



THE CONCORD

Official Newsletter of The OMO Group, Inc.

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Your Service is
Appreciated

2 Years of Service

Wanda Bishop

1 Year of Service

Rose Bivens (VA)

William Bodzek
(Corporate)

Rodger Gurdon
(WRAMC)

Richard Tripp
(Corporate)

Frances Washington
(WRAMC)

“The OMO Group is dedicated to providing professional healthcare services, and maintaining close working relationships with our employees. A special thanks to all of you for your hard work.”

-Oluagba Omosowofa

Leave Policy & Procedure



Starting from this quarter, and subsequent publications thereafter, we shall devote a large portion of one message on corporate leave policy until conclusion. First, we shall explain vacation and sick leave.

The OMO Group employees, classified as full-time, are entitled to certain compensated hours may be used for vacation and/ or sick leave, unless otherwise dictated by government contract.

Vacation time is accrued at a certain rate per month based on length of service or government contract requirement. Regardless of the rate of accrual, no employee will be allowed to carry forward more than five (5) days or 40 hours accrued leave in prior fiscal year. Additionally, unless stipulated by government contract, The OMO Group will only pay for leave used. We shall pay for all unused accrued leave when our employer/ employee relationship terminates.

Employees dismissed for cause, or failing to provide at least two (2) weeks resignation notice, shall forfeit any and all accrued leave without recourse.

Independent Contractors (IC) do not accrue or receive paid vacation time. IC must provide adequate notification to Contract Manager (min. of 30 days) prior to taking uncompensated leave/ vacation. **(continued on page 2)**

NEW PAYROLL SYSTEM INCLUDES ACCRUED LEAVE ON STUBS

During recent site visits, we conducted group and individual sessions with government representatives, and our employees, respectively, to obtain valuable feedback regarding our services. Overall, both were satisfied with our contract management and employee relations. However, we did find that most representatives, and employees alike, preferred a more systematic accounting of available leave.

In an effort to provide efficient and accurate recordkeeping, a new payroll system was implemented, effective January 2002. Accrued sick & vacation leave is reflected on pay stubs. The service is provided by Wells Fargo Bank.

Message from the President

Oluagba Omosowofa



The OMO Group believes in taking proactive approach in contract management. This management style will not be effective without soliciting comments on our performance from the Contracting Officer, Contracting Officer Representative, On-Site Representative, and our employees. In light of this, our contract managers will, at least semi-annually, contact our customers and our ambassadors, you the employees, to determine how well we are meeting our obligations.

Some of the tools that will be used to collect information on our performance include Customer Satisfaction Survey Sheets, Telephone Surveys, and Employee Satisfaction Survey Sheets. The Contract Managers will use the Customer Satisfaction Survey Sheets to collect information from the CO and COR. We realize that government officials are very busy, hence we designed a survey sheet that is easy to complete and comes with a stamped and self-addressed envelope to save time. The survey particularly focuses on issues that may affect the quality of our services. Although this Customer Satisfaction Survey is voluntary, we urge government officials to provide us their input on the quality of services we are providing. Information received will help us to improve the quality of our services.

Contract Managers will utilize the Telephone Surveys to contact contract employees at least semi-annually to seek their opinion on the level of support they are receiving from both The OMO Group and the clinic or medical treatment facility at which they are performing services. Input will be analyzed to determine methods to improve employment conditions. At least annually, we will utilize the Employee Evaluation Sheet to review employees' job performance, and responsiveness to corporate and government requests. The immediate supervisor will provide feedback on employee performance. Contract Managers will review and analyze comments on evaluations, and discuss with The OMO Group Award Committee and immediate supervisors. We will determine if an award is warranted at the end of the year. Some form of award will be given to the best employees, and all recipient information will be published in our quarterly newsletter, *The Concord*.

Leave Policy & Procedure (continued from page 1)

Next, it is imperative that the sick leave policies, including leave request procedures, are understood and followed.

Unless stipulated in the government contract, The OMO Group does not separate vacation and sick leave hours. Employees may use their discretion whether to use available hours accrued for vacation or sick leave.

Moreover, employees requesting scheduled vacation must complete the

Leave Authorization Form, and must be signed by their immediate supervisor or designee. The completed form must be faxed to the corporate office fifteen (15) days prior to the scheduled date, unless the President or his designee grants a written waiver.

