

June 2, 2020

Dear Coworkers,

This email is to clarify information about the MO Shared Work Program and our participation.

We communicated on May 21, 2020:

"We have decided to use Missouri's Shared Work Program throughout our Springfield operations, both in the shop and in the office, beginning on June 1. This program allows us to reduce our working hours, receive state unemployment benefits, and the Federal Pandemic Unemployment Compensation (\$600/week through July) while keeping our benefits in place. **We cannot promise that we will end this program at the end of July, nor promise that everyone will have their hours reduced for this whole period. The Shared Work Program (SWP) will depend on our ability to meet our customers' schedules and our opportunities to make additional sales.**"

To more fully clarify this information:

1. Each week Mueller will assess if it is in the best interests of business operations to use the MO Shared Work Program (SWP) the following week based on our ability to meet our customers' needs. We may be on the SWP one week and be off the SWP the next week.
2. By Friday of each week, coworkers will be alerted if they will be on the SWP the following week.
3. Based on workload and efficiencies a group, not previously scheduled for the SWP, may move to SWP during the current week.

For example, as a week begins, there may be a working group of people who were not scheduled for shared work; however, during the week, they worked safely and efficiently, enabling them to complete everything in 32 hours (Mon-Thurs).

If that occurs, it may still be possible to go on the SWP and take Friday off as a shared workday. Working safely, efficiently, and staying on schedule may increase the opportunities to be on the SWP.

4. When requesting vacation, you should do so in advance for at least one week and expect that we will be working our regular 40-hour week. Do not plan your vacation schedule assuming you will be on shared work, as that will be determined weekly. For requests made with at least one week's notice, as usual, your supervisor will determine if they can approve those requests based on our staffing levels and workload.

PTO requested with less than one week notice will not be approved without extenuating circumstances while on the SWP. HR will review such requests and contact the supervisor regarding any approvals. This review process is in place because we must consider the company's capacity before approving individual requests.

The determination to participate in the SWP will not occur until Friday of the current week. It is not feasible to coordinate vacation around the possibility of SWP for the following week. We understand that there may be emergencies or other extenuating circumstances where someone requests off on short notice, and we will work through those on a case-by-case basis.

5. We will evaluate the possibility of using the SWP beyond July.
6. There is no Federal Pandemic Unemployment Compensation (\$600/wk) after July 2020.
7. A business must have at least 10% of its workforce on the SWP to be eligible. If we have a week where we drop below the 10% threshold, no Mueller coworker will qualify for the SWP that week.

If you need further clarification, please contact HR for information.