

# **EMPLOYEE BENEFITS** **Open Enrollment**

**When: Thursday, November 4, 2021**

**Where: Training Room**

**Schedule and Attendees:**

**7:30am – 8:30am: Departments #1, #12 and #20**

**8:30am – 9:30am: Departments #11 and #18, Purchasing**

**9:30am – 10:30am: Departments #5 and #19 (Phil)**

**10:30am – 11:30am: Engineering, Estimating, Project Management, Reception, Bob & Bruce**

**1:00pm – 2:00pm: Departments #4, #6, #19 (Jerale) #26, #22 (QC), #23 (Jake, Gene & Jeff), Safety (Steve & Judy)**

**2:00pm – 3:00pm: Accounting, IT, Sales, Install Office**

**3:00pm – 4:00pm: Departments #5 (swing shift)**

**Meetings are mandatory!**

Please contact Katrena at ext. 216 if you are unsure of your department or if you have any questions or concerns.

Thank you!