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Woody's World

QUALITY & CONSISTENCY ARE A TEAM EFFORT

WOOD'S POWR-GRIP EMPLOYEE NEWSLETTER

WINTER 2015

SALES UPDATE

SUBMITTED BY BRYAN WOOD, PRESIDENT

As we wind down 2015 we have a lot to reflect back on. We came into the year facing the reality that it was becoming more and more difficult to operate efficiently in our current space. Still stinging a bit from the blast of reality we were slapped with a few years earlier we had been reluctant to take on the debt necessary to add the desired extra space. After many lengthy strategy sessions spent discussing numerous possible way to relieve our space crunch we decided that the only way we could position ourselves for continued growth was to take the leap and add

on the space we would need to operate more efficiently. Now, most of a year later, we are starting to see what WPG will look like once we have completed all the rearranging that this new space is allowing us to do.

Hopefully we will be able to start on phase two of this expansion project in 2016. This will involve repurposing some production space into office space and common areas. Ideally when it is all done we will have additional

office space that will give some staff a little more elbow room and make it possible for growth in these areas as well.

We also made a lot of improvements around the outside of the building.

WPG will be closed from Thursday, December 24th through Friday, January 1st. May you all have a wonderful Christmas with you loved ones and we look forward to a great 2016 together!



Unfortunately our major paving project for the year ran into a problem with some soft spots that we did not want to pave over. Measures have been taken to firm up these areas, but we are going to wait until spring to make sure the corrections that were put in place resolve the soft spots sufficiently before paving over them.

As for sales we will wrap up the year with modest growth over our 2014 sales total.

Total sales for 2014 were approximately \$14,811,000. Sale for 2015 will be between \$15.2 and \$15.3 million. Much of this increase is the result of a price increase that we implemented this summer. The actually quantity of product that flowed through the building was pretty similar to 2014. The most notable sales accomplishment of the years was the record sales we had in October. October sales were \$1,745,000. Prior to this our highest sales total for a month was May of 2014 at \$1,537,000. Looking forward into 2016 there are several things we are keeping our eye

on.

- Our European sales continue to suffer as a result of a strong dollar against the Euro. I do not see this situation improving much for us in 2016 so I doubt that we will see any growth in our sales to that region. By the end of 2016 and going into 2017 we will offer some unique safety features on our lifters that may help overcome some of these price barriers.

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WPG Employees collected \$135 and Management matched it for a **TOTAL OF \$270** given to the **Flakesgiving Fund!** Thank you to ALL who gave!



Unfortunately the implementation of these innovations will take place late enough in 2016 that I do not think these will be much help in boosting 2016 sales.

- Growth in the US economy has accounted for pretty much all of our sales growth over the past couple years. Throughout 2016 I anticipate that construction starts will continue to be strong and maybe even slightly outpace what we seen in 2015. That being the case I think we can eke out some growth in 2016, however I do not think it will amount to much.

- Increasing material costs continue to be

a problem. We are unable to increase our product prices as quickly as our costs are going up. We are counting on being able to offset some of these cost increases with efficiency gains. The new layouts and some of the new equipment we will be bringing on-line over the next couple of months should provide some efficiency improvements. Unfortunately it will probably be third quarter of 2016 before we start to feel these efficiency improvements in our bottom line.

- We are also going into another election year so there will be a lot of rhetoric about what new policies

are on the horizon. We will monitor this and try and anticipate how it is going to impact us so we are prepared for it.

Thanks to everyone for their hard work throughout the year; and also for their patience and support of all the changes that are taking place. I anticipate 2016 will be another very busy and eventful year. I am hoping sales maintain or increase slightly and that we are able to complete the additional renovations that we have on the drawing board. I am sure we will find the end result to be a much more pleasant and productive work environment for everyone.

Have a great holiday season!!!

HAPPY RETIREMENT!

WPG would like to thank Vicki Rehling for her 25+ years with us and congratulate her on her upcoming retirement at the end of January!

