

Human Resource Updates

Upcoming Dates to Remember.....

September 6th Monday
Labor Day
No Work

Sept. 16th
Employee
Appreciation Day

October 2021 (TBD)
On-Site Flu Shot

WELCOME NEW HIRES.....

It is my pleasure to announce the newest members of Sabin Metal:

- Renae Racanelli-Rolland – HPO Admin. Assistant
- Jessica Nearhood - Dept. 9 HPO

SMC Employee Referral Program **Congratulations Dana Cotton & Ryan Souder**

Congratulation to **Dana Cotton** (of Dept. # 7) and **Ryan Souder** (of Dept. #9). They will be the first recipients of our Employee Referral Bonus Program. If you know someone who you think would be a good fit for our company, let us know. If we end up hiring your referred candidate, you will be eligible for \$1,000 referral bonus (\$500 after referred employee passes 4 months probation & an additional \$500 after referred employee reaches their one year anniversary). The more referral you have, the more \$\$\$\$ you get.



SMC Employee Handbook Update

The company handbook plays a vital role in our business practices. It serves as a guide. It is a great place to communicate work place rules to employees so they know what is expected of them and what the consequences will be for failing to do what is expected. The handbook needs to be routinely updated due to changes to federal/state/local law, technological policies changes, cultural changes and company policies. A handbook written more than 30 years ago is sure to have outdated clauses & lacking important sections. HR Department and our labor employment attorney Harris Beach LLC is currently working on updating our employee handbook. We hope to have an updated handbook by the end of this year.

Thank You to our 2021 Summer Help Employees...

This summer we were joined by 3 talented & hardworking college students. It was a pleasure to have them & we hope that their experience working at Sabin was engaging & edifying.

- **Matthew Bernard** - Senior Chemical Engineer @ Clarkson University
- **Jacob Gibson** – Enlisted in the U.S Army National Guard @ Fort Sill OK
- **Timothy Tetreault** – Senior Graphic Design & Math Ed @ Roberts Wesleyan

Best of luck to all of you as you venture out your next journey in life. Thank you !!!!



- Security Guards
- Environmental, Health & Safety Tech
- Industrial Electrician

- General Laborers
- Maintenance Mechanic/Plumber
- Maintenance Welder / Fabricator

All candidates must be at least 18 yrs. old & be able to pass drug screening, background check, Motor Vehicle report, & Pre-employment Physical. Email resume to: human.resources@sabinmetal.com or call HR Department at 585-538-2194 for appointment time to complete application & initial interview.

Each of us can prepare for the upcoming challenge ahead: *The Next Pandemic?*

Sadly, the spread of the highly contagious Delta variant of COVID-19 is causing infections & hospitalizations to rise again in the US, even in communities with high vaccination rates. With the highly contagious variant surging, we are once again grappling with pandemic anxiety. The good news is that as the virus has evolved, we at Sabin have honed some strategies we learned from last years' experience to keep infections in check, contained, & handle the outbreak as they arise.

Here are some measures on how we (employer & employees) can prepare, stay safe and protect others:

- Encourage Vaccination
- Rapid Testing on-site - Available at Sabin HR office
- Communicate Exposure
- Consider wearing masks indoors if the county you live falls under substantial transmission per CDC.
- Continue sanitation/disinfecting for high-touch surfaces & high-traffic areas.
- Support Mental Health Care

CDC Recommends Indoor Mask-Wearing in Hotspots

Workplace safety guidelines from federal, state and local authorities are rapidly changing in response to the highly transmittable COVID-19 Delta variant. Significantly, the CDC is recommending that fully vaccinated people wear masks indoors if they are in locations with high or substantial COVID-19 transmission rates. Employers may consider reinstituting mask requirements if they are in affected areas. COVID-19 transmission levels vary significantly by geographic location. As of July 31, 75 percent of U.S. counties fall under the CDC's mask-wearing guidance. See whether your county is among them. (www.shrm.org)

Websites to access 401K

Once you set up your 401K account, it's easy to stay connected & get information. The website: www.mykplan.com provides instant access to your 401K account & the ability to make changes and perform transactions. You will also find tools & calculators to help with your investment planning decisions so you can make the most of your plan benefit:

- Research plan investment
- Change your contribution amounts
- Loan transaction, etc.

Rapid Testing Available onsite....

Reminder that we can still conduct COVID Rapid testing onsite as per need basis. Feel free to contact HR department @ ext. 296 if you want to be tested. If HR is not available, please feel free to contact Ed Garbowski @ ext. 350.