

# Human Resource Updates

## Upcoming Dates to Remember.....

### **May 27<sup>th</sup> Monday**

Memorial Day Holiday,  
no work for Sabin.

### **June 28<sup>th</sup> - July 15<sup>th</sup>**

Plant shutdown for  
maintenance projects. Check  
with your supervisor for individual  
schedule.

### **July 4<sup>th</sup> Thursday**

Independence Day, no  
work for Sabin

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

Labor Day, no work for  
Sabin

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

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

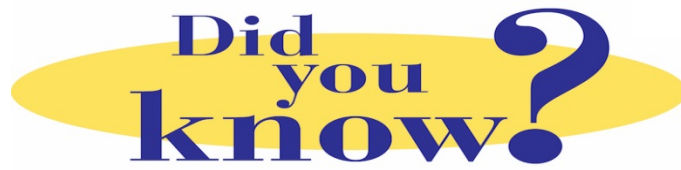
- Tanya Baehr – Dept # 3 Furnace/Custodian
- Maxwell Emerson – Dept # 9 HPO
- Jason Bundschuh – Dept # 41 Security/summer help
- Jared Flickner – Dept # 18 Laboratory/summer help
- Tim Tetreault – Dept # 18 Laboratory/summer help
- James Oehler - Dept # 28 Maintenance / Welder
- Joshua Seguin – Dept # 26 Maintenance / Electrician
- Andrew Holbrook – Dept # 45 Maintenance/Pollution Control

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

- **Fred Plimpton** – Promoted to Lieutenant in Security Dept.

*Fred was a State Trooper in Wayne County for 17 yrs. and Police Officer for the Town of Wheatland for 7 yrs. He also served in the United States Army National Guard NY State as Staff Sergeant 2004-2012 and served in the United States Marine Corps from 1974 -1977. It's an honor to have you as part of the Sabin Metal team for almost 5 yrs. now. Again, Congratulations Fred !!*

*"It is not the strongest of the species that survives, nor the most intelligent that survives. It is the one that is most adaptable to change".  
(Charles Darwin)*



### ***Prescription Medicine under new Health Insurance:***

As you may be aware there is a change to the way prescriptions are filled on our plan this year. We were recently notified that if you are on a monthly maintenance prescription that is not a controlled substance you will have to receive it via mail order. Once the prescription has been filled twice at the pharmacy the insurance requires that the prescription be filled via the OptumRx Mail Order program. This can be accomplished by calling the number on the back of your OptumRx Insurance card and speaking to the representative who will walk you through the process. When you go back to your doctor for your check-up you can advise him/her that you would like the prescription sent to the OptumRx Mail Order rather than your pharmacy and it will ease the transition. If you have any questions please contact HR Department. *From: John C./ SMC Corporate Office*

### ***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.

### ***Up Coming Audits: What documents you will soon receive from HR & Why you need to fill them out.***

- Employee/Personnel Update Sheet – Update SMC data base annually
- Health Insurance Non-Participant – Update SMC data base & ensure all employees has health insurance coverage.
- Voluntary Self-Identification of Disability - *required every 5 yrs. & to comply with Affirmative Action Plan.*

### ***N.Y. State Amends Paid Voting Leave Law.....***

A revision to NY election law gives workers in the state up to three hours of paid time off to vote, Governor Cuomo highlighted in an announcement released on 04/01/19 about NY enacted budget for fiscal year 2020.

Under the new law, all employees may request up to 3 hours of paid time off to vote, regardless of their work schedules, as long as the request is made at least two working days prior to the election. The employer may designate that any requested time be taken at the beginning or the end of shift.

*Next election is the primary June 25, 2019.*

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

Thank you,  
Cathy Bundschuh/HR Coordinator

*"Happiness will not come to those who don't appreciate what they already have".  
(Unknown)*