

Reduction in Force/Furlough Interim Procedure

1. An employee shall be given as much notice as possible but in no case less than 30 days or receive pay in lieu thereof for any period less than the 30 days, except in cases of emergency, strikes, Acts of God or other circumstances beyond the control of the Company. The Company will notify the Union of the reason for the furlough.
2. Employees shall be furloughed based on the staffing needs of the employer at each station. Employees shall be provided with the projection of workforce requirements for employees after the furlough if there is a downsizing and not a total closure.
3. Volunteers shall be solicited within the workforce at the affected station. Furloughs will be awarded by seniority (Seniority list shall be the combination of full and part time employees). If there are not enough volunteers furloughs will be assigned by inverse seniority.
4. An employee to be furloughed will have the option to fill a vacancy for which the employee is qualified at another station. A list of available locations will be supplied to employees with the furlough notice. If an employee selects to relocate he will be eligible for a moving/ relocation allowance according to company policy.
5. Employees with 6 months, but less than 2 years will receive a lump sum retention allowance payment of 2 weeks base salary.
Employees with 2 full years or more will receive a lump sum retention allowance payment of 3 weeks base salary.
Employees must remain on the payroll to the established layoff date to be eligible to receive the retention allowance.
6. Furloughed employees that were eligible for travel privileges when furloughed will receive travel benefits per company policy.
7. Employees will have recall rights to jobs that they are qualified to perform for a period of twenty four months.
8. Employees will not gain seniority while on furlough. If employed with Envoy within a period of two years following the date of layoff, employees will receive credit for prior Envoy service adjusted for time off payroll while not on probation.
9. All other benefits including medical shall be available according to company policy.

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X Maryjo J. Kueger
Union

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X [Signature]
Company

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