

# Human Resource Updates

## Upcoming Dates to Remember.....

### Aug 7<sup>th</sup> Wednesday

Sexual Harassment Prevention  
Training for newly hired employees

### Sept 2<sup>nd</sup> Monday

Labor Day, no work for  
Sabin

### October 8<sup>th</sup> Tuesday

2019 Annual Flu Clinic

### Nov. 28<sup>th</sup> & 29<sup>th</sup>

Thanksgiving Holiday

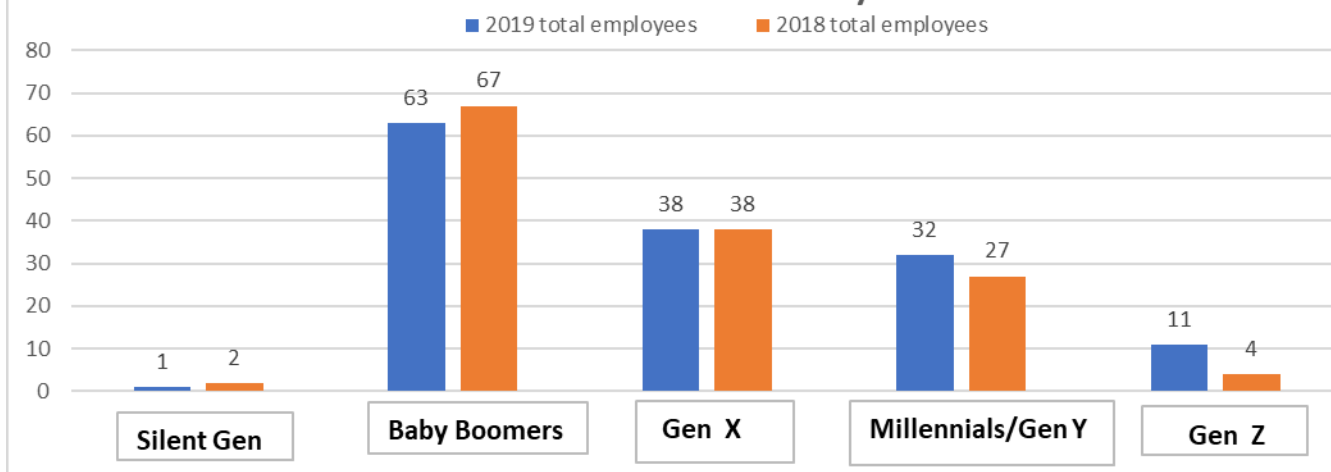
## WELCOME NEW HIRES.....

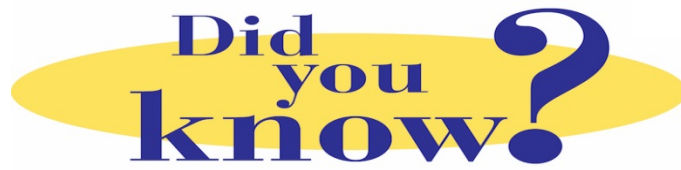
It is my pleasure to announce the new members of Sabin Metal:

- Reinaldo Aponte – Dept #3 Furnace
- Jesse Feltham – Dept # 3 Summer help
- Anthony Colon – Dept # 30 Shipping & Receiving
- Anthony Privitera – Dept # 11 HGP
- Anna Stevenson – Dept # 11 HGP
- Alberto Gonzalves Domene – Dept # 18 Lab
- Tim Zembryski – Dept # 18 Lab
- Christopher Kervin – Dept # 41 Security

**CONGRATULATIONS** to Morgan Wilson, the latest & the youngest member of the Management team. We now officially have one Millennial /Gen Y that is in Department 50 (Management). Again congratulations!!!!!!!

**2019 & 2018 Workforce by Generation**





### **HR is going digital!**

Human Resources is trying to get more and more of our information into a digital format, so it is easier for our employees to access the information they need. We currently have an online presence we are working on: <http://scottsville.sabinmetal.com/HR/>

This is a work in progress, and we are adding to it all the time. We want it to be a place where employees can get to information they may need as part of our Sabin family. You will be able to access FMLA, PFL documents and forms, our quality policy, new employee orientation information and even archived copies of our newsletter.

When you get a chance, go online and check it out. Give HR some feedback as to what you'd like to see this digital configuration become so it can help all of us going forward!

### **Unique Benefits that SMC offers.....**

Did you know that Sabin offers unique benefits to hourly employees that most companies do not allow or do not offer?

- Employee's Birthday Off
- One-week ***vacation time off*** may be taken up to 60 days before anniversary date for employees with 2+ years of service.
- When vacation is taken, an employee may be paid his/her vacation pay, up to 2 weeks prior to vacation; but with a min of 1 weeks pay & max of pay for the time to be taken.
- Once an employee becomes eligible for 3 weeks of vacation, at employee request may elect to take vacation pay & work "***in lieu of***" vacation time off.
- After 5 years of service hourly employees receive 8 hrs. extra pay, 6 yrs. of service 16 hrs. extra pay, 7 yrs. of service 24 hrs. extra pay, and 8 yrs. of service is 32 hrs. extra pay.
- Years of Service Recognition for employees with 20 or more years of service with an end-of-year bonus.
- A generous medical monetary benefit of **\$2.70/ hr.** for employees who are non-participant in SMC Group Health.
- Overtime will be paid for hours worked in excess of forty (40) in a workweek, ***AND in excess of 8 hours or of the scheduled time whichever is greater in any 24-hr period.***

***For inquiries about restrictions & eligibility contact HR Office at ext. 296***

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

Thank you,  
Cathy Bundschuh/HR Coordinator