

UPDATED 9/3 9AM

Both Boulder Creek locations are OPEN as of this morning! Be ready to work your regular shift. If you are not able to, please contact your manager this morning and follow the e-mail update as stated below.

UPDATED 9/2 10:30AM

Paychecks have been sent to each store. If you work at either of the Boulder Creek locations, your paychecks are at 20 El Pueblo Rd., Scotts Valley (in the accounting office). If you need your check mailed, please e-mail accounting@scarboroughlumber.com to let us know which address to mail it to.

ALL Scarborough locations are open **EXCEPT** for the two Boulder Creek stores. Any Boulder Creek employee has work at our other open stores. Please contact any of the following Managers to be put on the schedule:

Glenn in Ben Lomond: 336-5142

Lisa in Kings Village: 438-0581

Todd in Scotts Valley: 438-0331

If your evacuation has been lifted, you are expected to be back at work for your regular shifts.

If you are still evacuated, but not able to come to work, you must e-mail accounting@scarboroughlumber.com and communicate why you are unable to work. We will connect with each person and address their individual needs.

If you still evacuated and out of the area, please e-mail accounting@scarboroughlumber.com and communicate your personal needs and we will work with you on a leave of absence.

We cannot express how important it is to have clear communication. For anyone needing time, we need to be contacted to understand what steps are needed to keep you informed and to update our staff.

Email is best, but if you have a question, you may reach Mikala at (831)818-3105.

We are thinking of you all and looking forward to helping where we can.

-Mikala

UPDATED 8/27 4PM

ATTENTIONAL ALL SCARBOROUGH LUMBER AND SCARBOROUGH ACE HARDWARE EMPLOYEES!!

The city of Scotts Valley has lifted the evacuation notice as of 3PM on Thursday 8/27. SCARBOROUGH LUMBER AND SCARBOROUGH ACE HARDWARE STORE LOCATIONS IN SCOTTS VALLEY will be OPEN starting TOMORROW, FRIDAY 8/28 for regular business hours. Employees are expected to work their

regularly scheduled shifts. If you are unable to work, please call your manager as soon as possible so we may get your shift covered. If you are an employee of the Garden Center, you will be contacted directly in regards to opening.

As of now, only the Scotts Valley stores will be open to operate. If you are a Boulder Creek or Ben Lomond employee and would like to work, please contact Lisa at Kings Village (831)713-6055 or Todd at Scotts Valley (831) 818-3106 for possible shifts at either of these locations.

UPDATED 8/27 12PM

PAYROLL UPDATE:

If anyone would like to sign up for direct deposit, please email accounting@scarboroughlumber.com and provide their bank account info and their routing number. You may also call Mikala directly at (831) 818-3105 with your banking information.

For those who prefer to get a paper check, please contact Mikala and you may coordinate with her how to receive your check next Tuesday.

FOR THOSE AFFECTED BY THE FIRE

We have recently learned of a fund that ACE Corporate provides for those who are experiencing hardships due to unforeseen circumstances. If this applies to you, please click on the link below <https://www.cfmt.org/ace-helpful-fund/> to apply. We will provide more information about this fund as we receive it.

UPDATED 8/26 11PM

Attention all **SCARBOROUGH LUMBER & SCARBOROUGH HOME CENTER EMPLOYEES**

We will be able to pay your regular scheduled hours that were missed due to the store's closures for the payroll date of 8/17/2020 – 8/30/2020.

If you have applied for unemployment, there is nothing you need to do further. When we receive the paperwork from EDD, we will write the information to update them on the payroll you received.

To those who have been evacuated or affected by the evacuation, as soon as we hear any news on re-opening, we will post it. Be ready to return to work for your regular schedule.

To anyone who has evacuated- We understand that you may not be in the area. When you are notified that the stores will re-open, please reach out to your scheduling manager at the store to go over your individual needs.

Anyone who is not able to come back to work once we are open, you will need to continue to utilize unemployment. You also will have your PTO or up to 24 hours of sick pay to utilize. You can call Mikala (831) 818-3105, if you have any more questions.

Lastly, our community will need us even more once they are able to return to their homes. Rebuilding, cleaning, etc. We appreciate all of you and the hard work you bring each day. Some of your co-workers will need our support due to loss of homes. Being able to show up for shifts to cover those who cannot come back is very important. This has already been a tough year. Please take care of yourselves so we can be there to take care of others. As always, call any of us listed previously with any unanswered questions/ needs.

UPDATED 8/24 9:40PM

There have been questions regarding what day to use for their unemployment claim. Please use the day AFTER your last worked day. For example, if you worked on Wednesday 8/20, you would use 8/21 as the date for your unemployment claim. Any questions, please don't hesitate to reach out.

UPDATED 8/24 7:30am

Out of extreme precaution, Mikala and Morgan are suggesting that employees who are currently not working due to the evacuations (Stores, 1,2,3,5,6 &8), should log onto the unemployment website and start a claim. Again, this is out of precaution since there are so many unknowns at this point in time. Please go to <https://www.edd.ca.gov/>, click on the tab "Claims" and follow the links to apply for unemployment. We hope that people will not need to utilize unemployment, but it is better to be prepared. Any questions can be directed to Mikala, Krista or Lindsay. Be safe everyone.

UPDATED 8/22 11:45am

All stores located in the San Lorenzo Valley and Scotts Valley are closed. Mid Valley store is currently on an evacuation warning. At this time, both Carmel and Carmel Valley stores are open to our customers. If anyone at either of these locations has been affected by the River, Carmel or Dolan fire, please call Lindsay 831-818-3114.

Scotts Valley, Store 1 – **CLOSED**

Ben Lomond, Store 2- **CLOSED**

Kings Village, Store 3- **CLOSED**

Carmel, Store 4- **OPEN**

Boulder Creek, Store 5- **CLOSED**

Garden Center, Store 6- **CLOSED**

Mid Valley, Store 7- **OPEN (on warning)**

BC Home and Garden, STORE 8- **CLOSED**

8/22/2020

The bulk of our stores are in an unprecedented situation. Stores in areas which are under mandatory evacuations will remain closed until those orders are lifted. If your store is under an evacuation warning, we WILL be open as long as it is safe. As the orders are lifted and we are allowed to operate, communication will be key. Morgan is actively fighting the fires in the San Lorenzo Valley, but you can reach the following people with work related questions, if you cannot find the answer from the website.

Mikala Clements (831) 818-3105

Todd Ritchie (831) 818-3106

Lindsay Scarborough (831) 818-3114

Krista Scarborough (831) 818-9472

We hope everyone is safe. We realize many of you are displaced and some have lost property. Please reach out if help is needed.