Thank you, Vicki!!



CORRECTIVE ACTIONS

SUBMITTED BY TOM DEBREE, QUALITY ASSURANCE DIRECTOR

It is near the end of yet another year and I would like to take a moment to acknowledge all of the hard work that everyone has put into making it a successful one. I especially want to thank everyone for their participation in the corrective action systems. In my opinion, we have one of the strongest and fully utilized programs imaginable. As of December, there has been 371 CAR's put in and 369 CAR's that have been closed so far this year. These CAR's take 85 days to complete on average with an average cost of \$492. Approximately 22% of the CAR's are for preventive or improvement type changes. That is a pretty hefty investment the company has made to improve operations and correct problems. People's involvement in the process is also very strong. There were 71 different people who put in at least one CAR in the last year. Which means, nearly half the people working here have put in something during the last year. That is a very favorable statistic, but I would still like to encourage everyone to get involved and hopefully we can have even better involvement next year.

There has also been a lot of operator shutdowns put in

this last year. There were 704 shutdowns put in this last year and about 600 shutdowns completed so far this year. This has been one of the busiest years for these types of issues that I can remember. There has been more work in this area than usual and it has been particularly hard to juggle all of it. Even so, the people assigned to work on these have done an excellent job keeping up and completed them in 28 days on average with an average cost of \$101. People's involvement in the operator shutdown system is even stronger than the CAR process. 108 different people have put in at least one shutdown in the last year. That is an involvement of just over 70% and I very much appreciate how involved everyone is the system. When you combine both CAR's and shutdowns, there were 132 who put in at least one. I greatly appreciate everyone's efforts and want to thank you all for helping to make this company great.

In addition to CAR's and shutdowns, one other way the company addresses improvements is through projects. There were 10 improvement projects initiated this year and 3 completed. This may not seem like a lot,

but many of these projects require a great deal of resources to complete. As an example, one of these projects is for the building expansion and all of the effort that has gone into that. This one project has required the involvement of dozens of people and many, many hours. So 10 projects may not sound like a lot, but each of these is really a lot of effort scheduled by the company to improve operations. These improvement projects are not the only projects dealt with in a year, though. This year 67 projects have been started and all but 19 of them have been completed. Most of these deal with projects related to customer orders, but they still represent a great deal of effort. They also highlight all the work required by our Engineering Department to adequately satisfy customer needs.

I really do want to thank everyone for their efforts this past year. We have a highly involved and extremely hard working group of people who work here. It is through all of your efforts that this company continues to excel and grow. I am looking forward to the New Year and I hope everyone keeps up the good work next year.

JANUARY BIRTHDAYS

ALLISON EVERETT	1/1
SCOTT SANDLER	1/3
RON WILSON	1/5
BETTY RONAN	1/9
JUSTIN SMITH	1/10
HOLLY ANDERSON	1/25
JULIE PATTERSON	1/26
JOHN SCHRIVER	1/27
KEITH WOOD	1/28
JOSH EICKHOFF	1/30
MADISON LEBRUN	1/31

FEBRUARY BIRTHDAYS

STEVEN BUCKALEW	2/1
JORDAN MYERS	2/1
JEREMY BROCKEL	2/11
YVONNE PENNE	2/13
BOB ADAMS	2/14
GEORGIA BRESTER	2/15
GORDON RYDER	2/15
MAURI BRADLEY	2/16
JUDY HINKLE	2/20
MIKAYLA NIELSEN	2/24
DAVE SPINA	2/26
CAROL HICKS	2/28
LACEY THOMPSON	2/28

MARCH BIRTHDAYS

MIKE LONGBOTTOM	3/2
DEEJAY WEBB	3/3
CAMERON SCHRIVER	3/5
CARL RITTERPUSCH	3/6
RANDY DAVIS	3/17
KENT KULESA	3/17
MIKE MANDERS	3/18
HEIDI DENNIS	3/19
SHERRY ENGEN	3/23
BOB ROBINETTE	3/24
BRYAN WOOD	3/25
KEVIN WILSON	3/27
AJ SPEIDEL	3/31



