



GENESEE COUNTY ROAD COMMISSION
Human Resources Department

MEMO

DATE: March 16, 2020
TO: All GCRC Employees
FROM: Donna Poplar, Human Resource Director
RE: Hours of Operation Change

In Genesee County Road Commission (GCRC) attempt to use proactive measures to aid in addressing the Coronavirus (COVID-19), and to better safeguard the safety of its employees we are making the following changes effective today and until further notice:

- Exempt and Salary at-will employees will work Monday thru Thursday from 7:00 am - 5:30 pm.
- Non-Exempt AFSME, Operating Engineers and SEIU employees will work Monday thru Thursday from 6:00 am - 4:30 pm.

Moving forward, we will keep you abreast via email, GCRC website or written correspondence relative to any further needed operational changes as recommended by the Managing Director or by the county, state and national health officials.

Please continue to use your good judgment in protecting yourself, family and others from COVID-19 and follow the guidelines given by the Center for Disease Control and Prevention ([CDC.gov](https://www.cdc.gov)), State, local government and Health Agencies.

If you have any questions or concerns, please don't hesitate to contact the HR Department directly.

Thank you.

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