

Meet Your HR Dept

Your HR Dept has expanded recently to better serve you and the terminals. From hiring the best darn employees to policy and benefit education, ADP login or navigation questions we are here for you.



The HR Team (l to r); Devin Hakala, Lucy Glover, Donyelle Keele, Cheryl Phillips, Tara Jacobson, Jenny Harrington, Bryce Hansen

- Cheryl Phillips – Director x1903
- Jennifer Harrington – Corporate Recruiting Mgr x1907. She recruits for CHI and all Corporate positions.
- Devin Hakala – Corporate Recruiter x1905. He recruits for MSP, OSH and WAU
- Bryce Hansen – Corporate Recruiter x 1910. He recruits for STL, KSC. CPG and HIG
- Tara Jacobson – Corporate Recruiter x1909. She recruits for MSN, TMH, MKE, NTW, JFC, SPR
- Lucy Glover – HR Administrator x1904. (Benefits, new hire onboarding, ADP-related questions, verification of employment)
- Donyelle Keele – HR Generalist x1908. (Unemployment, FMLA. New hire engagement initiatives, exit interviews, ADP-related questions)

Vacation Carryover Policy / A Review

We'd like to clarify how the 40-hour vacation carryover rule works

Each employee based on job classification and years of service, accrue a defined number of vacation hours each week. The total weekly hours added over a 52-week period equates to the total number of hours an employee is allowed per anniversary year. (*Calendar-year for exempt employees*). Please review the two vacation accrual charts in the Employee Handbook on page 47.

The 40-hour carryover relates to your Max Balance allowed. The Max Balance reflects your total annual accrual plus 40 hours carried over. At your anniversary (*Jan 1 for exempt employees*) your new balance cannot be more than your Max Balance. See this example:

	Current Vacation Balance	Annual Total		Max Balance Allowed		Vac Loss	New Balance
		Accrual Earned	Plus 40	Diff			
Salary A	138.75	120	160				138.75
Salary B	90.69	80	120				90.69
Salary C	260.31	160	200	60.31	-60.31		200
Hourly 1	48.93	96	136	48.93			48.93
Hourly 2	80.62	160	200	80.62			80.62
Hourly 3	156.44	160	200	156.44			156.44
Hourly 4	271.17	120	160	111.17	111.17		160

Contact the Corporate HR Dept at either extension 1904 (Lucy) or 1908 (Donyelle) if you have questions.

Paid Sick Days

Our Sick Days policy has recently been revised. Sick days are provided for regular, full-time employees after a 90-day waiting period from date of hire. Our company sick days policy is not intended to be used as a substitute for vacation days, but instead for employees who become sick and need to be absent from work.

Paid Sick Days Allocation

- Two (2) Sicks Days (16 hours) per calendar year.
- Allocation is on January 1 of each year.

