



JUNE 2016

Z A Y M E C H N E W S

T R A I N I N G 2 0 1 6

Training will be held Wednesday July 20th through Friday July 22nd, at our office located in Argyle, NY. Start times are listed below:

Wednesday 7/20: 8am for Managers and 12:30pm for ALL

Thursday 7/21: 8am for ALL

Friday 7/22: 8am for ALL

Friday 7/22: 6:30pm Cocktail Hour - dinner to follow (At Roaring Brook Resort)

Please anticipate full 8 hour days, except for Wednesday, if you are not a Manager. Your mandatory attendance is expected. If you do not attend training, you will **not** be eligible for outage work until you complete and make up the training material that was missed. You **MUST** notify Lorraine or Riley if you cannot attend.

All employees will be paid their customary field rate while in attendance at training. Employees who live more than 50 miles from the home office will be paid mileage at .33 per mile. Employees are not paid meal allowance for training days. However, lunch will be provided on Thursday and Friday.

ALL EMPLOYEES must bring their most recent state-issued photo ID (Driver's License or State ID Card).

You must also bring a secondary form of ID for employment re-verification.

Out-of-state employees who are due for their fit/med testing will be contacted directly to schedule appointments while you are in town.

ALL EMPLOYEES are expected to bring their respirators with you to training. We will be repairing and replacing parts, if needed.

If you have a ZAYmech coat that is 3+ years old or has any issues, please bring it with you to training, where you can turn it in for a replacement.

You are eligible for lodging during training, if you live more than 80 miles from our home-office.

Accommodations this year for our out-of-town employees, will be at The Roaring Brook Resort. We will also be holding our annual Dinner and Banquet on Friday evening as well. Roaring Brook is located at 2206 Route 9 North in Lake George, NY 12845.

Check in begins at 3 pm on Tuesday 7/19. Additionally, all employees are eligible for a room Friday night after the company party. Please indicate on the Party Response Postcard if you would like a room.

Roaring Brook boasts an all-inclusive, pet-friendly, family resort with indoor and outdoor pools, tennis courts, horses and wilderness riding, saunas and easy access to multiple golf courses. Please visit their website www.roaringbrookranch.com for more information.

We have enclosed a Party Response Postcard to let us know about your room preferences and any special accommodations that may be needed. Check all options that apply and send it back no later than Friday 7/1!

On Friday evening, we are holding our annual company party for you and 1 ADULT guest. Cocktail hour begins at 6:30 with dinner to follow. No outside alcohol is permitted at the party and those who drink alcohol will not be allowed to drive.

Please call the office during regular business hours with any questions and/or to respond by phone. You may also e-mail a response to either Lorraine at ltefft@zayachek.com or Riley at rpierson@zayachek.com. We look forward to seeing you soon!



COVANTA/ZAYACHEK ID BADGES



ZAYmech will be implementing a mandatory badging system in accordance to new Covanta plant policies. We will be issuing badges at training. Going forward, you must have this on you at all times. No badge = no paycheck. Replacement Fee will be charged if lost.

EMPLOYEE ANNIVERSARY RECOGNITION

1 Year:

Kevin Bean—Jan
Adam Jessie—Jan
Donald Sheldrick—Jan
Matt Donnelly—Mar
Mike Kelly—Mar
James Moschell—Mar
Jack Locey—Apr
Josh Tucker—Apr
Emile LaLonde—June

2 Years:

Preston McKernon—Jan
John Banks—Mar
Keith Bassett—Aug
Chris McClure—Aug
Bob Bickford—Sept
Johnathon Stevens—Sept
Rich Harrington—Oct
Dale Coffin—Dec
Riley Pierson—Dec

3 Years:

Chris Alden—Jan
Steve Barber—Jan
Eric Drinkwater—Jan
Ryan McCullough—Jan
Troy Pratt—Jan
Alec Desmarais—May
Zack Zayachek—May
Zach DeCook—Dec
Terry Dodge—Dec
Dave Seeley—Dec

4 Years:

Heath Desmarais—Jan
David Sheldrick—Jan
Porter Demers—Mar
Lisel Anthonisen—Sept
Jason Bailey—Sept
Mark Hoige—Sept
Fred Klotz—Sept
Joseph Garcia—Oct
Leroy Buttles—Dec



5 Years:

Kelsey Karp - Jan
Francis Qualey - Jan
Steve Stevens—Jan
Dinny Allen—May
Ron Ketcham—June

7 Years:

Gene Reid—Feb
Jamie Barlow—June
Joseph Bizon—Oct
Gary Ketchen—Dec

8 Years:

Michael Allen—Jan

6 Years:

Chris Abrams—Jan
Dan Bailey—Jan
Lorraine Tefft—Sept

9 Years:

Chris Tucker—May

10 Years:

Wayne North—Jan

11 Years:

Kevin Jacobs—Feb
Terry Ziegler—Feb
Brad Zeyak—Oct
Leon Whaley—Oct

12 Years:

Ron Bizon—Mar
Jeff Tucker—Mar
Herb Webber—July



HOTEL SMOKING POLICY:

Nearly all hotels that we use are non-smoking hotels. If we have the option of securing smoking rooms at certain hotels, that is a great perk, but not guaranteed. Please **DO NOT SMOKE** in the hotel rooms. This is a headache and a hassle for hotel and office staff. Please go outside. Fees will be immediately assessed to the smokers in the room, if ZayMech is charged smoking or damage fees.