A look back at Laurel History

Compiled by
CARLA HUTTON
Outlook staff writer

25 years ago
Oct. 31, 1990

Laurel High School brings in several changes as the school comes into compliance with the new Title IX guidelines from the Montana High School Association. Changes include painting a new design on the weight room door, instituting an improved method of notifying coaches about locker room assignments during games and literature about Title IX distributed to teachers and around the school. The physical education curriculum is also

being changed to be co-educational with the exception of a few topics.

Births were announced for Connor John Mullinix and Aidan Major Butler Thompson.

Local business Woods Power-Grip sends one of their largest orders in history overseas. The company, which manufactures vacuum lifting equipment, sent their record-breaking order via ship to Stockdorf, West Germany. Woods Power-Grip controller Tom Gappa reports that over 37 frames and 800 hand cups and other assorted parts are being shipped to the company's German distributor, Glastechnik. Gappa said between 40 and 50 percent of the company's sales are out of the country. Wood's is recognized as a quality dealer in

Japan, Germany, Canada, Australia, New Zealand, Mexico, Puerto Rico, the Bahamas and England. The company has a history of excellence: in 1987 the company was named Small Business of the Year and in 1988 Exporter of the Year from the state Small Business Administration.

50 years ago
Oct. 27, 1940

Laurel's first librarian Carrie Erb commented on her many years in Laurel, "All things that are good are a part of Laurel—it is a part of me, and I am a part of it." Many shared recollections of the early days and growth of Laurel; one such memory compared the current teaching staff to the total of 11 teachers at Laurel School in 1911.

Laurel Mayor John Galloway and Pro-Graff announced the United Nations Day celebration at Eastern Montana College. Bill Galloway said the celebration was a prelude to the International Relations club at Eastern Montana College and Rocky Mountain College. Galloway said the proceeds going to UNIBER were also proclaimed as Laurel "UNICEF Day" and urged Laurel residents to participate in truck or train for

nares an Area the polls on the gies to raise universit measure to maintain sity instit Normal College of Mines of Mines Montana State Initiative issue of additiona College varieties for the pr the first in 1920, M dances ha

ANTIQUE AND UNIQUES



Anyone interested in donating a new, unwrapped toy or cash to purchase toys to donate to Toys for Tots can bring them to reception. There is a donation box for toy donations by the Christmas tree and a box for cash donations on reception counter by the Laurel Outlook. WPG will match all cash donations.

ALL DONATIONS
MUST BE IN
BY MONDAY,
DECEMBER 14th!!



BUILDING EXPANSION REVIEW

SUBMITTED BY TREVER PANKRATZ, PROCESS ENGINEERING DIRECTOR

The building expansion out back may be done, but the reorganization that it triggered is far from done. The additional space of the expansion allowed us to plan a better product flow through the building. The whole theory behind the way things are getting moved to where they are, aside from giving everyone some more space, is to increase production efficiency and decrease wasted time in process. Raw materials and everything else coming into the building will be delivered into the back of the building and work its way to the front where the shipping door will remain. This will reduce the amount of bouncing back and forth through the building before being shipped out the door.

Here is a rough summary of what has happened and what is to come.

- The central store has moved to the back of the building where parts come in to be stored

before processing.

- Incoming inspection will be moving to a larger office in the back shop near where parts are actually incoming.
- Cut out has moved to the back of the building to where the raw material is coming in to be processed.
- The preformer has moved to the back of the building where the incoming rubber is stored to be processed, and there is additional room for molding expansion.
- Handle welding, Brazing, Handle coating, and Plunger Fabrication are all going to move into part of the old cutout area. This will feed directly into Handcup Assembly.
- Handcup Assembly will move to the old Central Store location and will be set up in a more efficient manner, with its own "mini store" that will contain most of inventory needed to build product.
- Maintenance has moved into the old cutout area to

be more centrally located to the things they need to work on.

