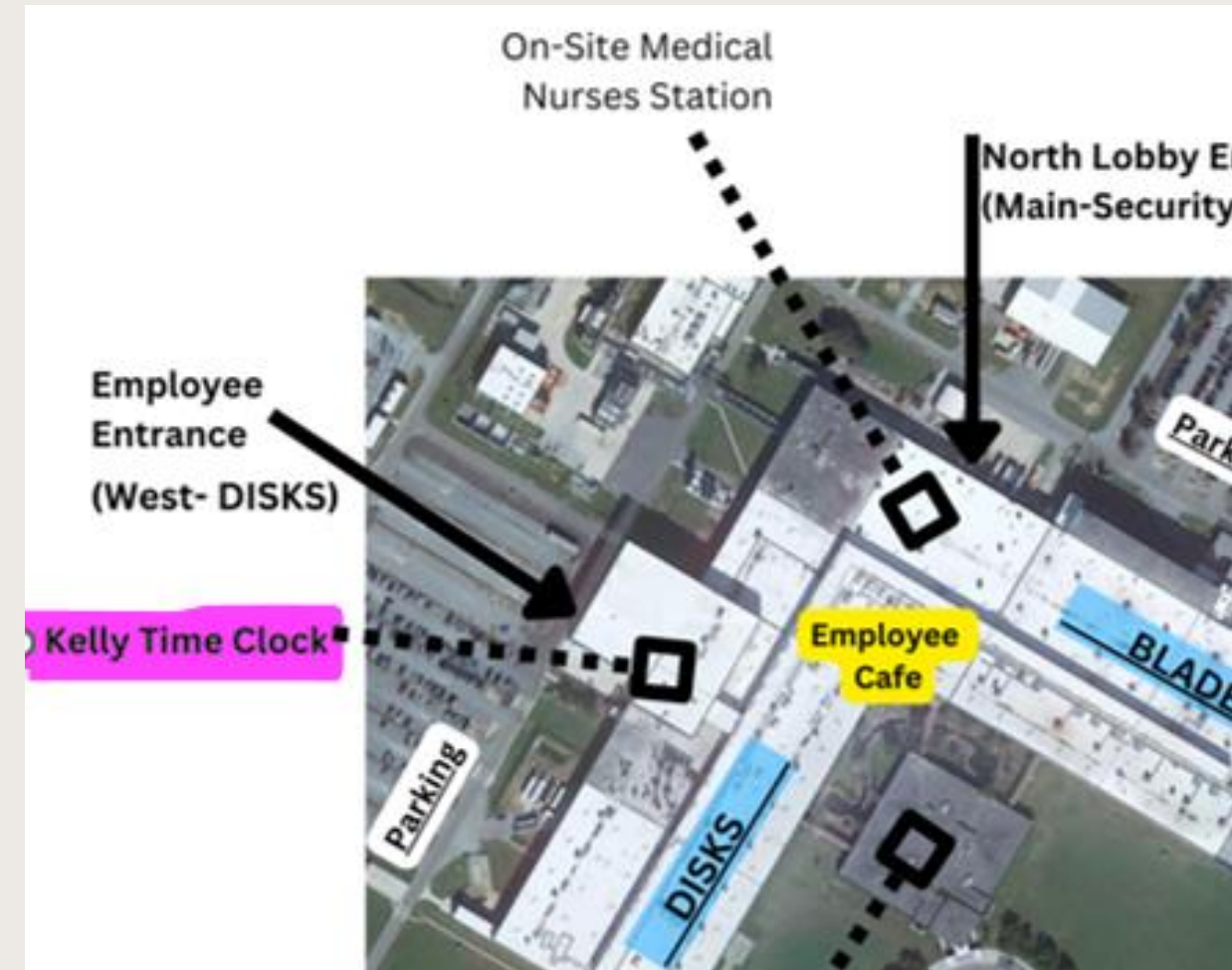
CLOCK LOCATION

The Kelly Employee Time Clock in the FORGE Building for staff assigned to the FORGE team can be found in the TC5 area behind the MECoE manager offices, under stairwell.

