

THE BASICS: What, When and Why

What are the new shift times?

The new standard shifts will be 7 a.m. to 3:30 p.m. (first shift), 4:30 p.m. to 1 a.m. (second shift) and 10 p.m. to 6 a.m. (third shift).

When will the new schedule begin and how long will it be in place?

NNS will transition to three eight-hour shifts beginning with third shift at 10 p.m. on Sunday, Aug. 16. Given the unpredictable nature of the COVID-19 pandemic, there is no certain end date. We will continue to monitor and adjust business operations as long as is necessary to maximize social distancing, keep our shipbuilders safe and continue our mission-essential work.

Why are we transitioning to a new schedule?

NNS is committed to keep its shipbuilders healthy and facilities safe while decreasing the spread of COVID-19. The current two-shift structure provided time to clean our facilities and helped with social distancing. It also created a more balanced distribution of our shipbuilders across two shifts. Based on feedback from United Steelworkers Local 8888 President Charles Spivey and many shipbuilders, we are transitioning to three eight-hour shifts to further promote social distancing and improve the quality of life for our shipbuilders.

Why are we making the shift change now?

We've heard from many of you that the two-shift schedule disrupted personal and family routines. Meanwhile, we've learned many lessons during the past five months about how to protect our shipbuilders from COVID-19. The new three-shift rotation distributes employees more evenly and has less downtime between shifts, yet we can maintain the same level of cleaning. We also want to make this change before the start of the school year. All of these factors combined to make the timing right.

How were the new standard shift times determined?

The new shift times allow us to continue our precautionary measures against COVID-19 while also keeping in mind quality of life issues like parking, childcare and transportation.

How did NNS decide shift assignments?

We based our staffing decisions on crew continuity, equitable skill balance and foreman-worker ratio to support various program workloads.

IMPACT ON EMPLOYEES

Who will the new schedule impact?

Unless otherwise notified, employees will be required to transition to the new shift schedule. Supervisors will notify their employees by Aug. 3 of their new assignment. Contact your supervisor if you haven't received guidance by Aug. 4. Employees who have approved telework arrangements in place can continue to work from home. Any work group exceptions to the new schedule must first be submitted to your respective program management.

Will I be assigned to the shift I was working before the current two-shift schedule, and can I request which shift I want to work?

Because the new three-shift structure will be more balanced, there is no guarantee you will receive your previous shift assignment. Represented employees interested in requesting shifts must apply for a shift change in accordance with their collective bargaining agreement by submitting a shift change request form to their immediate supervisor. Salaried employees should work with their management to determine if alternate work schedules are available.

Will there be weekend work? If so, will the new shift times be implemented during the weekend as well?

There may be weekend work due to the nature of our operations. The new standard shifts will generally apply on weekends; however, your supervisor will notify you of exceptions.

Does the new standard shift schedule impact my ability to work from home?

Employees who can work from home, and who have supervisor approval, should continue to do so.

I'm a salaried employee and I'm already on an approved flexible schedule. Do I need to fill out a new flexible schedule request form?

Yes. You have to submit a new flexible schedule request form.

Will the new schedule impact my paycheck?

Hourly rates are negotiated and will not change as a result of the shift change. Salaried employees' salaries will also not be impacted. If applicable, night shift differential will be received.

Will there be overtime opportunities?

Limited overtime will be necessary in some areas to maintain our critical operations.

Is the company considering other leave options?

We are evaluating longer-term leave of absence options, and will provide more information as it becomes available.

BROADER IMPACTS: PROGRAMS, WORKFORCE, UNION

Will the transition to three shifts result in a reduction of workforce or production?

There are no plans to reduce the workforce or production with this transition.

Will all programs be on the same schedule?

Yes, however, some employees must work modified shifts to maintain critical operations. Employees working temporarily or permanently at offsite locations will follow the guidance of those locations. (i.e. Kesselring (KSO), naval facilities and other off-site work).

Is the new shift within the parameters of the collective bargaining agreement?

Yes. The shift change is within the parameters of the collective bargaining agreement.

Why does it seem like there are some areas of the shipyard already working the new shift or a different shift altogether?

Some employees transitioned to the new shift early for business reasons. Others will also need to work modified shifts to maintain critical operations. Employees working temporarily or permanently at offsite locations will follow the guidance of those locations. (i.e. Kesselring (KSO), naval facilities and other off-site work).

DAILY DETAILS: PARKING, LUNCH, DRIVE TIMES, CLINIC

Will there be any adjustments to parking/shuttles?

Open parking will remain in place, and we will continue to monitor parking as more people return to work. Driver and shuttle schedules will be modified to accommodate the shift change.

