

# Human Resource Updates

## Upcoming Dates to Remember.....



**Nov. 19, 2020 Thursday**  
**Annual Turkey**  
**Distribution**

**Nov. 26<sup>th</sup> & 27<sup>th</sup>**  
**Thanksgiving Holiday**  
 No work

**Dec. 17<sup>th</sup> Thursday**  
**Christmas Giveaway**  
 Hoodie Distribution

**Dec. 1<sup>st</sup> Tuesday (Tentative)**  
**Annual Insurance**  
**Enrollment (Health, Dental,**  
**Vision, Aflac)**

**Dec. 25<sup>th</sup> Friday**  
**Christmas day**  
 No work

**Jan. 1, 2021 Friday**  
**New Year**  
 No work

## WELCOME NEW HIRES.....

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

- Angelica Curto – Dept # 18 Lab
- Darlene Cobin – Dept # 30 Shipping & Receiving
- Kimberly Fox – Dept # 41 Security
- Tyler Powell – Dept # 24 Maintenance

## 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 before Dec. 1. Please refer to section 2.12 Years of Service Recognition, page 31 of employee handbook.

**FYI: Time worked basis range: 11/11/2019 to 11/11/2020**

**2020 Service bonus amount: 20+ (\$1,500) 30+ (\$2,000) 40+ (\$2,500)**

## 40 plus yrs. of service.... CONGRATULATIONS

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 = 44 yrs.   Tom Burns = 43 yrs.   Scott Yarnes = 43 yrs.   Thomas Brady = 42 yrs.   Ed Garland = 42 yrs.**

**Joseph Kremer = 40 yrs.   Rick Dolby = 40 yrs.   Marty Spoor = 40 yrs.   David Ralston = 40 yrs.   Dave Petishnok = 40 yrs.**

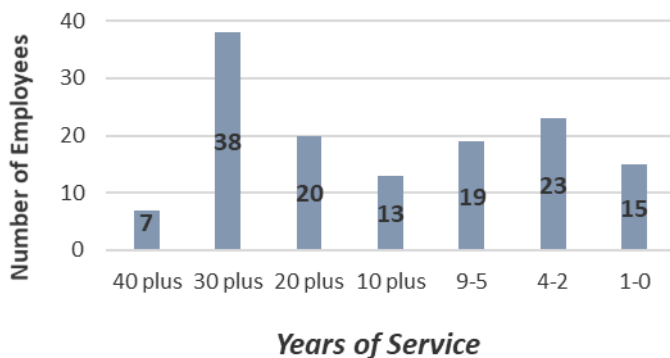
**Jeff Harrington = 40 yrs.**

**THANK YOU FOR YOUR YEARS OF SERVICE & DEDICATION**

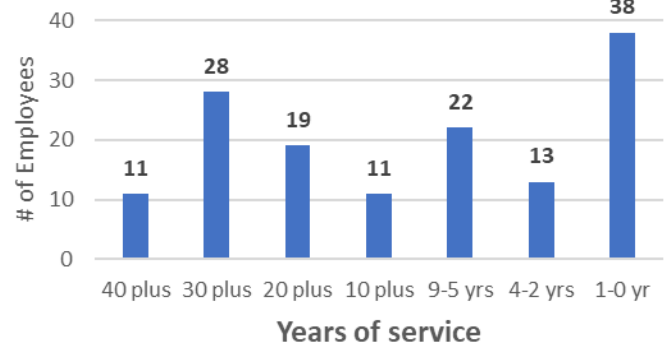


## Did you know?

**2019 Sabin Metal Scottsville Workforce**



**2020 SMC Scottsville Workforce**



### Before you speak to HR, do this.....

Sometimes no matter how hard you try, you can't resolve a conflict with a co-worker or supervisor. That's when you should turn to HR for support, guidance and coaching. However, don't run off to the HR half-cocked & full of fury. Instead take these steps to ensure that you have a productive conversation & a quick resolution:

- **Take a moment to compose yourself** – calm down, gather the facts & get your story straight.
- **Speak only for yourself** – It's best to just focus on what you have observed & how you have been affected, don't bring other people into it.
- **Create some action steps** – have resolution in mind, and you can't expect the other person to do all the work. You play a role in the conflict as well.

As final thought, consider sleeping on it. In the heat of the moment, it may seem worth it to involve HR. After you cool down, you may find that you can manage the conflict on your own. (Source: BusinessManagement)

**COVID-19 Drive-Thru Testing @ MCC.** The testing site at MCC is for first responders, health care workers and essential employees, even if they aren't symptomatic. People can call: **888-364-3065**

### Dental Premium Refund Credit...

#### From Excellus BCBS Dental:

COVID-19 has impacted all of us. Businesses were mandated to close—including dental offices—and employees stayed home to help slow the spread of the virus. We recognize this means many of our members were forced to cancel important routine dental checkups and other important procedures.

**We will be issuing a premium credit to your account to offset the time your employees were unable to visit their dentist.** Beginning in September, October invoices will reflect a 25 percent refund of your dental billed premium for the months of March, April and May of this year.

### 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.

