

Human Resource Updates

Upcoming Dates to Remember.....

July 5th Monday
Independence Day
No work

2021 Summer Shutdown
midnight July 1st to midnight July 18th. Please check with your supervisors for your individual schedule.

September 6th Monday
Labor Day
No Work

WELCOME NEW HIRES.....

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

- Anthony Mistretta– Dept # 9 HPO
- Dwight Henry – Dept # 11 Catalyst
- Michael Bogardus - Dept # 26 Maintenance / Electrician
- Joshua Martinez - Dept # 11 Catalyst
- Tim Tetreault - Dept # 18 Lab Summer Help
- Jacob Gibson – Dept # 3 Furnace Summer Help
- Matthew Bernard – Dept # 9 HPO /Summer Help (Chemical Engineer)

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 are excited 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).

Referral Program Rules:

- All Sabin Metal employees are eligible for the program except for the following:
 - Executives, General Manager & Senior Management, Human Resources Personnel
 - Department Heads/ Supervisors with hiring authority over the referred candidates.
- Note: Department Heads/ Supervisors can't refer anyone for a position for which they are directly responsible. BUT, can refer someone for a position that's in a different department, office or function.*
- There is no cap on the number of referrals an employee can make. All referral bonuses will be paid accordingly.
- Temporary, Summer, Contract and former employees of Sabin are not eligible candidates for referral bonus.
- The first employee to refer a candidate will be the only referring employee eligible for the referral bonus.
- All candidates will be evaluated for employment consistent with Sabin Metal policies and procedures and all information regarding the hiring decision will remain strictly confidential.
- Referral bonus payments will be paid a week after the referred employee passes the 4 months' probation. The additional \$500 bonus will be paid a week after the referred employee's one year anniversary.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources and the General Manager.
- Sabin reserves the right to abolish the referral program. Human Resources will communicate clearly and timely any changes in the program.
- The referral program is effective **April 1, 2021**



Did you know?



We're
HIRING

- Security Guards
- Environmental, Health & Safety Tech
- Industrial Electrician
- Maintenance Welder/Fabricator
- Maintenance Mechanic / Plumber
- General Laborers (first, second & third shift)

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.

How Much Are Your Benefits Really Worth?

Are you overlooking the real value of your benefits when you think about your compensation? **PROBABLY!!** According to the Bureau of Labor Statistics, benefits accounted for about 29.6% of employer costs of compensation in the U.S in March 2021, with salary making up the other 70.4%. 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.
- 100% tuition reimbursement if you meet the grade requirements (Grade of C for undergrad & B for Masters).

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

Q&A on Vaccination Leave Available

1. Can I use PSL for my vaccine shot appointment?

Answer: You don't need to use PSL for the vaccine shot. NY State employees can take up to four hours off work, with pay to get vaccine for COVID-19. That four-hour allotment applies per vaccine injection.

2. Can employers ask for proof of vaccination for the 4 hrs. paid time off?

Answer: Yes, employers can ask/require employees to submit proof of vaccination to get paid.

3. Can I use PSL if I suffer side effects & can't make it to work after my vaccine?

Answer: Yes, as per DOL guidance any time off required by an employee who suffers the side effects of the vaccine would be paid from the employees PSL leave balance.

COVID-19 Restrictions in NY Lifted....

On June 15, 2021 Gov. Cuomo lifted all COVID-19 restrictions. Restrictions on capacity, physical distancing, & health screening are now lifted at most places including businesses, restaurants & gyms. Sharing contact information for potential contact tracing is also lifted. But people who are "**Unvaccinated**" will still be asked to wear mask & keep physical distance.

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.