



Dillon Dority &lt;dillon.dority@gmail.com&gt;

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**(NTV) SCHEDULE INFO: Store, Contact & Shift Details - NEXT Week of 7.27.2025  
Newtonville, MA**1 message

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**James Fairley** <jfairley@sasretailservices.com>

Mon, Jul 21, 2025 at 11:11 AM

To: Christine Pilley &lt;pilley691984@gmail.com&gt;, Marylou Franco &lt;marylou.franco@sasretailservices.com&gt;

Cc: Jayson McCallum &lt;JMcCallum@sasretailservices.com&gt;, Jessica Gamez &lt;jessica.gamez@sasretailservices.com&gt;, Shannon McNeece &lt;shannon.mcneece@sasretailservices.com&gt;, Patricia Booker &lt;patricia.booker@sasretailservices.com&gt;, James Fairley &lt;jfairley@sasretailservices.com&gt;

**Please read this email in its entirety and remember, we schedule where needed, when needed, as needed, and do our absolute best to accommodate any time off request submitted using the AT LEAST 2 weeks' notice policy. This is not the time to request off for the week this project is scheduled (please reference the Time Off Payroll Calendar attached). We have put in the time and efforts to get you scheduled and travel booked at this point. Thank you for your understanding and cooperation.**

**Please confirm receipt of this email within 24 hours... thank you in advance.**

Keep a watch for your travel associated with this project (flights, hotels, rental cars (as needed)).

If for any reason you do not have by the **end of the day** on Wednesday. PLEASE reach out to Patricia Booker (Ms. B) [patricia.booker@sasretailservices.com](mailto:patricia.booker@sasretailservices.com) & copy me, the project Supervisor.. Please be mindful that Patricia is sending out travel for multiple projects so may take some time, so please give us until Wednesday EOD before you reach out. **HOWEVER, please do NOT wait until Friday night or Saturday (or later) to**

**reach out if you are missing anything.** Please double check your travel when it is receive and reach out if you see ANY discrepancies or mistakes.

**Carpool details will come out by EOD Friday** by the Project Elite, again thank you for your patience in allowing our leadership team time to get everything to you.

Thank you in advance.

**BE SURE TO EMAIL YOUR APPROVED/VALID RECEIPTS TO THE PROJECT SUPERVISOR NOTED BELOW TO ENSURE EXPENSES ARE LOADED IN A TIMELY MANNER. RECEIPTS NEED TO BE SENT IN THE DAY THEY ARE OBTAINED. TAKE A CLEAR PHOTO OF THE ENTIRE RECEIPT SO THAT ALL INFO IS READABLE.**

Team Members Field Bcc-

Lead, Elite, Supervisor & Ops Cc-

Team,

**I have attached 2025 SAS WFM Remodel Travel Team, Company Dress Code Appearance Policy & How to Report Time in PROD Video for your reference and your project details for NEXT week are below.**

**Project Lead/Point & Supervisor Contact Details Listed below (including phone numbers & emails). As well as the general details of the project. You are responsible for reporting your shifts in PROD, both travel and work shifts, as soon as the shift is over. Please make sure you are signing in and out on the sign in sheet/paper provided by your project lead or point.**

**If you have questions regarding this scheduled or project, please reach out to the PROJECT Supervisor listed below.**

**Please be on time and bring a tape measure & highlighter and you should always be prepared with gloves/jacket in case we are asked/expected to do freezer or cooler work (Not coming prepared will not be a adequate reason not to do the work asked of you). SAS Dress Code Required & Enforced. Please adhere to SAS Travel/Hotel guidelines.**

**NO EARPHONES or PHONES on the Sales Floor!!! Reference the 2025 Info You Need to Know for SAS WFM Remodel Travel Team if you have questions.**

**NO SMOKING IN THE RENTAL CARS & WHOLE FOODS IS A SMOKE FREE ENVIRONMENT (as outlined in your WFM Mandatory Online Training that everyone has taken)..**

