

# ESP Services

## Memo

To: ESP Employees/Supervisors

From: Human Resource Department

Date: February 19,2009

Re: Policy change forms -2009

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This letter is to inform supervisors and employees to review and sign. The forms attached

ESP Services policy has changed as of 2-18-2009

Thank you for your immediate attention.

Each employee sign the acknowledgement form and return to HR dept.

Company issued credit card policy  
Wage overpayment/underpayment policy  
Wage Deduction Authorization Agreement  
Work Correction Policy

HR Department  
713-429-5018

[Darlenephelan2000@yahoo.com](mailto:Darlenephelan2000@yahoo.com) ( faster response please email)

Thank you