- The time clock is a tablet mounted on a base stand pole and is tucked on the outside of the refrigerator and vending machine. Sometimes this stand is facing the isle and sometimes it's facing inward.

FINDING THE CLOCK:

- As you enter through the employee West Disks building entrance, through the metal gates. You will follow the yellow lines marking the safe walking area you forward until you reach the first TC 5 stairwell.
- The clock is tucked on the right-hand side of this stairwell in between the soda machine and refrigerator area. rds the lockers.



Plant 1- FORGE Building Time Clock Location

If the Kelly Timeclock is not working, please contact your Kelly TA and alert your PW manager

Your Kelly TA is Leigh Wilson | **Voice/Text:** 214-764-5480 | **Email:** leiw807@kellyservices.com

Using the Kelly Time Clock

Clock Location, Clocking In & Out

WHEN TO USE THE CLOCK:

Starting after the completion of your NHO 1st Week. All Employees are required to clock in and out daily.

BREAKS:

You are not required to clock in and out for breaks and or lunches. The clock auto deducts 30minutes each shift for your lunch break.

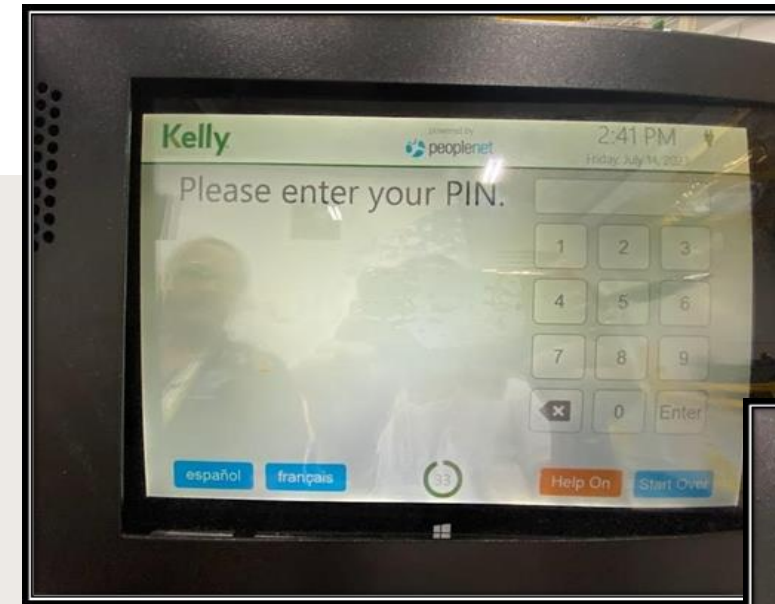
Please note, If you leave campus you are required to notify your manager and clock in/out for security purposes per Pratt & Whitney policy.

MISS A PUNCH:

If you miss punch, you are to contact your Kelly TA and let your manager/lead know.

CLOCK NOT WORKING:

If the time clock doesn't appear to be working, please alert your Pratt & Whitney Manager and look contact your Kelly TA immediately.



Employee Safety

Work Safe One Step, One Job, One Day at a Time!

In the case of a Life-Threatening Emergency: CALL 911

Emergency Response- We want only the best success for you! Your safety is very important to us. All employees **are required to** report any work-related illness or injury to a Kelly Services Representative, immediately upon experiencing symptoms.

Leigh Wilson- *Kelly Rep (Main point of contact)*
Cell Phone: 214-764-5480

Emergency Resources: Pratt & Whitney- Columbus

Medcor Nurse Triage: 1-833-359-0183
Pratt & Whitney Onsite Occupational Clinic
Local Hospital Emergency Room (after hours only)

Incident Reporting Steps - Emergency Response

- ❑ Call 911 if you experience chest pain, a foreign object in the eye, exposure to hazardous chemical(s), loss of consciousness, light headedness, or involuntary loss of bodily fluids; OR
- ❑ Contact Medcor for non-life threatening, work-related illness or injury.
(Be prepared to provide your name, location, and nature of injury or illness.)
- ❑ Describe Incident and follow instructions provided;
AND
Contact your Kelly Services Representative.
(Continue calling until you have physically spoken with a Kelly Representative

Achieving Career Goals.