Store #: **10092 NTV**

Store Location: **647 Washington St, Newtonville, MA 02458**

**Frozen PM @ 5:45PM Monday 7/28**

Parking Instructions: On Site

WFM Store Contact:

SAS Remodel Supervisor for Check-in: Shannon McNeece / [Shannon.mcneece@sasretailservices.com](mailto:Shannon.mcneece@sasretailservices.com) / 972-877-1032

Travel Questions: Patricia Booker / [patricia.booker@sasretailservices.com](mailto:patricia.booker@sasretailservices.com) / 878-847-8035

**Patricia is OFF on Thursday & Friday... Patricia does NOT report time.. Patricia does NOT put in time off requests..  
Patricia does NOT have authorization to change flights without MGMT approval**

Patricia DOES work with our Reservations Dept to get travel booked as directed by the Supervisor/Ops Manager and DOES send out travel & carpool details. Questions regarding flight, hotel or rental car can usually be answered by Patricia (except on Thurs and Fri on these days Please call the Project Supervisor)

SAS TEAM LEAD : Christine  
Pilley / [pilley691984@gmail.com](mailto:pilley691984@gmail.com) / 505-320-0304

SAS Elite : Mary Franco /  
[marylou.franco@sasretailservices.com](mailto:marylou.franco@sasretailservices.com) / 408-648-3964

**It is imperative that you input your travel time in PROD and send your travel TO YOUR Project LEAD AS LISTED ABOVE (Christine Pilley) as soon as you arrive to your destination to avoid delays in reporting. It is your responsibility to send your**

**own hours in and report your travel time as soon as you arrive. You don't get paid for hours not reported. Shift will be closed SAME DAY..**

NTV (NI) - Project 12015			
Frozen PM - 5 @ 5:45pm Monday 7/28			
647 Washington St, Newtonville, MA 02458			
10092 NTV 5 SAS			
	NAME	NOTES	SUP/Date
	Christine Pilley - Lead (in training)	Home 7/30 NO ISE	JM 6/5
	Dillon Dority (NH)	Home 7/30 NO ISE	JG 6/24
	Azareyah Baskerville Myrick	Home 7/30 NO ISE	SM 6/7
	Mizal Lashaun Teasley (NH)	Home 7/30 NO ISE	SM 7/9
	Amber Rasheed (NH)	Working ISE Wed - Fri Home 8/2	SM 7/18
	Leandra Louallen	Home 7/30 NO ISE	SM 6/7
	Coral Roberts	Working ISE Wed - Fri Home 8/2	SM 6/10
PROJECT ELITE: Mary Franco			
PROJECT SUPERVISOR: Shannon McNeece			
TRAVEL BOOKING: Patricia Booker			
Remodel			

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Grocery/Frozen PM

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For those of you not familiar with your ONLINE schedule, you can check and verify it at:

<https://prod.sasretail.com/en/field/>

Using your MyOracle login information

USERNAME: firstname.lastname

PASSWORD: Password you set up

Schedules WILL BE LOADED in the next couple days for the project duration / please be careful you are reporting the correct day. You can check your online schedule.

Keep a watch for your travel associated with this project (flights, hotels, rental cars (as needed)).

James Fairley

Regional OperAtions Manager

E: [jfairley@sasretailservices.com](mailto:jfairley@sasretailservices.com)

P: 713-301-7188

[yourADV.com](https://yourADV.com)



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**Getting this email outside of normal working hours?** *I am sending you this email at a time that works for me. I only expect you to respond to it at a time that works for you or during your office hours.*

----- Forwarded message -----

From: Jayson McCallum <JMcCallum@sasretailservices.com>

To:

Cc: Jessica Gamez <jessica.gamez@sasretailservices.com>, Kenneth Postell <kenneth.postell@sasretailservices.com>, Shannon McNeece <shannon.mcneece@sasretailservices.com>, Marylou Franco <marylou.franco@sasretailservices.com>, Diana White <diana.white@sasretailservices.com>, Mimi Rose <mimi.rose@sasretailservices.com>, Jayson McCallum <JMcCallum@sasretailservices.com>

Bcc:

Date: Fri, 28 Jun 2024 14:48:50 +0000

Subject: \*\*Carpool Responsibilities\*\*

Ladies & Gentlemen,

We provide GROUP rental cars for work related purposes to ensure you have transportation when out on a project. Each vehicle has a DESIGNATED driver!

