



Letter of Understanding Guidelines for Sequestering Employees May 1, 2020



In the event the Company needs to sequester employees at a facility the following shall apply:

- The Company will determine the number of employees needed and will first ask for volunteers. In the event there are not enough volunteers, the company will assign the remaining staff that is needed, starting with the least senior employee in the classification needed. If there are too many volunteers, the Company will select based on seniority in the classification needed. Management reserves the right on selection and assigning the employees who volunteered to a team.
- The Company will provide appropriate sleeping accommodations, meals daily, appropriate restroom/shower facilities, lockers for items and laundry facilities. With management approval, employees may be allowed to bring their own campers on site with a company provided electrical hookup. An employee needing ~~and personal~~ WIFI will work with their manager regarding access.
- Employee will need to bring extra clean clothing, personal incidentals, personal phone, chargers, etc.
- The duration will be determined by management and the employee will know their schedule prior to the assignment. Determination of how long employees will be sequestered will depend on business needs and staffing levels. Employees should know that this assignment may be extended in the event replacement employees are unable to work due to illness, death in the family, etc. once sequestering begins. Please note - the Company will work to address and accommodate individual personal care needs to the greatest extent practical before transitioning employees to a different pandemic shift schedule. Shift swapping will be allowed if employees are agreeable and staffing levels are maintained and appropriate skill/experience levels are available.
- If schedule changes are needed the notification requirement, per the collective bargaining agreement, will be waived during this time, provided appropriate rest time is maintained.
- Prior to being sequestered, employees may be required to complete and pass a Covid-19 test, company paid, to determine if the employee has the virus. Once the test is administered the employee must immediately go into sequestration at an onsite quarantine until the test results indicate that the employee does not have Covid-19. If the employee tests positive, they will not be allowed to participate until the virus is no longer active and a negative test result is confirmed. Furthermore, employees sequestered will be required to take their temperature daily.
- Employees will be required to be sequestered during this assignment and will not be permitted to leave (exception – family emergency, death in the family etc.). In the event the employee needs to leave due to an emergency, the employee may not be allowed to return, and a new employee may be assigned or volunteer.
- While sequestered, employees will be allowed to call family members by phone or video call via WebEx, Skype or other company approved methods.

- Below are the following guidelines related to compensation with the understanding if not covered under these guidelines to follow the Collective Bargaining Agreement –
 - An employee will receive eight (8) hours of regular straight time pay Monday – Friday then all other hours will be paid at one and fifty-five one-hundredths (1.55) times their regular pay as overtime pay except for Sunday and Holidays. Factor pay will be eliminated.
 - Sunday and Holidays are double time – Sunday premium will not apply. An employee may receive pay in lieu of the holiday or schedule an extra day off using the same guidelines for scheduling one day of vacation.
 - The Evening Shift premium will be paid for all hours worked between 2:00 p.m. and 10:00 p.m. (these hours may be changed if needed)
 - The Night Shift premium will be paid for all hours worked between 10:00 p.m. and 6:00 a.m. (these hours may be changed if needed)

Another item that may be considered:

-Management, from the facility sequestering employees, may ask other facilities for volunteers prior to forcing employees with the understanding management has final decision on the employee(s) selected.

The parties have reached an agreement to the above guidelines for sequestering employees if a sequestration plan had to be enforced. The parties mutually agree to follow the above guidelines for the next six (6) months with the understanding the Company or the Union would have the right to request a review or cancel of this agreement but must provide a 30-day written notice of their intent.

For the Union:

For the Company:



 Business Manager and Financial Secretary
 Tony Bartels
 IBEW Local 965

 Labor Relations Manager
 Traci Hohn
 Alliant Energy



 Assistant Business Manager
 Dillon Gorman
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