We recognize and respect the religious backgrounds of our employees. Therefore, whenever possible, The OMO Group will grant vacation time off, or leave without pay to

those whose religious holidays— or church services— coincide with regularly scheduled working hours.

Microwave, Plastics, Foam and Fatty Foods Don't Mix

According to Dr. Edward Fujimoto of Castle Hospital, heating fatty foods in microwave, using plastic or foam containers, can be deadly.

The combination of fat, high heat, and plastics/ foam releases dioxins into the food- and ultimately into the cells of the body.

"Dioxins are carcinogens and highly toxic to the cells of our bodies," said Dr. Fujimoto.

He recommends using glass, Corning Ware, or ceramic containers for heating any foods.

DO YOU HAVE A STORY TO TELL OR NEWS TO SHARE?

IDEAS OR SUGGESTIONS?

If so, please fax or email articles, announcements, and issues to (210) 691-5122 or rtripp@omogroup.com.

You may also "snail mail" to The OMO Group, Inc., Attn: Richard D. Tripp, 8627 Cinnamon Creek, Bldg. 401, San Antonio, TX 78240

Job Opportunities

The OMO Group is accepting applications for positions nationwide. Pharmacists, Nurses (San Antonio, TX), Pharmacy Technicians (Ft. Lee, VA), Dentists, Dental Hygienists (San Diego, CA), and Dental Assistants (Gulf Coast) should apply today!

Call 1-800-347-2705

**Komedy
Korner**

You know you drink too much coffee when...

1. You chew on your spouse's fingernails
2. You can jump start your car without cables
3. Juan Valdez names his mule after you
4. Starbucks has a mortgage on your home
5. You grind coffee beans in your mouth
6. You have a picture of your coffee mug on your coffee mug
7. You don't sweat- you percolate

TRY DECAF !!!



Recipes from Ann's Kitchen

Ann Omosowofa, Contributor

Baked Fish with Olive Crumb Coating

Prep Time: 10 minutes
Cooking Time: 12 minutes

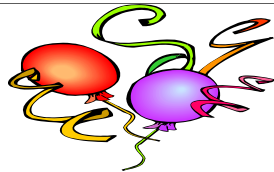
Ingredients

- 1.) 2 1/4 pounds red snapper or other lean white fish fillets
- 2.) 1/3 cup dry breadcrumbs
- 3.) 1/3 cup chopped green olives
- 4.) 2 teaspoons dried oregano
- 5.) 1 teaspoon bottled minced garlic
- 6.) 1/4 teaspoon white pepper
- 7.) 1 (2.25 oz.) can chopped ripe drained olives
- 8.) 1 tablespoon olive oil
- 9.) 3 tablespoon lemon juice
- 10.) 6 lemon wedges
- 11.) Cooking spray

Directions

Preheat oven to 450 degrees. Arrange fish in a 13x9 inch baking dish coated with cooking spray. Sprinkle with lemon juice.

Combine ingredients 2 through 9; stir until moist. Spread the olive mixture evenly over fillets- pressing firmly to coat. Bake at 450 degrees for 12 minutes or until fish flakes easily when tested with a fork. Serve fish with lemon wedges.



HAPPY BIRTHDAY !!!

March

- Nelly Fuzaylov- 3/31
Mark Lyons- 3/17
Beltran Pastran- 3/15

April

- Kerri McDonough- 4/6
Juana Castillo- 4/21
Cecilia Hand- 4/16
Jeannette Whiting- 4/24
Jack Berghuis- 4/4
Frances Washington- 4/2
LaTonya Bridgeman- 4/5
Crystal Best- 4/25
Alma Battaglia- 4/18
Richard Tripp- 4/30
Mukaza Samba- 4/4

May

- Lorraine Williams- 5/12
Donna Traaen- 5/10
Regina Parker- 5/27
Rebecca Lalinde- 5/21
Melissa Salinas- 5/5
Verna Dieterich- 5/21
Anna Ramirez- 5/12
Jennifer Cox- 5/18
Ingrid Saunders- 5/21

Got Camps?

As spring and summer approaches, most parents are planning fun and productive activities for their children. Summer camps just might be the best alternative. This way, kids don't have to stay home alone, and parents can be at ease knowing that they are safe.

For more information, visit www.kidscamp.com. This website will give you information on different summer camps in different states. If you do not have access to a computer at home or office, visit your local library.

Have a fun and safe summer!

