

# Human Resource Updates

**HAPPY NEW YEAR!! Welcome 2019**

## Upcoming Dates to Remember.....

**February 18<sup>th</sup> Monday**  
Presidents Day Holiday,  
no work for Sabin.

**April 9<sup>th</sup> Friday**  
Good Friday Holiday, no  
work for Sabin.

### *Glenn's Rules of Work*

1. Raises are earned, not given.
2. Leave your home life at home.
3. Finish what you started.
4. If you'd wear it to the state fair, don't wear it to work.
5. No matter what your job title is, you get paid to serve the customer.

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

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

- DeAlmond Robinson – Dept # 11 HGPS
- Connor Clyne - Dept.# 9 HPO

## **Congratulations on your Promotion!!**

- Nick Lauricella – 2<sup>nd</sup> Shift Group Leader HPO

*Thank You*  
FOR YOUR HELP

2018 was a busy year for the Human Resources Department. We updated & distributed the Employee Handbook, we administered 25 FMLA/Disability/Workers Comp/PFL claims, and we switched health insurance carrier and conducted enrollment just before the year ended. Not to mention our old system croaked sometime in October, and a new system had to be learned on the go.

Because of the help of two employees, HR department was able to accomplish all the tasks and submit all of the required annual reporting (Affirmative Action Plan, OSHA 300A Posting, EEO-1, VETS-4212 report) on time. I would like to take this opportunity to express my sincere gratitude to **ED GARBOWSKI and HILLARY SHAFFER**. Thank you for always jumping in and helping out; I truly appreciate your commitments to helping the HR department. Thank you again!!

# Did you know?

## Glenn's Rules of Work

6. Do not read your text message while a customer is talking to you.

7. If you can't be on time, be early.

8. If you wouldn't say it to people's face, don't say it behind their backs.

9. When you cause a problem, you're the one responsible for finding solution.

10. Perfection is not expected of you, but excellence is.



## Overtime Pay.... (N.Y. State Labor Laws Chapter 2: Minimum Wage /Overtime Pay)

- The Act and regulations there under require that non-exempt employees receive overtime pay in the amount of one and one-half times their regular rate for all hours **worked** in excess of 40 per week.

## "On Demand Scheduling" Regulation

In 12/2018 NYSDOL published proposed regulation that will create new scheduling & potential payment obligation when employees: work an unscheduled shift, have a shift cancelled, are on-call, are required to call for schedules, etc. Proposed regulation is open for comment until 01/11/2019. **Exemptions: Employees who earn more than 40 times the state minimum hourly wage in a workweek. 2019 NY State min. wage \$11.10/hr.**

## Rochester Museum & Science Center...

We have **11** general museum admission passes available for employees & their family members/guest to use until 10/31/2019.

Please contact HR Department if you want some free passes. First come, first serve.

## N.Y PFL Update: 12 Weeks of Bereavement Leave...

On 12/28/18 Governor Cuomo **VETOED** bill S8380 to add 12 weeks bereavement to NY Paid Family Leave as a qualifying leave event. Stay tuned for updates on this latest bill & all about NYS Paid Family Leave in 2019.

## Training Requirements....

Every employer in New York State is required to provide employees with sexual harassment prevention training pursuant to Section 201—g of the labor Law. All employees must receive training meeting state minimum standard no later than Oct. 9, 2019 and employees must receive training on an annual basis.

## Beware of Social Security & IRS Scam..

The SSA wants people to know about recent reports of fraudulent phone calls. Unknown callers are threatening victims that they will be arrested or face other legal consequences if they don't call a specific phone number or press a number to speak with a representative & solve the matter. Sometimes, the scammers will say that they want to help reactive a suspended SS#. These calls are not coming from official SSA reps & should be reported to the SSA by calling 1-800-269-0271.

**IRS Phishing Scams.** Identity thieves might pose as a trustworthy source & use e-mail scams or malicious websites to solicit personal & financial information. A recent malware campaign used subjects such as "IRS Important Notice" & "IRS Taxpayer Notice" & either demand a tax payment or threatened to seize a tax refund. Fraudulent emails can be forwarded to [phishing@irs.gov](mailto:phishing@irs.gov).

**Please feel free to contact HR Department at Ext. 296 with any questions or concerns.**

Thank you,  
Cathy Bundschuh/HR Coordinator