



## Memorandum

To: Design and Engineering

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

Date: May 20, 2020

Re: Options to Float the Memorial Day Holiday, Revision A

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In an effort to provide maximum flexibility for employees to float the Memorial Day holiday and maintain employee social distancing, changes to the standard shift start/end times are necessary.

Electric Boat Management and the MDA Union have agreed to the following work shift parameters which are applicable to all MDA and salaried employees in the Design and Engineering organization that wish to float the holiday.

These changes will only be effective for the week of May 24, 2020 (Memorial Day week).

- For New London Facility and Eagle Park:
  - Work 4X10 hour shifts Tuesday through Friday,
    - First Shift will start at 4:30 and end at 1430. This shift will be straight 10 hours with a twenty minute work-through-lunch.
    - Second Shift will be from 1530-0130. This shift will be straight 10 hours with a twenty minute work-through-lunch. Shift premium will apply.
  - Work 8 hour shifts **Monday** through Friday,
    - First Shift will start between 0600-0630 and end at 1400-1430. This shift will be straight 8 hours with a twenty minute work-through-lunch.
    - Second Shift will be from 1600-2400. This shift will be straight 8 hours with a twenty minute work-through-lunch. Shift premium will apply.
- For Groton, which includes Long Hill Road and Waterfront:
  - Work 4X10 hour shifts Tuesday through Friday,
    - First Shift will start at 4:30 and end at 1430. This shift will be straight 10 hours with a twenty minute work-through-lunch.
    - Second Shift will be from 1500-0100. This shift will be straight 10 hours with a twenty minute work-through-lunch. Shift premium will apply.
  - Work 8 hour shifts **Monday** through Friday,
    - First Shift will start between 0600-0630 and end at 1400-1430. This shift will be straight 8 hours with a twenty minute work-through-lunch.
    - Second Shift will be from 1500-2300. This shift will be straight 8 hours with a twenty minute work-through-lunch. Shift premium will apply.

- All make-up time will be executed on Saturday/Sunday (based on work availability) in accordance with the following shift schedule:
  - First Shift 0600-1100
  - Second Shift 1300-1800

NOTE:

Supervisors of MDA-UAW Union Employees:

Employees requesting to float Memorial Day must have the lost time on Monday zeroed out and a ZZ code entered in the Special Pay column on the labor approval screen on another day that the employee works. The ZZ code must be entered on a labor start line with hours. Supervisors must ensure that employees record at least 40 hours of labor during the other days of the week.

Supervisors of SALARY Employees:

Employees requesting to float Memorial Day must have the lost time on Monday zeroed out. Supervisors must ensure salary employees record at least 40 hours of labor during the week with absentee time not to exceed four hours.

Thank you all for your continued support, patience, and flexibility. If you have any questions, please reach out to your Supervisor or Manager.



Emil Casciano  
VP, Design and Engineering



William Louis  
President, MDA-UAW Union, Local 571