- The box maker and crating will be moving into the old Plunger Fab and Engineering area, this allows the box maker to feed the Handcup as needed and Crating as needed. As a result Machine Assembly gets some more room to expand and shipping will get a staging area for finished goods.
- Welding will have room to expand once handle joining is moved.
- The moving of Handcup Assembly will allow future expansion of the break room and additional offices up front when needed.

Obviously this has been a large undertaking and we still have a lot of work to do. But I want to thank everyone for their cooperation during the transition, and those that have been helping out. We couldn't do it without you!



GLASSBUILD AMERICA 2015

SUBMITTED BY LISA HAGEL, MARKETING COORDINATOR

GlassBuild America, the glass, window and door expo was held at the Georgia World Congress Center in Atlanta, GA. GlassBuild attracts participants from all facets

of the glass, window and door industries. Attendees come from businesses that manufacture flat glass, residential windows and doors/related products; retail flat

glass and residential windows and doors; distribute flat glass and residential window and doors as well as contract glaziers, architects, specifiers and builders.

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SHOP TEACHERS "WOWED" BY VISIT TO WOOD'S POWR-GRIP

SUBMITTED BY DAVID PETERS, MARKETING ASSOCIATE

On October 16th, 25 members of the Montana Association for Career and Technical Educators visited Wood's Powr-Grip and were treated to a tour of our facility. These were shop teachers and v-tech instructors from all over the state of Montana.

We split the group and conducted 3 simultaneous tours. The tours were supposed to take 45 minutes, but the visitors were extremely curious and engaged. They were fascinated by the equipment and processes that take place here at WPG and they asked many probing and in-depth questions. What started out to be the usual 45 minute tour, turned into a 90 minute question and answer session. After the tour, we convened to the break room to answer any left-over questions. The one comment that struck me as most significant came from and instructor from Helena. He said that he found it amazing how friendly everyone on the floor was, and he was truly impressed by the helpful nature of each person he encountered during his visit.



I would like to thank Joe Landsverk, Chad McNeese, Byron LaRue, Lisa Hagel, and Tom DeBree for their part as tour guides. I would also like to extend thanks to John Shriver and Dan Koch for taking time from their busy schedules to make themselves available to answer questions and explain processes in their areas. This added a lot to the tour and helped the visitors get informed answers to the detailed questions they were asking.

Oh, and special thanks go

out to Don Hayes for taking photos as the tours were being conducted. Our regular photo shooters were all engaged in conducting the tours, and it was nice of him to step up and "volunteer" to help out.

While tours of the facility may sometimes seem like an inconvenience, they are very beneficial in making people aware of the opportunities that exist here at Wood's Powr-Grip. Thank you all for your efforts in making this a memorable experience for our visitors.

GLASSBUILD AMERICA (CONT.)

2015 Final Show Statistics include:

- International Registrants: 1428
- Guest Passes Used: 2547
- Exhibiting Companies: 420
- First Time Companies: 96
- International Companies: 189 (from 20 countries)
- Innovative Product Exhibitors: 50

This year Wood's Powr-Grip displayed the following products:

- P11104DC2 — Redesigned

- Premium Channel Lifter with Dual Vacuum System, Radio Remote Ready
- MRT411LDC2 — The Premium Edition of WPG's Most Popular Manual Rotator/Tilter with Dual Vacuum System
- MRTA811LDC2 — New Premium Dual Vacuum System Quadra-tilt Lifter with (Re)Movable Pads and Extension Arms (available in 2016)
- MRTALP611LDC — Low Profile Rotator/Tilter with

- Standard Dual Vacuum System and Highly Adaptable Pad Frame
- A Selection of WPG's Hand-Held Vacuum Cups
- Plastic Shipping Case for the MRT4

Overall it was a very well attended show. It is always a pleasure meeting the end users of our products and visiting with our distributors. Next year Glassbuild will be in Las Vegas October 26th thru the 28th.