UNEMPLOYMENT REMINDER

We will have work during the summer.

UNLESS you have gone to a summer job or have requested to be put on the calendar for specific time off, we will call you for work. If you refuse the job, you are not eligible for unemployment and your request will be denied.

Have questions? Please call Lorraine at 518-638-3300.

New York State Department of Labor - Unemployment Insurance Division	
Record of Employment	
(For Unemployment Insurance purposes only.)	
Employer: Complete the following and give this form to every employee who quits, is laid off, or is discharged:	
Date given to employee: □□/□□/□□□□	Employer Name: <u>Zayachek Mechanical</u>
NYS Employer Registration No.: 48-97880	Payroll Records are kept at: <u>4188 State Route 40</u>
Federal Employer Identification No.: 04-3673337	Street: <u>PO Box 321</u>
	City: <u>Argyle</u> State: <u>NY</u> Zip: <u>12809</u>
Optional if needed by employer to locate employee record:	
Payroll or Clock No.: _____	Location of employment or code: _____
Employee: Keep this certificate. Have it with you if you apply for Unemployment Insurance (UI) benefits. This certificate shows that your job was insured. It does not necessarily mean you qualify for benefits. The UI Claims Center will make that determination if you apply. Please complete the following:	
Your Name: _____	Social Security No.: □□-□□-□□□□
This may not be used as an identification card.	

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How to Apply For New York State Unemployment Insurance

Unemployment Insurance is temporary income for eligible workers who are out of work through no fault of their own. It provides them a weekly benefit while they look for work. If you become unemployed and want to apply for Unemployment Insurance benefits, apply online at www.labor.ny.gov for a quick and convenient way to file your claim or call the Telephone Claim Center toll free at 866-209-8124.

Have the following information available when you apply:

1. Your Social Security Number.
2. Your NYS Driver License or Motor Vehicle ID card (if you have either one).
3. Your complete mailing address and zip code.
4. A phone number, including area code, where we can reach you from 8:00 am – 5:00 pm, Monday – Friday.
5. Your alien registration card (if you are not a US citizen and have a card).
6. Employer information (even employers in other states) for the last 18 months which includes:
 - Employer names, addresses, and phone numbers.
 - NYS Employer Registration Number or Federal Employer Identification Number (FEIN). The FEIN is on your W-2 form(s).
 - Your total gross earnings (before any deductions) for each employer. You may be asked for pay stubs, W-2 forms, or other payment records.
7. Your copies of "Notice to Federal Employee about Unemployment Insurance" (Form SF8) and "Notification of Personnel Action" (Form SF50) if you were a federal employee.
8. Your most recent separation form (DD214) and any DD215 forms you have received from military service. You can request a DD 214 through the U.S. National Archives and Records Administration website at: <http://www.archives.gov/st-louis/military-personnel/standart-form-180.html>.
9. A check from your personal checking account so you can provide your bank's routing number and your checking account number if you choose Direct Deposit of your weekly benefits.

You can file a claim without all of these documents. However, missing information could delay your first payment.

A LETTER FROM MICHAEL

www.zayachek.com

“ QUALITY WORK :
ON TIME , EVERY
TIME ! ”

PO Box 321, Argyle, NY 12809

Phone: 518-638-6622

Fax: 518-638-1059



Hey Everyone,

This season started on January 2, 2016 in Knowlton. Since then, we have hit 57 job locations. We have spent 1,490 room nights at Extended Stay Hotels alone. We saw 50 new guys over the course of 4 months. Three new trailers to be outfitted and put out on the road. And year-to-date, we have already totaled 91,781 in man hours.

Those are serious numbers. Numbers that were only pulled off by commitment, hard work and loyalty. And you were challenged every step of the way; with short-handed crews, inexperience, long days and nights. However, we continued to grow this year and we learned a lot of lessons as a result.

We also know there is a lot of good out there. Talented people who get the jobs done. People that give 110% and make that commitment on the road day after day. Through it all, you represented Zayachek and for that we can't thank you enough.

We look forward to seeing you at training. It's an opportunity for us to regroup, train, fine-tune what is working and enjoy some downtime together.

Thank you all again,

Michael Zayachek



Respirator FIT Tests and Annual Physicals will be scheduled for this summer, when you are home. Please work with Riley to get your date/time.



Agents will be at training, both days to enroll any employee interested in signing up for benefits. This is a great resource and we are happy to be able to offer it to our employees! Don't miss out on this great opportunity!

RSVP Now

DO NOT FORGET TO SEND IN YOUR RSVP POSTCARD BY JULY 1st!!!