



Cleveland Operations

Human Resources

1600 Harvard Avenue
Cleveland, OH 44105-3092 USA
Tel: 1 216 641 3600

«First_Name» «Last_Name»
«Street_Number»
«Address_Line_1»
«City» «State» «Zip»

July 28, 2020

Dear «First_Name»:

This letter is being communicated to all current SUB (Supplemental Unemployment Benefits) eligible employees. The purpose of this letter is to re-communicate the procedure regarding SUB pay. Please refer to Article XXII of the 2017 Collective Bargaining Agreement.

According to our records, you are eligible for SUB pay, but it is necessary for you to follow the procedure listed below to establish your weekly SUB benefit payment:

In order to receive SUB pay weekly, you must provide the following to HR:

1. The *Application for Weekly SUB Benefits* form. This form only needs to be submitted **once**.
2. A copy of your *Claim Summary (Payment Summary)* received from unemployment. This will need to be submitted every week in order to receive SUB pay. If you are unable to send your unemployment payment history weekly, please submit no less than once a month. We are able to submit up to 4 payments at one time (retroactively) provided we have a copy of your payment history for those 4 weeks.

The Claim Summary (Payment Summary) can be sent using one of the following methods:

- A. Email: A copy of your *Claim Summary (Payment Summary)* from unemployment to:
CLV-HRTeam@howmet.com
- B. Mail: **Howmet Aerospace**
Jennie Ischay
1616 Harvard Ave
Bldg 53-5
Newburgh Heights, OH 44105
- C. In-Person: If you do not have access to email, the above can be dropped off at the Gate #5 Security Office, in a sealed envelope addressed to the attention of Human Resources, *Jennie Ischay*.

For every week that you receive unemployment compensation, please submit a copy of your Claim Summary (Payment Summary) from unemployment. If you do not submit this to HR weekly, you will not receive SUB for that week. If you are unable to send your unemployment payment history weekly, please submit no less than once a month.

If there is a change in your financial or personal status, you must notify HR immediately. Failure to do so could disrupt your SUB pay benefits and / or result in recoupment of compensation. Examples below of financial or personal changes, including but not limited to:

- find employment with another company

- receive updated compensation and / or discontinue receiving compensation from the CARES Act - Federal Pandemic Unemployment Compensation
- receive additional or have a change in unemployment compensation
- become eligible for disability
- or have any demographic changes (such as an address or phone number)

Let us know if you have any questions or concerns.

Sincerely,

Human Resources
Cleveland Operations