



# GENESEE COUNTY ROAD COMMISSION

*Serving the motorists of Genesee County for more than 100 years*

211 W. Oakley Street  
Flint, MI 48503-3995  
Website: [www.gcrc.org](http://www.gcrc.org)  
Board meetings: first and third Tuesdays at 10:00 A.M.

Phone: (810) 767-4920  
Toll Free: (800) 249-4027  
Fax (810) 767-5373 – Administration  
Fax (810) 767-3634 – Maintenance

## GENESEE COUNTY ROAD COMMISSION Human Resources Department

### MEMO

**DATE:** April 21, 2020

**TO:** All GCRC Employees

**FROM:** Fred Peivandi, Managing Director & Donna Poplar, Human Resource Director

**RE:** Update - Hours of Operation Change

---

A considerable amount of essential and critical GCRC work cannot be conducted from home. We have implemented numerous preventative health and safety measures in efforts to stay operational, but more importantly, to ensure our employees are staying healthy and safe during the COVID-19 pandemic.

These measures include implementing the 4/10's and the 40hrs on 40hrs off work schedules, increasing the frequency and intensity of cleaning our facilities, and, whenever possible adjusting our practices to ensure the recommended social distancing guidelines are being followed. Providing protective equipment and remaining compliant to ALL federal, state, and local mandates. In our attempt to be proactive, we will continue to meet weekly to identify additional ways to improve on the preventative measures that we have implemented thus far.

Regardless of the uncertainty of COVID-19, the Genesee County motorists depend on us to carry out our essential duties in keeping the county roads safe. As we prepare to move forward in adhering to the GCRC mission and adapting in advance to what may become our "New Normal," we are implementing the following changes to safeguard distancing and to keep our employees working:

#### All Departments

- Forty hours on and 40 hours off will expire the week ending April 26, 2020.
- All GCRC employees will work 4/10's Monday through Thursday, beginning the week of Monday, April 27, 2020, until further notice. **Overtime may be required as needed.**
- ALL directors, supervisors, and managers will discuss all pertinent operational changes and updates resulting from any COVID-19 GCRC preventative measures with their employees.

#### Time Clock Kiosk

- Supervisors will communicate all relevant changes to employees concerning reporting time, and specific steps employees should follow when utilizing the Time Card Kiosk (TCK), to ensure social distancing.

*Our mission, as Genesee County Road Commission employees, is to collectively provide and maintain a safe, cost-efficient and quality county road system for the motorists in Genesee County, Michigan.*

### **Maintenance Department**

- Beginning Monday, April 27, 2020, Maintenance Equipment Operators' workweek hours will be Monday thru Thursday from 6:00 am to 4:30 pm. **Overtime may be required.**
- Maintenance Supervisors will provide operators with their daily orders and work details.

### **Construction/T.E. Department**

- Field Technicians will drive assigned GCRC vehicle home each day from April 27, 2020, through May 11, 2020.
- Field Technicians (FT) are required to begin their workday by going directly to assigned work-site (and not to the Administrative Building) to perform their daily tasks. Until further notice.
- The FT will be instructed by their supervisor on how to report their time weekly.
- Workweek hours will be Monday through Thursday from 7:00 am to 5:30 pm. **Overtime may be required.**

### **Fleet Maintenance/Facilities Department**

- The workforce will be split into two shifts to limit the number of employees within close proximity throughout the building until further notice. **Overtime may be required.**
  - 1st shift staff will work Monday through Thursday from 5:00 am to 3:30 pm
  - 2nd shift staff will work Monday through Thursday from 4:00 pm to 2:30 am

### **Finance Department – Administrative Staff – Human Resources Department**

- Will be provided with individual work schedules as needed.

GCRC is most appreciative of the "Team Work" being performed by all GCRC employees during these difficult times on behalf of GCRC and the Genesee County motorist. We thank you, profusely for your patience, understanding, and cooperation during this very stressful time in our history. We encourage you to exercise sound judgment in taking measures to keep you and your family safe. Together, we will survive the devastation caused by COVID-19.

Shall you have any questions relevant to this correspondence, please feel free to contact me.

Thank you.

/dp