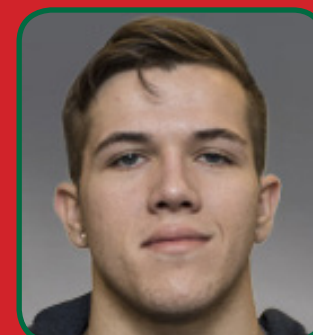
NEW EMPLOYEES



TERESA TOMPKINS
Machinery Assembly



MATTHEW RITCHIE
Machinery Assembly



GAGE TOLAND
Machining



ANGELA BRENNAN
Machinery Assembly

NEW EMPLOYEES



JOSHUA TOMPKINS
Handcup Fabrication



CARRIE HOUSE
Handcup Assembly



KAREN TUMBERG
Handcup Assembly



CHAD HOLMES
Machinery Assembly

FLYNN GROUP VISITS WPG

SUBMITTED BY DAVID PETERS, MARKETING ASSOCIATE

Flynn Group visited WPG in May of this year, the boys from the Flynn Group out of Surrey, British Columbia visited WPG for a troubleshooting and repair workshop. Upon returning home, they sent a request for a photo of the members of the training staff so they could use it in a write up that they were planning for their corporate newsletter. We sent them a photo of Ross, Bryan W, Carl and Brad W. Following is the subsequent write up that they did in their summer newsletter.



Flynn group was founded in 1978 as a commercial roofing contractor. They have expanded into contract glazing and curtain wall construction since that time and currently have 26 branches with over 4000 employees. With the article on WPG in their newsletter, we can now say that we are famous all over Canada. Smile, eh?

DEALER VISIT: ICS HOIST & CRANE REPAIR

SUBMITTED BY HOLLY ANDERSON, TECHNICAL SALES

Back in October, we had the privilege to host Lee Weddel from ICS Hoist & Crane Repair for a two day dealer training/repair class. Located in Michigan, Lee came here to learn about our product line and to be able to offer lifter repairs as one of his services.

With decades of sales and repair experience, Lee was a unique student for us. Most of the individuals who take the class have a limited background knowledge of

mechanical and electrical components but Lee was leaps and bounds above most and had a great grasp of the concepts presented. He was also very impressed with the shop and surprised to learn the just how much was truly manufactured here in house.

I'd like to extend a big thank you to everyone for leaving a positive impression on Lee and for making his stay a pleasant experience.

METALCON

SUBMITTED BY BARRY WOOD, VICE PRESIDENT

On October 14-16 three people from Wood's Powr-Grip traveled to Tampa for the annual MetalCon tradeshow; Steve Strobel, Amy Jeffery, and Barry Wood.

As the name suggests, the show is based on the use of metal in the construction industry. Our portion of the industry is the use of insulated metal panels for constructing walls and roofs.

We were joined in the booth by Gary Link from Automated Panel Lifting Systems and Neal Williamson from Western Glass. At this point, these two companies are the only two companies who have been representing us as distributors in the insulated panel industry.

There were no real surprises at the show. It was busy the first day. The second day had decent traffic for a while and died off later in the day, and the third day was slow. This is a pattern that is pretty common for tradeshow.

The industry itself is growing; in particular the insulated panel portion that utilizes our products. So there is prospect for a pretty good future for our products. Unfortunately, we do not have the level of acceptance as we do in the glass industry, and we have competitors. One of our competitors was not present at the show. The other competitor was doing live demonstrations at the MBCEA booth. However, based on the lifters they were showing in their booth, our products are significantly more advanced than theirs. So there may be a need to have patience while we overcome these obstacles.

NEW PRODUCT DEVELOPMENT

SUBMITTED BY BRYAN STROBEL, NEW PRODUCT DEVELOPMENT MANAGER

Just wanted to start with a quick note to the WPG team to say thanks for another great year – I've had the privilege to work with many of you throughout the year and truly appreciate the positive attitudes and great work environment that everyone helps to create. I'm still working on everyone's name so I apologize in advance if you have to keep reminding me of your name (I still call my kids by the wrong names so there may be no hope, but I'll keep trying).

