

EMERGENCY PANDEMIC ATTENDANCE POLICY

As a result of the COVID-19 Coronavirus, the Union and company are entering in a joint agreement to allow our members flexibility, added safety and peace of mind during the pandemic.

The company will be offering modification to attendance policy for all members for a minimum period of 3 months. You are required to fill out an Emergency Pandemic Temporary (EPT) Quarantine for Suspect Illness form to qualify. The period may be extended as long as the EPT measures are being offered.

- It is the member's responsibility to give the company notice of suspected illness thru phone to their supervisor and/or email human resources within 24 hours of beginning of absence/missed time.
- Under no circumstances should associates report to work if they suspect they may have contracted COVID-19 virus, have had direct contact with someone known to have COVID-19 virus, or have symptoms that are similar to CDC guidelines for COVID-19 virus.
- The company will require a written doctor's release to return to work prior to the 21 day quarantine expiration which begins with the first related absence/time missed.
- The associate will need to contact HR and United Health Care (UHC) to apply for short term disability or FMLA. If for some reason the associate would not qualify for either program, the associate would be eligible for unemployment insurance thru a 21 day EPT voluntary layoff.
- If the process outlined in this agreement is followed, there will be no attendance points assessed for time missed related to quarantine/suspect illness.

Intent to return to work: Notice shall be in provided by the associate in writing or email a minimum of two working days prior to anticipated return as stated on the EPT quarantine form. Forms, doctor's release, questions and any other relevant correspondence should be sent via email to dfellows@strattec.com. The Union will be immediately notified of all EPT quarantines and requests to return to work. The company will allow you to return from layoff prior to 21 days only with a written release from a doctor which must be submitted via email prior to returning to work/entering the building.

The EPT quarantine agreement will be in effect until July 1, 2020 and can be extended with mutual agreement between the company and Union for an agreed extension period. Members returning from temporary quarantine will be returned to their job class, department and shift. If no work is available because of the effects of the pandemic, the standard job reduction/layoff procedure as stated in the contract will apply.

The company and Union are entering this agreement with the understanding that all EPT quarantines are on a temporary 21 day basis, and the company has no intent at this time of reducing the workforce permanently. These EPT quarantines are being offered to ensure the protection, health & safety of fellow union members and Strattec associates, and in lieu of attendance points and personal leave of absence allowing our members to apply for short term disability, FMLA and/or claim unemployment benefits related to pandemic relief efforts. If additional State or Federal benefits become available, members on EPT quarantine would be eligible to apply.

COMPANY:

Thomas Farrell
03/20/2020

UNION:

Tim Reiter
3/20/2020

Emergency Pandemic Temporary Quarantine/Suspect Illness

Name: _____

Index Number: _____

Department: _____

Job Code/Title: _____

Shift: _____

1

2

3

Start Date: _____

Return Date: _____

OR later notice

If you don't have a return date you must email dfellows@strattec.com at least 2 days prior to your requested return

Employee Signature: _____

Date: _____

Company Signature: _____

Date: _____

Employee Address: _____

Phone Number: _____

Forward Copy to Union Office

3/19/2020

EMERGENCY PANDEMIC TEMPORARY LAYOFFS

As a result of the COVID-19 Coronavirus, the Union and company are entering in a joint agreement to allow our members flexibility, added safety and peace of mind during the pandemic.

The company will be offering temporary voluntary layoffs for all members for a minimum period of 2 weeks. You are required to fill out an Emergency Pandemic Temporary (EPT) Layoff form to qualify. The period may be extended as long as the EPT measures are being offered. It is the member's responsibility to give the company 1 week notice of their intent to return to work. This notice shall be in writing at the time of layoff as stated on the EPT layoff form or via email to dfellows@strattec.com. The Union will be immediately notified of all EPT layoffs and requests to return to work. The company may recall you from layoff earlier than agreed upon if the business needs demand or the EPT layoffs are no longer being offered.

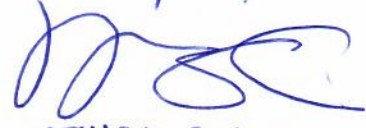
The EPT layoff agreement will be in effect until March 31, 2020 and can be extended with mutual agreement between the company and Union for an agreed upon extension period, and will be reviewed before the last work day of each extended extension period to determine if an extension is necessary.

Members returning from layoff will be returned to their job class, department, and shift. Members wanting to return to work, if no work is available because of the effects of the pandemic, will follow the standard job reduction/layoff procedure as stated in the contract.


The company and Union are entering this agreement with the understanding that all EPT layoffs are on a temporary basis and the company has no intent at this time of reducing the workforce permanently.

The EPT Voluntary layoffs are being offered in lieu of personal leaves of absence allowing our members to claim unemployment benefits related to the pandemic relief effort. If additional State or Federal benefits would become available, members on an EPT layoff would be eligible to apply.

COMPANY:

03/20/2020

Thomas Farrell

UNION:

3/20/20

Tom Rötter

EMERGENCY PANDEMIC TEMPORARY LAYOFF REQUEST

Name:

Index Number:

Department:

Job Code/Title:

Shift:

1 2 3

Start Date:

Return Date:

or later notice

If you don't have a return date you must email dfellows@strattec.com at least 1 week prior to your requested return

Employee Signature:

Date:

Company Signature:

Date:

Employee Address:

Phone Number:

3/19/2020

Forward Copy to Union Office