



## Dane's Desk

Contract Update

03/17/2020

Dear Site Operations Support Services Employees,

*The purpose of this memo is to provide you with the latest information on transition and the impact the coronavirus is having on our planned path forward. As I have stated to you many times, the Safety and Health of our workforce is the most important responsibility we have as a company. To that end, we have cancelled all group meetings associated with transition to include the benefits meetings that were previously scheduled at all three sites. Critical to our communication efforts over the next three weeks, email will be our main form of communication. We will do our best to provide you everything you need to onboard with our organizations.*

*For those employees with E2, we will be providing you with an E2 email address that will allow you to access your Company email from anywhere with an internet connection. You will receive a notice to your personal email account with activation instructions. **For anyone who does not have a personal email address, please let us know as soon as possible and we can make other arrangements.***

*Emails you will be receiving from the E2 team will include:*

- *Drug Testing and Background Check*
- *Benefit Information to include a prerecorded briefing from our provider detailing our benefit plans and options*
- *Completion of Authorization of Union Dues Checkoff deductions*
- *Completion of PA MVR form*
- *Onboarding Process*
- *Timesheet Training*

*WFS employees will receive an email from BSwift benefit enrollment portal. Prospective new hires will follow the online instructions to enroll in Medical, Dental, Vision, Life, Short-Term and Long-Term Disability. For benefit questions please send an email to Meg Haizlip @ [mhaizlip@waseyabek.com](mailto:mhaizlip@waseyabek.com) who will send out a group reply if the question is not personal in nature to our team or will reply directly to the individual.*

*Please continue to focus on safe execution of work and contact your supervisor or Human Resource representative with any questions or concerns.*

Regards,

Dane Anderson  
Program Manager, USSE2 O&M Services  
NETL, Site Operations Support Services

**CONTRACTOR**

(803) 257-4440 (m)

(412) 386-7499 (o)