**Pratt & Whitney
Columbus, GA**

***** Always ensure you are following Kelly and Pratt & Whitney Employee Policies**

Dress Code.

To present Pratt & Whitney in a professional manner, the following dress code is applicable:

Plant Employees:

- Jeans or slacks that are neat and presentable (no visible tears or rips)
- Collard shirts
- T-shirts are acceptable providing they do not contain offensive language or pictures.
- Safety glasses must be correctly always worn while present in production areas.
- Loose clothing must be tucked in so as not to present a safety hazard; and
- Safety-toe shoes are required in all production areas, except marked aisleways (Composite Toe/Steal Toe).

Office employees:

- Dress in casual business attire unless visitors are present
- Jeans are to be allowed only on designated causal day, provided no visitors are expected, unless your work requires you to work in the production area and
- Approved safety-toe shoes are required in all plant production areas, except marked aisleways. Office employees must adhere to the safety toe shoe requirement while on the production floor.



Dress not permitted:

- Shorts, crop tops, t-shirts with offensive slogans or pictures, ect.
- Leggings are not permitted anywhere in the plant
- Dresses and short pants, such as capri pants are not allowed in the manufacturing areas of the plant, except marked aisleways
- No open toed shoes, moccasins, or canvas shoes are permitted on shop floor
- Tattoos which may reasonably be construed to be offensive, or sexist must be always covered.

Attendance.

First 30-Day Expectation: No unexcused absences during the first 30 days.

- **6 occurrences will be allowed each rolling calendar year**

Occurrences are counted as half and whole points	
A full day unexcused absence	1.0 - occurrence
An unexcused tardy/late arrival	0.5 - occurrence
An unexcused early departure	0.5 - occurrence

In the event an employee is exhibiting a negative unbecoming attendance pattern, corrective action plan will be reviewed. **Unsatisfactory attendance may lead to the end of your assignment at RTX- Pratt & Whitney and possible employment with Kelly Services.**

- **Call Out/Report Absence:** It is required that employees when they are expecting to be late and or absent to notify both the Kelly TA and RTX-Pratt & Whitney supervisor: **No less than 1 hour before the start of their scheduled shift.**
- **Requesting Time Off:** For any future approval of time off requests, you will want to submit your request to your direct supervisor and your Kelly TA providing as much advance notice as possible; **no less than 24 hours** before the requested day and or by end of your previous shift, whichever is lesser.

Attendance Policy

Good attendance and punctuality demonstrates your commitment to your role and directly contributes to our team's effectiveness and productivity.

- Excessive absenteeism or an inappropriate pattern of occurrences places a hardship on the effectiveness of the team and **will not be permitted.**

Reporting- Call Out Procedure

It is required that employees when they are expecting to be late and or absent to notify both the Kelly TA and their RTX-Pratt & Whitney supervisor: **No less than 1 hour before the start of their scheduled shift.**

***Note:** If you are reporting outside of standard business hours you are expected to provide your name and detailed messaging when notifying your Kelly TA and direct supervisor.*

- Acceptable forms of communication in notifying Kelly Services are phone call/voicemail, text, email, and or by submitting online through the Reporting Call Out/Absent Online Form.
- It is expected that you will keep the Kelly TA, and your direct supervisor consistently informed as the probable date/time of return to work. If you are to miss consecutive workdays, it is required that you communicate with Kelly and manager each day unless you present a physician's note with a future return to work date noted.
- Documentation is Required; If you are absent for more than 3 consecutive workdays, you must present a physician and or court document excuse before returning to work.
 - All attendance documentation should be sent to Kelly Services for review and distribution to RTX-Pratt & Whitney upon confirming authenticity of documents provided.

