

Human Resource Updates



Upcoming Dates to Remember.....

Sept 2nd Monday Labor Day
NO work for Sabin Metal

Nov. 28th & 29th Thanksgiving Holiday
NO work for Sabin Metal

Sept. 20th Employee
Appreciation Day

Sept. 19th On-Site Flu Clinic
(tentative) from 7-9 AM only

Oct. 10th On-site S.H.
Prevention training for
Managers & Supervisors

December 25th Christmas Holiday
No work for Sabin Metal

WELCOME NEW HIRES.....

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

- Shawn Dubowyk = HPO
- Donald Griffing = Lab
- Kyle Griswold = Lab
- Matthew Jansen = Maintenance Electrician
- Jonathan Knorr = Security
- Jace Menard = HGPS
- Steven Sawdey = Maintenance Pollution Control

Civility in the work place: A reminder from HR Department

As we head into another election cycle, we take collective breath and brace ourselves for what may be a year of pure political mayhem. As a reminder, regardless of personal political leanings, every worker should be able to come to work & be productive without fear of encountering hostility for their personal beliefs (may it be political, sports or religious belief). This also means every worker should be able to come to work without spouting hostility and without shoving their opinions down the throats of co-workers who are just trying to do their jobs.

We need to bring back the art of learning how to talk to each other "respectfully" particularly about difficult things. It is through difficult conversations and opposing perspectives that we learn, grow and even find the best solutions. But be respectful and be civil to one another. If we can get civility in the workplace right, we will be more adaptable, more resilient and capable of anything. Practicing civility is a strength and ultimately instrumental to create stronger, better-connected organization that is able to effect greater change.

Remember, the election has nothing to do with what we do inside this organization, this can be a very sensitive period for people, and we need to be mindful of how it can also affect our workplace. So, as a reminder keep your conversation civil and respectful at all times particularly in discussing difficult things.



NY State Paid Prenatal Leave

NY is the first state to provide Paid Prenatal leave in the country. Effective January 1, 2025 employers must provide the following:

- 20 hrs. of paid prenatal leave during any 52-week period
- This time is in addition to the paid sick time
- Time may be taken in hourly increments
- Time does not need to be paid out upon termination

Paid Prenatal Leave define as leave taken for the following:

- For healthcare services received by an employee during their pregnancy or related to pregnancy.
(Physical exam, medical procedures, Monitoring, Testing, appointments with healthcare provider related to pregnancy).

For questions about this new leave, contact HR department @ ext. 296.

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 continue 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).

NY State Law on Expression of Breast Milk

Effective June 19, 2024 NY amended the Nursing Mothers in the Workplace Act to provide additional specifications for lactation room and to impose new policy requirements on all employers.

- Lactation room /space must be close proximity to work area, well-lit, shielded from view, free from intrusion, has chair, nearby access to clean running water, electrical outlet.
- 30 minutes paid breaks each time employee has reasonable need to express breast milk.
- Employee must be allowed use of existing paid breaks or meal time for time needed in excess of 30 minutes.

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 Aaron Gibson will have business closing posted at NEWS8 WROC.



Sabin On-Site COVID-19 Testing; Discontinued

Effective Monday August 19, 2024 Sabin will no longer provide on-site COVID testing.

- If you experience COVID symptoms, contact your medical provider or get tested at any testing facility (Walgreens, CVS, etc.) and submit documentation to HR if you're tested positive for COVID-19.
- Employees who tested positive for COVID & have already exhausted their NY State COVID leave benefits will be allowed to use PSL as long as they have PSL available.

Preparing for the Flu Season

The following tips from CDC to help protect yourself & others from flu:

- Avoid close contact with people who are sick.
- If possible, stay home when sick
- Practice good hygiene & other healthy habits.
- Cover your mouth & nose when coughing or sneezing.

www.cdc.gov/flu/prevent