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30 Mar 20

MEMORANDUM

From: Human Resources Specialist (Labor and Employee Relations), Naval Facilities Engineering Command, Mid-Atlantic
To: Tidewater Virginia Federal Employees Metal Trades Council of Portsmouth, Virginia AFL-CIO

Subj: NOTIFICATION: COVID-19 MANNING AND OPERATIONS, PRR3, PWD-NEWPORT

Ref: (a) NFECMLNOTE 12600 of 20 Mar 20
(b) Negotiated Agreement between the Naval Facilities Engineering Command, Mid-Atlantic and Tidewater Virginia Federal Employees Metal Trades Council of Portsmouth, Virginia AFL-CIO

1. The Agency has implemented reference (a) for all employees of Naval Facilities Engineering Command, Mid-Atlantic (NAVFAC MIDLANT). Reference (a) discusses manning and operations for NAVFAC MIDLANT during the novel Coronavirus disease 2019 (COVID-19) pandemic.

2. PWD Newport, PRR3 is executing adjusted work schedules during the COVID-19 emergency situation, under 5 U.S.C. § 7106(a)(2)(D) to promote social distancing while maintaining obligations to the mission of the organization.

3. Employees of PWD Newport, PRR3, will be divided in to two working teams. These teams will be designated as Team A and Team B in order to reduce the number of individuals in the workspaces at one time. Employees will not be changing their current work schedules; however for those employees currently working a 5/4/9 alternate work schedule, their regularly scheduled days off (RDOs), will be switched to the week they are not assigned to work on site.

a. The team that is assigned to report to work on site will work Monday through Friday and perform job functions at PWD Newport. The team that is assigned to perform tasks at an alternate duty location will be assigned tasks by their supervisor. Teams will alternate schedules every other week during the pay period.

b. Employees performing tasks at an alternate duty location will muster with their supervisor via telephone or text prior to the start of their shift. Employees working at an alternate duty location are in a normal paid duty status unless leave has been approved by their supervisor as per reference (b). Management will maintain regular communication with all employees to share information. This is to ensure employees are aware of the status of PWD Newport and the work that is being performed, regardless of the location of where the employee is assigned to work for that day. Employee and supervisor communication is paramount to our success during this difficult time.

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4. You are being provided this information as the exclusive representative of employees in your bargaining unit. If you wish to negotiate the post-implementation of this change, please respond in accordance with reference (b).
5. If you have any questions regarding this notification, you may contact me at via e-mail at lynne.richsin@navy.mil.

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L. L. RICHESIN-PLOUFFE