Will Hampton Roads Transit (HRT) adjust its schedules?

Yes, HRT plans to adjust its route schedules to support our new shifts. However, they are reviewing the timeline necessary for implementation and we will communicate the dates and route changes as soon as they become available.

Visit the NNS Parking & Transportation website to [view a list of frequently asked questions](#).

What are the new designated lunch periods?

Generally, lunch breaks will be 12-12:30 p.m. (first shift), 8:30-9 p.m. (second shift) and 2-2:20 a.m. (third shift). There could be some variation depending on where you work. Your supervisor will provide additional information about lunch breaks. Remember, regardless of the time, it is important to maintain a distance of 6 feet between yourself and others during lunch breaks.

When will the “no drive time” periods be enforced under the new shift schedule?

“No drive times” to support staggered departures will be 3:20-3:40 p.m., 12:50-1:10 a.m. and 5:50-6:10 a.m. and will also be during the beginning of first and second shift lunches: 12-12:10 p.m. and 8:30-8:40 p.m.

What are the Clinic’s hours of operations when the new shift schedule begins?

Clinic hours will be 7 a.m. to 11 p.m. to provide service/coverage for all three of the new shift schedules. Employees requiring medical care after the Clinic closes should call *911 or (757) 380-2222 and medical technicians will be dispatched to their location. Walk-in patients are instructed to follow posted directions on the Fire Department’s main door.

PROTECTIVE MEASURES

How will the shift transition help with social distancing?

Like the two-shift structure, the new shift structure spreads shipbuilders more evenly over three shifts, and it still provides adequate time for cleaning during times of minimal activity.

What type of cleaning will be accomplished between shifts and will cleaning be shipyard-wide?

Cleaning will continue to take place across the shipyard and will focus on high-traffic and high touch-point areas, including bathrooms, common areas, timeclocks, turnstiles and hand rails. Shipbuilders will still be responsible for cleaning their own personal spaces (tools, equipment, desks, conference tables, kitchenettes, etc.).

How will the cleaning strategy for the new shift schedule compare to the cleaning strategy being implemented now?

Cleaning will be at the same level as it was during the current two-shift schedule and will be distributed across three shifts including gaps between the shifts.

Who will participate in the cleaning efforts?

The Plant Operations (O46) team will handle cleaning of high touch-point areas (bathrooms, turnstiles, hand rails, etc.). The Surface Preparation and Treatment (X33) team will still handle all shipboard cleaning. Shipbuilders are responsible for cleaning their own personal spaces (tools, equipment, desks, conference tables, kitchenettes, etc.). We will continue to use third-party professional cleaners to enhance our cleaning efforts when required.

Can I volunteer to help clean and get more hours?

Cleaning staff have been identified. If more help is needed, we will solicit additional cleaning support.

The change to three eight-hour shifts improves social distancing, but what other protective measures can be done onboard ships?

We've already received some good ideas. Shipbuilders have suggested using fire retardant materials or welding screens to create physical separation from others. Face shields are not a substitute for masks, but can complement masks for extra protection. Shipbuilders who are respirator-qualified can wear those instead of cloth face masks. Shipbuilders can move away when inspectors, Ship's Force or others must briefly enter their work space. Keep sending us your suggestions at ideas@hii-nns.com.

If cleaning takes place during work hours, will it result in bathrooms being closed?

Yes, it will. While every attempt will be made to minimize disruptions, it will be necessary to close bathrooms on a rotating basis. This isn't a trivial question. We trust shipbuilders will let us know how this process is working as we embark on the new shift pattern.

LONG-TERM IMPACTS

If our COVID-19 cases continue to rise after the shift change, will the shipyard shut down?

We remain committed to staying open as long as it is safe to do so. If we were forced to shut down, a small number of shipbuilders (less than 500) would be required to work during our closure due to the nature of our operations. They would be paid. The majority of our 25,000 shipbuilders would not be paid during a closure unless they use earned annual leave time or paid time off.

After the COVID-19 crisis is over, will NNS make additional alterations to shift structure and times?

The COVID-19 pandemic has changed the world as we know it. We have all come to realize that “the norm” is constantly changing. As the COVID-19 situation continues to evolve, NNS will keep you updated on future plans through regular communications.

Other questions?

For more information about the new three-shift schedule, and for all daily NNS updates regarding COVID-19, visit nns.huntingtoningalls.com/411. You can also reach out to your management team or call the COVID-19 Hotline at 1-844-243-8749 and press Option 2.

Ideas?

Please share your ideas and suggestions with us by sending them to ideas@hij-nns.com.