

PSEG Services Corporation  
Human Resources – Labor Relations  
80 Park Plaza, T10, Newark, N.J. 07102



March 19, 2020

Mr. Cornelius Wojceichowski  
Business Manager  
UA Local 855  
261 East Main Street  
Somerville, N.J. 08876-3008

### **COVID-19 TELECOMMUTING**

As part of PSEG's business continuity efforts relating to COVID-19, the Company and the Union have agreed to temporary operational modifications as follows:

#### General

- Telecommuting assignments shall be voluntary.
- To be deemed eligible to telecommute, employees must have appropriate internet capabilities at their place of residence and must be accessible by phone during work hours.
- Telecommuting employees shall be provided a Company issued laptop and may choose to take home a monitor, for work related purposes only.
- Employees are eligible for reimbursement of expenses incurred above and beyond their normal expenses as a result of telecommuting (e.g. data overages). Proper documentation must be provided.
- It is understood that employees will be required to periodically report to their designated work location to obtain additional work.
- It is further understood that employees may be required to report to their designated work location at any time while telecommuting based on operating conditions.

#### 9372 General Clerks/9373 Senior Clerks

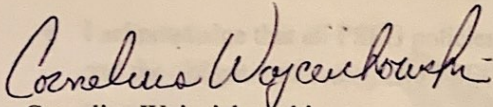
- Volunteers from each district shall be solicited in order of seniority in accordance with the Collective Bargaining Agreement.
- Provided there are volunteers, a minimum of one clerk from either classification above, per district, shall be assigned to telecommute with the understanding that additional clerks may be assigned based on operating conditions.

- Telecommuting assignments shall be made in two-week increments on a rotational basis. At the conclusion of the two-week assignment, the telecommuting clerk will resume work at their assigned Company location and another clerk will then begin a two-week telecommuting assignment. If there is only one volunteer in a district, that employee shall telecommute until further notice.

9399 Dispatchers

- All volunteer Dispatchers shall telecommute until further notice.

These measures will remain in place during the business continuity activation period and are not intended to set a precedent for the future or intended to permanently modify the terms and conditions of the Collective Bargaining Agreement.



Cornelius Wojceichowski  
Business Manager  
U.A. Local 855

Jaclyn Gabriel  
Labor Relations Manager



### Telecommuting Acknowledgement Form

As part of PSEG's business continuity efforts relating to COVID-19, I agree to telecommute with the following understanding:

- I acknowledge that this telecommuting arrangement is based on PSEG's specific business continuity efforts relating to COVID-19. It is subject to periodic review and PSEG may terminate or modify this telecommuting arrangement at any time for any reason. Moreover, this telecommuting arrangement is not and will not be construed as a contract for current or continued employment.
- I understand that I must accurately record all time worked and seek the approval of my supervisor, in advance, for all hours work in excess of forty (40) per workweek and for any deviations from the agreed upon schedule. I also understand that I must take all meal or rest breaks required by the applicable CBA and law.
- I acknowledge that all PSEG policies and practices, including the Standards of Conduct and the obligation to safeguard PSEG's equipment and confidential information, continue to apply.
- The work area I select will be considered an extension of the office in which I work. It is my responsibility to select a work area that is safe (e.g., electrical equipment is connected to a properly grounded electrical outlet, smoke detectors, etc.) and free from background noise, interruptions, and distractions (e.g., making alternative child and elder care arrangements). I am expected to devote 100 percent of my efforts towards working during working hours. This telecommuting arrangement is not intended to allow me to fulfill non-work obligations during working hours.
- PSEG is responsible under its Worker's Compensation insurance plan for injuries to me arising out of and during the course of employment. PSEG provides Worker's Compensation solely to employees. PSEG shall not be liable for injuries to family members, visitors, and others that might occur in my home during working hours. I waive any claim against PSEG for any injuries to any third parties (including, but not limited to, family members and visitors) that occur in my home whether or not during work hours. I shall indemnify and hold harmless PSEG, PSEG's affiliates and its and their respective employers, officers, directors managers, and agents from and against any claims, losses or damages arising from or relating to any injuries to third parties, including but not limited to, family members and visitors that occur in my home. I am required to immediately notify my supervisor of any injuries resulting, or relating to, my work.

- PSEG is also responsible for recording and reporting certain employee injuries as required by the Occupational Safety and Health Act (“OSHA”). Accordingly, I am required to immediately notify my manager of any injuries directly related to the performance of my work while I am telecommuting.
- I am encouraged to consult with a tax professional if I have any tax questions regarding maintaining a home office for a period of time. PSEG does not provide tax guidance.
- I understand that I am an employee of the State of New Jersey, where my primary work location is located. The laws of the State of New Jersey will apply to all aspects of my employment. Specifically, all aspects of my employment and any dispute relating to my employment shall be governed by, interpreted, construed and enforced in accordance with the laws of the State of New Jersey (regardless of conflict of laws principles).

I certify that the information I have provided in this form is true and correct. I agree to notify the Company in writing of any changes to this information.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date