



Summit Polymers

ORIENTATION INFORMATION

Summit Polymers – Vicksburg, Michigan Plant 8
115 S Leja Dr, Vicksburg, MI 49097

Start Date: _____

Shift Hours:

Assembly Department

1st shift: 6:30am-3pm (Mon-Fri)
2nd shift: 4pm-12:30am (Mon-Fri)

Paint Department

1st shift: 7am – 3pm (Mon-Fri)
2nd shift: 3pm – 11pm (Mon-Fri)

Molding Department

3rd shift: 11pm-7am (Mon-Fri)

WSI Account Manager: Taylor Johnson
(269) 215-0200

Pay:

1st shift: \$16/hr
2nd shift: \$16.75/hr
3rd shift (Molding): \$16.25/hr

1st shift reports at 7am on first day

Where to Report:



On your first day, please report to the main entrance facing West Prairie Street in front of the flag poles. Once you enter, please use the phone to dial extension number 68311 and inform HR you have arrived for your first day. At that time, HR will escort you into the building and guide you from there. After your first day, you will be given a badge used for entry.

Dress Code:

Clean un-torn pants, closed toe shoes and a tee shirt. Safety glasses must be worn at all times on the production floor.



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Breaks/Lunch:

For Assembly and Molding departments, there will be two 10 minute breaks and a 30 minute lunch break. Paint department receives two 15 minute breaks.

Time Keeping and Checks:

You will clock in and out on a punch card located at Summit Polymers.

Call Off Process:

Good attendance and punctuality are essential to your success with WSI and Summit Polymers. **If you are not able to make it into work for any reason, you are required to contact both WSI and Summit Polymers prior to the start of your shift.**

Call Off Numbers

WSI: (269) 488-5100 (24 Hour Number)

Summit Polymers: (269) 649-4900

Personal Items:

Please do not take any personal items with you into work without properly locking up. A locker will be provided, you will need to provide your own lock.

