

# Human Resources

<http://properhome/>



Over the past couple of months, the HR team obtained feedback from Operations and with the assistance of the IT team, launched the “ProperHome” site. HR would like to thank our IT associates Nick VanSimaey, Mike Taulbee, and Eddy Musat for their expertise, development and collaboration on the “ProperHome” site.

This site was developed to enhance associate access to benefit information, general information regarding Proper, HRIS systems and also encourage and assist our associates in observing, capturing, and reporting safety issues they may find during their workday. Safety is everyone’s responsibility!

Once you are in the ProperHome site, you can select the “Safety” quick link. This Safety link streamlines the process for associates to report a Safety Observation or suggest the Corrective Action; allows Supervisors to make an online Accident Report and also stores Proper’s Safety Data Sheets for easy access. By reporting Near Misses, Property Damage, and Safety issues, you are contributing to a Healthy and Safe Work Environment for all of us.

To encourage all of our associates to become more actively involved and utilize the ProperHome Safety link, we have modified our Monthly Safety Lotto programs at each location. For each worksite to become eligible for the Monthly Safety Lotto program drawing, the designated plant/ location must meet a minimum number (6) of contributions of Safety Observations or Corrective actions submitted each month. If this minimum is met for the location, then only those associates who have contributed to our safety efforts during the month will become eligible for the Lotto drawing. Associates can become eligible each month by:

1. Submitting a Safety Observation through ProperHome site.
2. Submitting a Corrective Action through ProperHome site.
3. Being a participant in Safety Training or safety related Kaizen event.
4. Being a member of a Safety committee.
5. Assisting or contributing in implementing or enhancing safety or environmental policies.

\* Lotto drawing participants - Temporary associates with more than 30 days of employment may also become eligible. All HR department and Management level associates are excluded.

Following the training sessions and launch of ProperHome, we have already received some great recommendations and near miss action alerts to prevent workplace accidents. To give feedback on the ProperHome site, please click on the “Comment” messages located near the bottom of the site.

**We are committed to:  
Healthy and Safe Work Environment!**

## Benefits

As you know, we switched our healthcare carrier to Blue Cross Blue Shield and Life, STD and LTD to Harford in 2019. To enhance your access to benefits, you may review your benefit selections in Paycor or utilize ProperHome – Associate quick link to review benefits or access the carriers’ web sites. You may also register at BCBSM through a mobile app or computer and set up visits online. Please review the following for more information on access to BCBS or visit your Paycor Profile benefit guide.

## HR Team