

**MAIN OFFICE**

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North MI Office

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Lake City, MI 49651
PHONE 231-839-4430
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Central MI Office

3900 S. US-27
St. Johns, MI 48879
PHONE 989-292-4400
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The 2019 Season Kick-Off Meeting will be:

Date: TUESDAY, MARCH 19, 2019

Time: 9:00 AM

**Place: Michigan State Management Education Center
811 W. Square Lake Rd. Troy 48098**

Please complete the following Pre-Season Requirements:

BY FRIDAY, MARCH 8TH

Call Renee between 8:00 AM and 4:00 PM at the PK Troy office to RSVP to the general meeting and to update phone number and address information.

If your LAST NAME starts with A - H you are required to come to the Troy office on Wednesday, February 27th between 8-10:30am.

At this time you will take your annual drug screen and give Brian your updated Medical Examiners Card and License.

If your LAST NAME starts with I – P you are required to come to the Troy office on Wednesday, March 6th between 8-10:30am.

At this time you will take your annual drug screen and give Brian your updated Medical Examiners Card and License.

If your LAST NAME starts with Q – Z you are required to come to the Troy office on Wednesday, March 13th between 8-10:30am.

At this time you will take your annual drug screen and give Brian your updated Medical Examiners Card and License.

REMINDER:

- Please review the enclosed CDL/HAZARDOUS ENDORSEMENT policy. All employees need to have a CDL-A by the start of their second season. If you do not have this completed, you should not attend the general meeting and will not be called back to work for the 2019 season.
- CDL renewals and **HAZARDOUS ENDORSEMENTS** should be completed by April 1, 2019 to avoid expiration mid-season.

You will not be put on the schedule unless you have proof of starting the Hazardous Endorsement process. The first and most time consuming step is the background check and fingerprinting.