



<b>Company Name:</b>		<b>Suzlon Rotor Corporation</b>					
<b>Address:</b>	1711 S. Hwy 75.				<b>Phone:</b>	507-562-6700	
<b>City:</b>	Pipestone	<b>ST</b>	<b>MN</b>	<b>Zip</b>	56164	<b>Fax:</b>	507-562-6800

<b>Website:</b>	<a href="http://www.suzlonrotor.com">www.suzlonrotor.com</a>
<b>Product / Service:</b>	Wind Turbine Manufacturer
<b>Parent Company:</b>	Suzlon

<b>CONTACTS</b>			
<b>1<sup>ST</sup> Point of contact:</b>	Susie Rennich		
<b>Phone:</b>	(507) 562-6704	<b>Email:</b>	<a href="mailto:srennich@suzlonrotor.com">srennich@suzlonrotor.com</a>
<b>2<sup>nd</sup> Point of contact:</b>	Pete Schmidt		
<b>Phone:</b>	(507) 562-6716	<b>Email:</b>	<a href="mailto:pschmidt@suzlonrotor.com">pschmidt@suzlonrotor.com</a>

<b>OPERATIONS INFO FOR CMG CORPORATE OFFICE</b>	
<b>Pay Periods:</b>	Sunday-Saturday 2 week pay periods
<b>Timecards:</b>	CMG associates punch Suzlon's time clock.
<b>Reporting of Hours:</b>	Hours will be faxed to CMG corporate on Mondays or Tuesday's at the latest.
<b>Vacation Accrual:</b>	CMG associates start to accrue vacation the day they're hired by CMG, but are not eligible to take it or get paid for it until after 90 days with CMG. If they rollover/term after 90 days, CMG will pay them for the accrued balance.
<b>Check Distribution:</b>	Every Friday morning (by 2 pm) by CMG Account Manager.
<b>Invoicing Contact:</b>	Emily Bootsma or Laura Steenstra via email.
<b>Payment Terms:</b>	EFT 2 days prior to payday.

<b>OPERATIONS INFO FOR CMG REGIONAL OFFICE</b>	
<b>Hours/Shifts:</b>	Hours/rotations vary by department.
<b>Interview:</b>	Suzlon relies on CMG's screening process.
<b>Orientation:</b>	Both Suzlon & CMG hold orientation meetings on Monday.
<b>Training:</b>	Safety training on Monday. Tool training on Tuesday. On the floor Wednesday-Friday.
<b>Education:</b>	None needed.
<b>Safety Equipment:</b>	There is a safety shoe policy (see below) all other equipment is provided by Suzlon.
<b>Dress Code:</b>	No loose clothing or open toes shoes. Long pants/jeans long sleeve shirts are advised.
<b>Breaks/Lunch:</b>	One 30 minute lunch break and two 15 minutes breaks.
<b>Environment:</b>	Manufacturing environment. Strong smell from paint fumes. Gets warm in the summer.
<b>Drug Test/Physical:</b>	New hires are required to pass a DT & Physical (paid for by Suzlon) before they start.

**CLIENT TEMPORARY POSITION INFORMATION**

<b>Hourly starting rate:</b>	\$10 (1 <sup>st</sup> shift) \$10.60 (2 <sup>nd</sup> shift)
<b>Positions recruiting:</b>	<p>These positions are entry level manufacturing positions.</p> <p><b>Position Description:</b></p> <p>Knowledge of raw materials          Use of power tools          Use of solvents composites, and finishing materials          Responsible for understanding company policies          Responsible for attaining production goals.          Responsible for leading continuous improvement philosophy and promoting change.          Responsible for maintaining a clean and safe work environment within each department.          Perform other duties as specified by Team Leader, Shift Leader, or management.          Work with minimal supervision.          Be willing to work flexible hours as production schedule demands.          Prefer experience in manufacturing environment.          High School Diploma or equivalent</p> <p>Job Dimensions:          Ability to lift up to 50 lbs.          Bending to work, twisting to pull and maneuver material          Grasp and pull materials          Occasional work in a kneeling position.          Fit to wear respirator</p>

<b>Additional Information:</b>	<p><b>Safety boots/shoe policy:</b></p> <ol style="list-style-type: none"> <li>1. Employee purchases their work boots</li> <li>2. They submit an invoice/proof of purchase to CMG. Fax to us at 303-736-7767</li> <li>3. We will reimburse them up to \$35 for the cost of the boots. This will be added to their paycheck.</li> <li>4. CMG then adds the amount of reimbursements to Suzlon's invoice</li> <li>5. If the employee quits within 90 days, CMG takes out the amount that was originally given to the employee for the boots on their final paycheck.</li> <li>6. CMG will reduce Suzlon's invoice by any amounts recovered from the employees that leave within 90 days.</li> </ol> <p>The On-site coordinators will need to keep corporate informed of who is no longer working at Suzlon. There is the possibility that someone quits (or is terminated) and receives their final paycheck without corporate knowing it's their final check and we miss withholding the cost of the boots. Please send an email to corporate anytime a person leaves our (CMG/SRC) employment.</p>
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