We expect the first production of a microprocessor controlled vacuum lifter to be manufactured in early 2016. The new system will be first

introduced on the Cladding Lifter (MTCL) with the anticipation of many products to follow after we get most of the wrinkles ironed out. It will incorporate a fair number of new components and processes so I appreciate your patience as we figure out the best way to manufacture them.

The sealing ring inserts for the VPFS10T vacuum pad continues to have its challenges. Murphy and the alignment of the stars seem to be working against me :-). To improve manufacturing we will be modifying the mold for the rubber insert to try and reduce rejects from the molding process. As for the

sponge rubber sealing ring, we will soon be having the vendor vulcanize the seam with a hot bonding process so we won't have to bond it any longer (if Murphy isn't too persistent). Lastly we will soon have a sponge rubber / foam ring molded for us that may eventually reduce the demand for one of the existing inserts – time will tell.

Hopefully you have a great Christmas break and we all can come back next year with a renewed enthusiasm for making a positive difference to everyone and everything we come into contact with. Merry Christmas!

DEALER TRAINING

SUBMITTED BY TOM DEBREE, QUALITY ASSURANCE DIRECTOR

Back at the end of September, the company had several visitors from overseas. Two of the individuals were Benjamin Runge and Matthias Fink. These individuals were Repair Technicians from Glastechnik in Germany. They were here to get repair training related to being an Authorized Service Center and to gain exposure to some of the recent changes with our equipment. The other individuals who visited us was Kazua Kashida and his daughter. Kaz has a business in Japan called KTF and has a long standing relationship with us. He was here to get refresher on his Authorized Service Center training and to also gain exposure with some of the recent changes with our equipment.

Unlike simple Repair Technician training that is offered to our domestic customers several times a year, the training for these individuals was a little more intensive. We currently only allow overseas customer to

become certified as Authorized Service Center and receive the more comprehensive training received by these individuals. They are trained on many of our internal procedures for dealing with repairing our units as well as information for access to special areas of our website offered exclusively to Authorized Service Centers. This is in addition to the standard repair and troubleshooting training that our domestic customers go through when they come in for training.

While more people are involved with this training than the standard Repair Training course, Carl is still responsible for the lion's share of the training. Like usual, Carl did an exceedingly excellent job with this training and all of these individuals were very pleased with the training that was received. I would encourage everyone to give Carl a well-deserved pat on the back for the excellent job he does training our customers to repair and maintain equipment.



NEW EMPLOYEES



LAURA CAIN
Handcup Assembly



JEFF NEWBERRY
Night Molder



DUSTIN LAWSON
Machinery Assembly



CYNTHIA HAGEL
Handcup Assembly

WPG WINS READER'S CHOICE AWARD!

The Premium MRT4 vacuum lifter with Dual Vacuum System won a 2015 USGlass Readers' Choice award in the "handling equipment" category.

These awards are voted on by USGlass subscribers. Top get nominated, a product simply has to run in USGlass either in an ad or editorial at some point throughout the year. The awards will be announced in the December issue.



OFFICE UPDATES

SUBMITTED BY BARRY WOOD, VICE PRESIDENT

I want to start off this article with a quick visit to my soap-box. If and when you travel for company business, please get your expense reports in as quickly as possible. We like to keep a minimum amount of cash on hand, so it is very helpful to be able to re-issue any cash you return. Also, if you have credit card receipts, it is fairly common that the bill will come in and we don't have the receipts we need to pay them. Personally, this catches me more often than I care to admit, and if you have had receipts on your desk for anything close to a month, it has happened to you. OK, I am done whining.

