AGREEMENT
REGARDING CONTINUITY OF OPERATIONS DURING THE COVID-19 GLOBAL PANDEMIC

The following is a Letter of Agreement between Local 1703, Department of Public Works (DPW) and the Town of Burlington, Massachusetts temporarily amending any relative prior agreements between the parties, and without prejudice or precedence in any other matter. The following will apply to Water Treatment (including backflow prevention):

Temporary Schedule Change
Due to the ongoing COVID-19 pandemic and in an effort to improve social distancing, the Town Administrator has directed that all departments be staffed at a reduced level each workday. Staffing levels may include employees working remotely if able and applicable.

Water Treatment Personnel will adhere to the schedule below with three working shifts per week, and two shifts at home, but ready and available to come to the treatment facilities if called in by a supervisor.

<table>
<thead>
<tr>
<th>Shift</th>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>10PM the day before to 6AM</td>
<td>Sinan</td>
<td>Paul</td>
<td>Paul</td>
<td>Paul</td>
<td>Joe</td>
<td>Joe</td>
<td>Joe</td>
</tr>
<tr>
<td>6AM to 2PM</td>
<td>Gabby</td>
<td>Gabby</td>
<td>Gabby</td>
<td>John</td>
<td>John</td>
<td>John</td>
<td>Sinan</td>
</tr>
<tr>
<td>2PM to 10PM</td>
<td>Rob</td>
<td>Rob</td>
<td>Rob</td>
<td>Sinan</td>
<td>Jim</td>
<td>Jim</td>
<td>Jim</td>
</tr>
</tbody>
</table>

Shift assigned to come into work
Shift to be home but available to come into work if called by a supervisor

Expectations of Employees During Temporary Schedule Change
The expectation during this temporary scheduling period is that any staff member, who is not working onsite, must still be available and responsive during their temporary work hours. Being available and responsive includes but is not limited to; continuing operations of the department by answering phones or retrieving messages, answering emails, and in some cases may include the need to report to work within a reasonable amount of time (Based on commute from their regular residence) should the Department Head require. Any employee called into work, during their temporary scheduled work hours, on a day they are not working on-site as a result of their temporary schedule shall not be entitled to any overtime payment or compensatory time. Employees must continue to follow normal procedures if they are taking any accrued time off and must receive prior approval from the Department Head. Employees who are not scheduled to be working on-site should continue to practice social distancing and avoid crowds as recommended by the Board of Health.
Compensation and Benefits
All AFSCME Local 1703 DPW members will continue to receive their regular salaries, stipends, accruals and benefits that they would normally contractually and legally receive during this temporary staffing and scheduling arrangement.

This agreement was entered into good faith by both parties without prejudice and in no way sets a precedence for the Union or the Town for prior or future situations.

Effective Date
These changes will be effective at 6 am March 30, 2020, and will remain in place until May 4, 2020 6:00am, unless they are extended or adjusted by written mutual agreement by the Town of Burlington and AFSCME Local 1703. This agreement may be rescinded in its entirety at any time by the Town Administrator without further action needed on the part of the Union, and all normal terms and conditions of employment apply.

For Local 1703, DPW:

Michael Giardina, Chapter Chair
Date: March 30, 2020

Cc: John Sanchez

For the Town of Burlington:

Paul F. Sagarino, Jr., Town Administrator