

Human Resource Updates

Upcoming Dates to Remember.....

Nov. 15-20 (Tentative)

Health, Vision, Dental, Aflac
Insurance Enrollment

Nov. 15-20 (Tentative)

John Carpentiere visit

Nov. 22nd

20/30/40 Service Bonus
distribution

Nov 20th

Annual Turkey Distribution

Nov. 28th & 29th

Thanksgiving Holiday off

Dec. 10th

AFLAC Representatives

Dec. 17th

Annual Christmas
Giveaway distribution

Dec. 25th Wednesday

Christmas Holiday Off

Jan 1st. New Year

New Year Holiday Off

WELCOME NEW HIRES.....

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

- Cody Daniel – Dept # 11 HGP
- Zackery Dickerson – Dept # 41 Security

Best Wishes for a Happy Retirement

- Earl Wood – HPO 39 yrs. of service

As you go into this next phase of your life, may you enjoy the very best that life has to offer. Thank you for your years of service and congratulations on your retirement!!

Congratulations on New Promotion!!

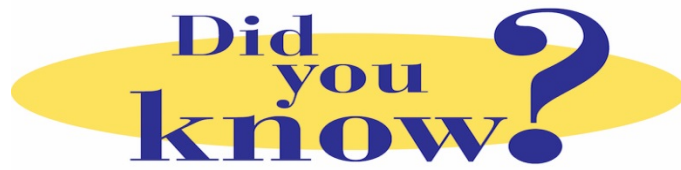
- Ray Roth – Director HPO/Refinery
- John Collins – Refinery Dept. Manager

Years of Service Recognition (20/30/40 yrs. of service)

Sabin will recognize employees with 20 or more yrs. of service with an end of year bonus. Any covered employee will be eligible for a bonus if he or she has 20 + of service accumulated before the last day of the bonus year. In addition, to be entitled to yrs. of service bonus, an employee must have worked at *least 51% of his/her scheduled hours* in the year at which bonus is given. The bonus will be payable on or about Dec. 1. Please refer to section 2.12 Years of Service Recognition, page 31 of employee handbook.

FYI: Time worked basis range: 11/11/2018 to 11/11/2019

2019 Service bonus amount: 20+ (\$1,500) 30+ (\$2,000) 40+ (\$2,500)

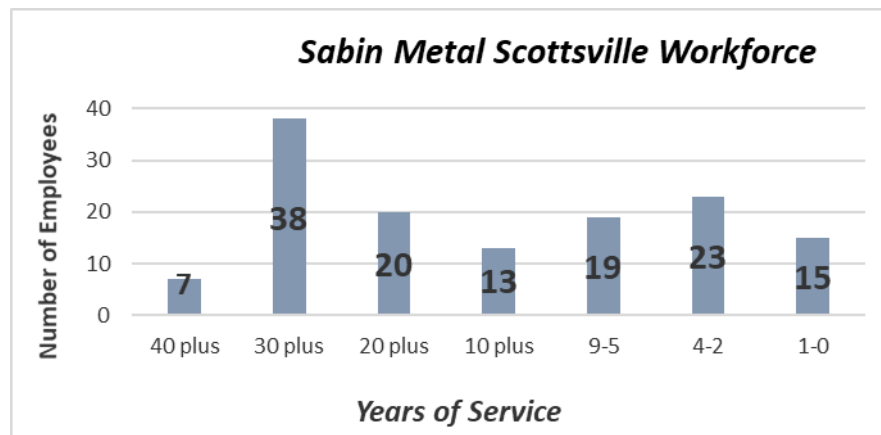


Major Milestone

We live in a world characterized by ever-increasing change. In this world, we value having tenured employees with the kinds of experience and stable, strong work relationships that can only be created through time. The following Employees have reached the milestone of 40 plus years working for Sabin:

Ray Roth = 43 yrs. **Tom Burns = 42 yrs** **Robert Burns = 41 yrs.** **Mike Boylan = 40 yrs.**
Scott Yarnes = 42 yrs. **Thomas Brady = 41 yrs.** **Ed Garland = 41 yrs.**

THANK YOU FOR YOUR YEARS OF SERVICE & DEDICATION



We are Hiring!!!

The following are the job openings we currently have:

Maintenance Mechanic - Candidate must be experienced in Industrial Plumbing, Welding, Pump Repair & Minor Electrical. This is a full-time day shift position 40 hrs. per week. Must be willing to work overtime as needed.

General Laborers Needed in a secondary metal processing mfg. environment. HS/GED preferred, able to work all shifts. Able to lift 50 lbs. Basic math, reading & writing skills. Able to work independently. The position involves walking & standing for long periods of time and performs strenuous physical labor. No experienced required we will train. This is a full-time position 40 hrs. per week. Must be willing to work overtime as needed.

Security Guards – Must have current valid NYS Security Guard License. Must be able to work all shifts including weekends & holidays. Must have clean driver's license and own transportation.

Call HR Department for appointment time to complete application. Pass it on!

Rochester Museum & Science Center...

We have **17** general museum admission passes available for employees & their family members/guest to use until 10/31/2020. Please contact HR Department if you want some free passes. First come, first serve.

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 Scott Yarnes will have business closing posted at NEWS8 WROC.



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

Thank you,
Cathy Bundschuh/HR Coordinator