

# Human Resource Updates



## Upcoming Dates to Remember.....

**Feb. 20<sup>th</sup> Presidents Day**  
**NO work for Sabin Metal**

**April 18<sup>th</sup> Tax Day**  
**Tax filing Deadline 2023**

**April 7<sup>th</sup> Good Friday**  
**No work for Sabin Metal**

## *WELCOME NEW HIRES.....*



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

- |  |                                 |
|--|---------------------------------|
| ▪ Nicholas Strollo - Security Officer    | Tyler Krull - Welder            |
| ▪ Renee Allen - Environmental Technician | Alea Wrightstone - Lab          |
| ▪ Johnny Jamison – Security Officer      | Tricia Adair - Lab              |
| ▪ Jason Knox - Furnace                   | Michael Wilson - HGP            |
| ▪ Jeff Ellinwood – HPO                   | Caleb Glotzbach – Welder        |
| ▪ Dale Young – Lab                       | Kevin Letson – Security Officer |

### ***THANK YOU for YOUR HELP***

HR department would like to express sincere gratitude to the following Sabin employees who helped put together our recent events (Retirement Party & 25 Yrs. Anniversary Celebration). These employees executed HR's plan and made our events successful and enjoyable. Thank you to the following employees;

- |                                |                          |                         |                          |
|--------------------------------|--------------------------|-------------------------|--------------------------|
| - <b>Selena Beardsley-West</b> | - <b>Hillary Shaffer</b> | - <b>Samantha Hesse</b> | - <b>Mara Gallo</b>      |
| - <b>Dave Smith</b>            | - <b>Ed Garbowski</b>    | - <b>Marty Spoor</b>    | - <b>Security Guards</b> |

We appreciate your commitment to helping HR dept. Thank you again, till the next celebration!

### **COVID-19 Legal Check-Up: Where Are We Now?**

With the onset of the COVID-19 XBB.15 variant, below is a quick update on the current state of COVID-19 paid leave laws available to employees:

- **NYS COVID Paid Leave** – Still in Effect. Employees are still entitled to up to 3 paid leave if subject to a mandatory/precautionary order of isolation or quarantine issued by NYS Department of Health or any government entity. The second and third orders must be based on a positive COVID-19 test and the employee must submit documentation from a licensed medical provider or testing facility attesting that the employee has tested positive for COVID-19.
- **NYS COVID Vaccination Time** - Still in Effect. Employees are entitled up to 4 hrs. of paid leave per COVID vaccination injection, booster included. This leave was extended until 12/31/23.
- **Use of NY PSL for Recovery from Vaccine Side Effects** - Still Available. Employers are obligated to honor the employees desire to use accrued PSL for the recovery of any side effects of the COVID-19 vaccination.
- **NYS Paid Family Leave for a Minor Dependent Child due to COVID-19**  
Quarantine/Isolation – Still Available. Attestation form must be completed and submitted to insurance carrier (Standard Security).



## Did you know?

### NY Electronic Monitoring Law

NY State last May 7<sup>th</sup> enacted law requiring notice of electronic monitoring. To comply with the law, Sabin will be providing notice to new hires in New York who are subject to monitoring & obtain their acknowledgement. Also, notice is posted at the work site for viewing by all Sabin employees. The law requires that employees shall be advised that *“any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by an electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photo electronic or photo-optical systems “may” be subject to monitoring at any and all times any by any lawful means.”* NY Electronic Monitoring law will also be included/discussed in our new employee orientation.

### DOL Revisions on NY Sexual Harassment Prevention Policy & Training

Expect some changes this year on our Sexual Harassment Prevention written policy and our annual training materials. Some highlights of the proposed model policy by DOL:

- Increased in length from 8 to 11 pages.
- Includes a section on “Purpose & Goals”.
- Include section to help understand gender diversity
- Defines and contrasts “hostile work environment” & “quid pro quo” harassment.
- Provides additional examples of harassment.
- New section regarding “Bystander Intervention.”

As soon as DOL finalize the changes, HR department will be issuing updated written policy to all employees & start training with new materials.

### Electronic Posters

Digital versions of NY State & Federal Posting Requirement can be viewed/found at our Sabin Scottsville website:

<http://scottsville.sabinmetal.com/HR/>

Please take the time to check our Scottsville plant website. There are a lot of resources & information available for employees from insurance forms, NY State Leave forms, Tax forms, Direct Deposit forms, Quality Management Policy, Electronic Postings, etc.

### Sabin Metal Employee Referral Program

As you all know, here at Sabin, we are always looking to grow our teams with talented people, just like you. That’s why we continue to have the 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 reach one year anniversary). \$\$\$\$\$\$\$\$\$\$

### Sabin’s Supervisor / Leadership Training Program

The latest employees who successfully completed the 5 days’ workshop are **Aaron Gibson, Jason Bonnländer, Doug Hesse & Wesley James**. Congratulations!! *Never stop learning because life never stops teaching!!*

### Where does Sabin post business closing due to weather?

In case there is a need to close the Scottsville plant due to weather/winter storm, Jim Barrett or Aaron Gibson will have business closing posted at NEWS8 WROC.