In a company issued rental car, both drivers and passengers have a responsibility and some of those responsibilities are as follows:

1. Communicate with each other on departure times when leaving for work and/or airport
2. Doing your part to provide gas for the vehicle and turn in your own VALID receipt. Vehicle must be returned with full tank of gas.
3. Being respectful of each other personal time
4. No Smoking of any kind (including vaping) in rental cars
5. No Non-SAS team members Allowed in the vehicle
6. No one other than the DESIGNATED driver allowed to drive the vehicle
7. NO UPGRADES & when VAN is specified, you MUST pick up a VAN to accommodate carpool passengers
8. Making plans to make necessary ESSENTIAL trips (outlined below)
9. Make sure all passengers are accounted for and not left stranded. If you are risking being late, call the project Supervisor or Ops Manager for directions BEFORE leaving.. Do NOT WAIT until the very last minute to reach out so we have time to try and reach whoever is missing.
10. Follow all traffic laws & be a safe driver/passenger

ESSENTIAL requests are:

1. To/from work
2. To/from airport
3. To/from Store
4. To/from Bank
5. To/from pharmacy
6. To/from get food

NON-ESSENTIAL requests are:

1. To/from liquor store
2. To/from dispensaries (this is not an approved "pharmacy")

### 3. Personal trips/errands

If a NON-ESSENTIAL trip is made, it is the responsibility of the ASKER to put gas in the vehicle and you are NOT allowed to submit receipt for reimbursement. And to be 100% clear, drivers are NOT REQUIRED to take you on NON-ESSENTIAL trips.

If you chose for any reason to leave work before the shift/project is over, you will be responsible for getting yourself back to the hotel and/or airport (at your own expense) if a driver is not approved/available.

If an ESSENTIAL request is made to the driver and the driver is not available AT THAT MOMENT, make arrangements to make the requested trip ASAP (and I don't mean hours later).. Passengers do not call or text your driver during sleeping hours and expect to be taken somewhere (this is where RESPECT each other's time comes into play. Drivers, when making an ESSENTIAL trip, contact all your passengers BEFORE you leave to make sure no one else needs to go to avoid multiple trips.. If a passenger declines an ESSENTIAL trip, do not expect to be taken an hour later (again, respecting each other's time)

**Direct Statement from Human Resources** - designated drivers are not required to drive other team members anywhere beyond work, hotel, and essential errands as outlined above (ESSENTIAL requests).

If we will respect one another, the carpooling will go much smoother...

**Jayson McCallum**

*Special Projects Operations Manager / Whole Foods Market*

**CENTRAL TIME ZONE**

*Communication and Comprehension are Key!*

**Upcoming PTO:**

**July 3<sup>rd</sup>**

**July 27<sup>th</sup> – Aug 3<sup>rd</sup>**

 **310-346-1732**

 [jmccallum@sasretailservices.com](mailto:jmccallum@sasretailservices.com)

1575 North Main Street, Orange, CA 92867

[www.sasretail.com](http://www.sasretail.com)

<image001.png>

Text, "JoinSAS29" to 33000 To apply to many of our available positions.

**#WeAreSASRetail**

<image002.png>

<image003.png>

<image004.png>

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----- Forwarded message -----

From: Jayson McCallum <JMccallum@sasretailservices.com>

To:

Cc: Jessica Gamez <jessica.gamez@sasretailservices.com>, Shanna Coffman Alger

<shanna.coffmanalger@sasretailservices.com>, Jayson McCallum <JMccallum@sasretailservices.com>

Bcc:



Date: Thu, 16 Nov 2023 17:53:59 +0000  
Subject: \*\*Company Dress Code\_Appearance Policy\*\*

Attention All Team Members,

ALL TEAM MEMBERS FIELD BCC'S-

If it does not apply, then let it fly.....

