

Rotational Work Assignments

Message from the General Manager's Office

April 8, 2020

The steps we have taken over the past several weeks have been very effective at making our workplace safe. Telecommuting of a large number of office personnel, staggered reporting at many of our district yards, and the relative isolation of field crews from each other have all served to prevent the spread of COVID-19 among us.

However, COVID-19 is becoming much more present in the communities we serve, and large numbers of employees, particularly those in our field service units, have still been required to be at the workplace on a daily basis.

In order to protect and reduce the risk of exposure to employees who work amongst the public, further prevent the transmission of COVID-19 among our workforce, and ensure that our core functions of delivering reliable water and power remain uninterrupted, I am activating the Rotational Work Assignment Plan, effective April 13, 2020.

The determination to offer this program is at the discretion of the System Heads, who are responsible for ensuring sufficient staffing to meet business needs and continue critical work. This week, supervisors have been identifying employees whose work during this emergency can be accomplished through a rotational work assignment, wherein the number of employees required to be present and performing that work on a daily basis can be reduced significantly from normal levels. The Rotational Work Assignment Plan is a voluntary program allowing employees to report to an alternate work location on a rotational basis. Employees who are deemed eligible and volunteer for the program must agree to the terms and details of the plan.

During the alternate work location week, the employee is functionally at work and must report to their supervisor each workday. During their alternate work location week, employees in the program will be assigned work that may or may not be part of their traditional work, as well as job-related training assignments. As with employees who are on the COVID-19 Telecommuting Plan, Rotational Plan employees may be required to report to their normal work location if an operational need arises.

The Rotational Plan is designed for employees who are not eligible to telecommute and whose regular job duties cannot be performed remotely. Employees who are covered under our telecommuting plans are not eligible for this program.

It is imperative that we ensure the availability of a healthy workforce throughout this pandemic in order to fulfill our mission and provide for the needs of our customers.

To do that, we will take all prudent steps to protect your safety at work. But we also need you to continue to do your part **AT ALL TIMES**, whether at work, off work, or at your designated rotational work location. **REMEMBER:** Keep a 6-foot social distance between you and others, wash or sanitize your hands regularly, and avoid using your bare hands to touch common surfaces. Face coverings are also now required at work.

Thank you again for continuing to serve our customers and look out for each other.



Martin L. Adams
General Manager and Chief Engineer