One of the reasons that it is often difficult to write an update on changes in the office is that most of the changes significant to us will be invisible to everyone else. I highly doubt that anyone cares that we changed the paper in the copy machine from 28 Lbs. to 20 Lbs., or that we now have to file an ACA form in January for the preceding tax year.

OK, I just made up the example about the copy paper. But the new tax form for Affordable Health Care compliance is quite the big thing to the office. Since it is for health care compliance, some of the information comes from insurance and some of the information comes from payroll, and we get the information from two different companies, we quickly realized it wasn't going

to be easy. We approached EBMS (health insurance) and Associated Employers (payroll,) and asked them what they suggested. EBMS suggested that we write them a big check every year, and they would provide us with a fancy software program to let us solve the problem ourselves. Associated Employers suggested that we talk to EBMS.



Believe it or not, neither suggestion sounded all that good to us. We also realized that for us to collect, consolidate, and report the necessary data, we were going to have to have a technology change in-house. Our current HR database (where Katie and Don keep all their information) is in need of a serious upgrade. Frankly, we should have made the upgrade years ago; we just have never had the catalyst to get us to do something about it. So several of us got together for a meeting of the minds and quickly came up with an answer: Katie should figure it out.

So Katie did some pretty extensive research, looked into several options and presented us with indisputably our best option: We need to write a big check.

OK that is a bit pessimistic. Actually, Katie's solution is better than what I am presenting. It allows us to solve several problems. One is that it will update our HR database. So Don and Katie will maintain their ability to keep your address on file and can provide you with that information if you ever forget where you live. The second thing is that the investment will give us the tools we need to do the ACA tax reporting, and nobody here will need to worry about paying taxes for the health insurance you get from the WPG plan; although no promises regarding your obligations for subsidizing the Gov't Health Exchanges. Finally we are going to make

some changes in the way we do payroll. Some of these changes will actually save money, and eventually will pay off the initial investment.

So this is a long winded way to get to why anyone outside payroll/HR might care. With the payroll changes, we are putting in some new time-clocks. (As I write this, they have not arrived.) The timeclocks should be much more user-friendly than what we have now, and they should be much faster to use. If they haven't been installed yet (by the time this newsletter is published,) look for them before the end of the year.

2016

HOLIDAY CLOSURE & SHUTDOWN SCHEDULE

JAN 1	FRIDAY	NEW YEARS DAY
MARCH 25	FRIDAY	GOOD FRIDAY
MAY 30	MONDAY	MEMORIAL DAY
JULY 4	MONDAY	INDEPENDENCE DAY
SEPT 5	MONDAY	LABOR DAY
NOV 24-25	THURSDAY-FRIDAY	THANKSGIVING

Winter Shutdown 2016 (total of 5 work days off):

DEC 26-DEC 30 MON. (12/26/15)-FRI. (DEC. 12/30/15) WINTER SHUTDOWN

[Note: Work the week before Christmas, Monday-Friday (Dec. 19-23, 2016). Off 9 days-Saturday, December 24, 2016 through Sunday, January 1, 2017. Return to work on Monday, January 2, 2017.]

HOLIDAY CLOSURES

If an employee is scheduled to work on a posted holiday, they will receive the day off and the paid holiday benefit for that day. If an employee is not scheduled to work on a posted holiday, they will not receive the paid holiday benefit.

All full-time employees who are employed as of January 1, 2016 and work the entire calendar year will receive 80-hours of paid holiday. Regular part time employees, and employees who have not worked the entire year, will receive a proportional number of holiday hours based on their scheduled work hours in 2016.

WINTER SHUTDOWN

The number of paid holiday hours an employee will receive during the winter shutdown will be determined by the number of paid holiday hours they received prior to the shutdown. Each employee will be paid the balance of any eligible hours of paid holiday remaining for the year, during the shutdown, taking into account their full-time or proportional part-time status.

Vacation or Personal Leave may be used to cover any non-paid days/hours during the winter shutdown. Employees who do not have sufficient paid leave must take the remaining days/hours as approved time without pay.