I want to start off by saying that sometimes during the hiring process or when working out in the field, things get overlooked or unnoticed, that may come up later when either brought to our attention or we are mentally made aware of. In this case, we have overlooked a couple appearance policies that has now been brought to our attention that we must address. SAS Appearance policy specifically states "no facial piercings of any kind" are allowed while working in our retailers. Unfortunately, since some of you do have facial piercings that are against the company policy, we need to address the situation at hand. We do have the option of removing the piercing and covering up any permanent holes if applicable. Also, Whole Foods has a strict "no facial tattoos of any kind" appearance policy that we must adhere to as well. However, we will not be allowed to schedule anyone with facial piercings of any kind until we have resolved this violation of the appearance policy set in place. Also, if you have any facial tattoos, we will not be allowed to schedule you in any Whole Foods store unless the tattoos are covered up (there are cover up options available). These are not new policies, just ones that we have neglected to enforce until now.

- |                                                                                                                                              |                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| ✓ Company-issued polo shirt with optional long-sleeve, solid colored shirt under polo shirt                                                  | ✓ Completely closed, clean, skid resistant shoes                                                  |
| ✓ Depending on your work assignment, solid colored blue or black jeans or plain khaki pants (no more than one inch above the ankle)          | ✓ No capris pants, shorts, crop tops, tank tops or halter tops                                    |
| ✓ Optional solid colored, logo free blue, black or gray sweater, sweatshirt or jacket (only when working in refrigerator or freezer section) | ✓ No clothing that is faded, torn, baggy, or tight or that has colored patterns, logos or writing |
| ✓ A company provided name badge (and only this badge) clipped to your shirt with your name clearly displayed                                 | ✓ No visible tattoos that we consider offensive or inappropriate                                  |
|                                                                                                                                              | ✓ No sunglasses or headphones of any kind                                                         |
|                                                                                                                                              | ✓ No Facial piercings of any kind                                                                 |

- All visible tattoos and body markings should not be offensive and must comply with general Dress Code standards and other Company policies.
- TMs will be required to cover any non-compliant tattoos and body markings with clothing or concealing methods.
- Face tattoos and free-style body markings (e.g., pen or marker) are not allowed.
- Due to hand-washing requirements, there are no acceptable methods for covering non-compliant hand tattoos.

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Text, "JoinSAS29" to 33000 To apply to many of our available positions.

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----- Forwarded message -----

From: Jayson McCallum <JMcCallum@sasretailservices.com>  
To: Shanna Coffman Alger <shanna.coffmanalger@sasretailservices.com>, Jessica Gamez <jessica.gamez@sasretailservices.com>  
Cc:  
Bcc:  
Date: Sat, 24 Jun 2023 22:40:41 +0000  
Subject: \*\*When to Call verses When to Email\*\*

Please make sure this email is attached to all Welcome Emails moving forward..

All Team Members Field Bcc-

Attention ALL TEAM MEMBERS:

To be clear, if there is a matter that need to be addressed in a timely manner or if there is an Urgent matter, including but not limited to CALLING OUT prior to or ON travel day, Missed flights, travel discrepancies, etc.; Pick up the phone and CALL.. Do not text and do not email.. Again, Pick up the phone and CALL the Project Supervisor ASAP.

If there is a matter on the weekend or late night that NEEDS ATTENTION; contrary to popular belief; we are NOT always

sitting in front of our computers checking emails, so an email on Saturday or Sunday or at 2am on any day is not adequate communication, when you should pick up the phone and call so that we can address in a timely manner. Example: if you are going to miss your flight (for any reason) at 6am and you email at 3am.. We do not start work even on a typical workday until 7 to 8am CST.. so, by the time we see this 3am email, it's too late and we lose all funds for that now MISSED FLIGHT (an attendance infraction). But if you would have called at 3am, we have the opportunity to get up and CANCEL the flight, so we don't lose the money it cost to purchase the flight (sometimes hundreds of dollars per ticket).

