

## Auria Holmesville Information Line 330-279-6517

We now have an information line to use as method for mass communication for Auria Holmesville employees. Just dial 330-279-6517, and after 2-3 rings, a message will play with information regarding layoffs, inclement weather, etc.

For example, during the current layoff the message may say the following:

You have reached the Auria Holmesville information line. For the week of May 11<sup>th</sup>, all hourly employees will be on layoff. Please call back on Friday, May 15<sup>th</sup> after 11:00am for an update regarding the week of May 18<sup>th</sup>.

This communication tool should be used to receive plant information instead of waiting for calls from HR.

Since it is unlikely that all employees will return to work on the same day, HR will call those individuals who will need to report back to work. In this instance, the recorded message may say:

For the week of May  $18^{th}$ , employees will remain on layoff unless you receive a call from HR stating that you are to return back to work.

We hope this new method of communication will assist in keeping everyone updated with the most current information.

Please note that this is an informational line only. Do not attempt to leave a message.