



Memorandum

To: Design and Engineering

From: E.C. Casciano, D601; W. Louis, MDA-UAW Local 571

Date: May 18, 2020

Re: Revised Shift Work Hours, Revision A

In an effort to provide maximum flexibility for employees to work overtime and maintain employee social distancing, changes to the standard shift start/end times have been made. Thank you to all who have volunteered and changed your work shifts. You are helping safeguard the health and wellbeing of our employees and their families while supporting the work of our critical products.

Electric Boat Management and the MDA Union have agreed to the following work shift parameters which are applicable to all MDA and salaried employees.

These changes will be effective May 19, 2020.

1. First Shift Options:

- a. **First Shift Hours** – In order to provide flexibility this shift can start sometime **between 0530-0630** and must be complete **no later than 1430** to allow for cleaning between shifts. This is a straight 8 hour shift.
- b. **First Shift Overtime hours** – **Start 0530** work **through 1430** (straight 9 hours). OT must be authorized by management.

Note: Planning Yard and Waterfront Engineering personnel: First Shift will be 0600-0630 work through 1400-1430 (straight 8 hours). First Shift OT may start at 0500 but shift must complete no later than 1430.

Note: Employees who chose to start prior to 0629 or are authorized to work overtime are not entitled to shift premium.

2. Second Shift Options:

- a. **Second Shift Hours** – In order to provide flexibility this shift can start sometime **between 1530-1630** and must be complete **no later than 0030** in order to allow for time to save design work prior to mandatory daily IT maintenance performed 0100-0500. This is a straight 8 hour shift.
- b. **Second Shift Overtime hours** – **Start 1530** work **through 0030** (straight 9 hours). OT must be authorized by management.

Note: Planning Yard and Waterfront Engineering personnel: Second Shift will be 1500-2300. Second Shift Overtime hours – Start 1500 work through 2400 (straight 9 hours). OT must be authorized by management.

3. All 4X10 hour work shifts are temporarily suspended.
4. Additional overtime and/or make up time will be executed on Saturday/Sunday (based on work availability) in accordance with the following shift schedule:
 - a. First Shift - 0600-1100
 - b. Second Shift - 1300-1800. Can be adjusted and managed on an individual supervisor basis if social distancing (office workspace) can be maintained.
5. **Subject to management approval**, employees working from home are eligible for 1 hour of OT per day (Monday-Friday) and up to five hours on Saturday/Sunday. OT must be authorized in advance by management in accordance with memorandum File No: 400:MER/962726; Deviation from Temporary Standing Order 1937; dated May 13, 2020.

The ability to work overtime hours from home will be allowed for a one month trial period, May 18, 2020 through June 18, 2020 at which time we will evaluate its effectiveness and either terminated or extended the ability.

Facilities has increased the frequency of cleaning in high-traffic areas by hiring vendors to sanitize during both shifts. In addition, they have verified all Purell dispensers are alcohol based sanitizers.

Facilities will continue to use the gap between first shift and second shift to clean high-traffic areas. Therefore, employees that come into work during cleaning hours are encouraged to go straight to their desks and avoid any common spaces (kitchenettes and bathrooms).

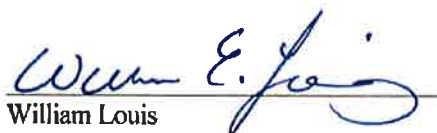
As a reminder, **if you feel sick do not come to work**. You should call your healthcare provider from home and then inform your Supervisor.

We greatly appreciate your continued patience, flexibility and cooperation at this challenging time. We have a responsibility to maintain our operations – and we must do so, as we always do – with safety in mind.

Please continue to monitor the Design and Engineering SharePoint website, EB Landing and social media for additional updates and be sure to reach out to one of us or your Supervisor, Manager, or Director with any questions.



Emil C. Casciano
Vice President, Design and Engineering



William Louis
President, MDA-UAW Local 571