Cell Phone Policy, Personal Items.

CELL PHONE POLICY

- Keep your cell phone on silent and/or off while at work and when you are in your work area

Do NOT use your cell phone to make calls, text, use the camera or video functions while in the work area -this is to protect the privacy of Raytheon –Pratt & Whitney and could be cause for termination.

- Pratt & Whitney Computers are to be used for business purposes only.

PERSONAL ITEMS

- Refrain from bringing personal items to work;—KELLY will not be responsible for these items – should you be released without notification
- Personal items such as purses and bags should be locked away and or stored in your desk or put away out of sight



Tips for Success.

- ✓ **Make attendance and communication a priority**
- ✓ **Be productive and show initiative**
- ✓ **Ask questions**
- ✓ **Be available to your supervisor as much as possible**
- ✓ **Willingness to learn and help**
- ✓ **Be a TEAM player**
- ✓ **Go the extra mile**
- ✓ **Leave a good impression**
- ✓ **Be professional**

- **While working in your role, you are not only representing yourself, but also KELLY.**
 - It is important to learn and perform your job thoroughly, have an excellent attendance record, comply with all policies and maintain a positive attitude. Do not hesitate to ask questions concerning the work you are performing.

Kelly wants to hear from YOU!

- Please contact your TA for escalating any concerns that you may have before speaking with Pratt & Whitney directly.
- Your opinion matters, we want to ensure that you are heard, and your concerns are addressed
- Periodically expect your TA to check in with you by: text, call, or email





**Pursuing
Full-Time
Conversion.**

Getting Hired On.

Pratt & Whitney values outstanding employees and hard work. You all are to be considered for a full-time employment opportunity transitioning from Yellow Badge to Blue Badge.

This arrangement gives you and Pratt & Whitney the opportunity to evaluate your fit before a full-time hiring decision is made.

A Blue Badge opportunity review requires that you:

- Demonstrate dependability, motivation, and commitment having excellent attendance, communication and performance.
- Bring value to your team and the company
- Work a minimum of 720 total hours as a Kelly yellow badge employee to be considered
- **In 2023- YTD Pratt & Whitney has transitioned/ hired 40+ Kelly Professional & Industrial employees in the US**



Kelly[®]

Appendix

Helpful Kelly Contacts at a Glance



<u>Inquiries regarding...</u>	<u>Who to call?</u>	<u>Contact Information</u>
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<ul style="list-style-type: none"> • ePaystub enrollment • eW-2 enrollment 	<p>Kelly ePaystub Web Site</p>	<p>https://ebpp.documentdna.com/kellyus/login.aspx 1-800-733-7842 Available to you upon your 1st payroll check date</p>
<ul style="list-style-type: none"> • Stolen or lost Wisely Pay Card 	<p>Wisely Pay Customer Service</p>	<p>1-866-313-6901, available 24/7</p>
<ul style="list-style-type: none"> • Benefits • Kelly Perks & Discounts • Health & Wellness 	<p>Benefit Department Kelly Perks & Discounts myKelly</p>	<p>Benefit Dept Phone: 1-800-376-4964 Find out more details by visiting your personal MyKelly home page</p> <p>EnrollVB: Benefit Offerings (E): support@enrollvb.com, (P): 770-777-9522 WebPage- https://www.enrollvb.com/Kelly</p>

Working with your Kelly Talent Advisor

**Kelly Professional
& Industrial**



Leigh Wilson
Talent Advisor II
RTX, Raytheon, Pratt & Whitney

- 📞 214-764-5480
- ✉️ leigh.wilson@kellyservices.com
- 🌐 kellyservices.com

Feel free to Call, Text, Email, & or Schedule on Leigh's Calendar

Remote Office Hours: Monday-Friday, 8:00AM-6:00PM

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AND
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(Continue calling until you have physically spoken with a Kelly Representative