If a matter is not urgent and doesn't NEED an answer on the weekend or in the middle of the night, please for these circumstances, out of respect for the Supervisor's time off or while sleeping, EMAIL your question, request, thought and let us get back to you the following day or on Monday (if sent over the weekend). Again, this is for NON-URGENT, NON-TIME SENSITIVE Matters. Matters that CAN wait; email and we will get back to you at our earliest convenience.

Example: Why would anyone email on Sunday morning and say, "Call Me ASAP, its urgent".. Being a Sunday, this might not get read until Monday. If truly urgent, why not just pick up the phone and call whomever they need to speak to? I'm not understanding the logic here. We can't help with accommodations if we are not PROPERLY looped in.

- Again IMPORTANT, URGENT, TIME SENSITIVE, CAN'T wait until Morning or Monday = PICK UP THE PHONE AND CALL THE PROJECT SUPERVISOR. If you don't get the Project Supervisor on the phone, Call myself.. Except for Mon, Wed & Fri between 7pm CST – 9pm CST; my phone is always on (even when I'm sleeping)..
- NOT URGENT, NOT TIME SENSITIVE, CAN wait until Morning or Monday = SEND AN EMAIL AND ALLOW TIME FOR THOSE COMMUNICATED WITH TO GET BACK TO YOU. However, if you email during the week and do not get a reply within 24 hours, PLEASE FOLLOW-UP to ensure it was not missed. If you email over the weekend and do not get a reply by EOD Monday (excluding Holiday Monday); PLEASE FOLLOW-UP to ensure it was not missed. ALL Time off requests, MUST BE EMAILED and sent at least 2 weeks prior with Sunday being the deadline (this is outlined in the Time Off\_Payroll Calendar 2023

Feel free to copy me on any and all requests sent to the Supervisor via email. If you get an auto reply from someone you reach out to; that means they are NOT available, and you should reach out to one of the other Supervisors or the Ops Manger.

Side NOTE for Weekends: to report flight delays, trouble checking into hotel, trouble picking up the rental car or with assistance with contacting your driver/passengers. If you need to call, please call Patricia Booker @ 878-847-8035. If not urgent and you email; please be sure to include Patricia on that email so she is looped in at [patricia.booker@sasretailservices.com](mailto:patricia.booker@sasretailservices.com) . Patricia works Sat and Sun so they you have a direct contact. Patricia is for TRAVEL related NON-EMERGENCIES. Patricia is not who you call if you are not going to make your flight, Patricia is not who you call if you are calling out, Patricia does not have the ability to change your flight or hotel or ANY travel from what was originally booked WITHOUT authorization from either myself or the Project Supervisor.

Help us be able to help you in a timely manner.. The better communication we have the less impact things typically have.. THANK YOU ALL IN ADVANCE!

Have a Blessed Day and Stay Safe!

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Communication is Key!

Jayson McCallum

*Special Projects Operations Manager / Wholefoods Market*

**CENTRAL TIME ZONE**

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**Upcoming PTO –**

**July 23<sup>rd</sup> – July 28<sup>th</sup>**

**October 13<sup>th</sup>**

**C: 310-346-1732**

[jmccallum@sasretailservices.com](mailto:jmccallum@sasretailservices.com)

1575 North Main Street, Orange, CA 92867

[www.sasretail.com](http://www.sasretail.com)



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**7 attachments****SAS Approved Tasks Remodel(1).pptx**

1662K

**\*\*Carpool Responsibilities\*\*.eml**

40K

**\*\*Company Dress Code\_Appearance Policy\*\*.eml**

286K

**Time Off\_Payroll Calendar 2025.pdf**

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**\*\*When to Call verses When to Email\*\*.eml**

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**TRAVEL POLICY CALL OUTS(1).pdf**

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**2025 SAS WFM Remodel Travel Team.pdf**

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