

# Uniform Letter of Agreement

Envoy will be transitioning uniforms from its current supplier (Twin Hill) to a new supplier (Lands' End) in 2020. Our labor agreement addresses the company's obligation under Article 25, Paragraph D. The Company proposes to offer more Lands' End units during the initial roll out than what the agreement requires in exchange for the Union lowering the company's obligation to provide existing employees Twin Hill uniforms during the months of October 2019 – February 2020. The company further agrees to return allowances removed from those existing employees as a result of Twin Hill inventory shortage and replenish the allowances in the following year by adding the equivalent dollar amount to the employees account in the applicable month. The intent of decreasing the allotment during this timeframe is to improve the company's ability to support new hire employees. It further provides the affected employees the ability to use their allowance towards the future state uniform. On March 1<sup>st</sup>, 2020, employees will be required to wear the Lands' End uniform unless a short-term exception is made by management.

Employees affected by this transition are those currently wearing a cross functional or tailored uniform.

The tables below outline the company's proposal for a reduced allowance and initial Lands' End rollout for existing employees.

The following proposed allotment refreshment amounts will apply by month of seniority:

## **Existing Employees ATW:**

- October 2019
  - \$135.81
- November and December 2019
  - \$78.88
- January and February 2020
  - No dollars
  - Exceptions looked at on case by case basis depending on condition of uniform

## **Existing Employees CF:**

- October 2019
  - \$78.74

- November and December 2019
  - \$39.37
- January and February 2020
  - No dollars
  - Exceptions looked at on case by case basis depending on condition of uniform

The following proposed allotment amount will apply for new hires that are hired in the below timeframe:

**New Hire Employees ATW:**

- October, November, and December 2019
  - \$158.88
- January and February 2020
  - \$101.55
- February 14<sup>th</sup> – 29<sup>th</sup>
  - No dollars will be provided
  - Local procedure/recommendation

**New Hire Employees CF:**

- October, November, and December 2019
  - \$93.74
- January and February 2020
  - \$74.84
- February 14<sup>th</sup> – 29<sup>th</sup>
  - No dollars will be provided

- Local procedure/recommendation

All above wing and cross functional existing employees will receive a new uniform from Land's End in 2020 that they will start wearing on March 1<sup>st</sup>. This uniform will replace their current Twin Hill or Aramark uniform.

**The following outlines specific details for the Land's End rollout in 2020:**

- Important dates
  - October 23<sup>rd</sup>: Land's End uniform ordering begins
  - December 9<sup>th</sup>: Land's End uniform ordering ends
  - March 1<sup>st</sup>: All above wing and cross functional employees begin wearing Land's End uniform
- Land's End One Time Rollout Amounts (Existing Employees)
  - ATW - Women
    - 5 Tops
    - 3 Bottoms
    - Note: Dress option available in lieu of top/bottom combination
    - 1 Cardigan
    - 1 Blazer
    - 1 Vest
    - 1 Scarf
    - 1 Belt
    - 1 London Jacket
  - ATW – Men
    - 5 Tops
    - 3 Bottoms
    - 1 Suit Coat

- 1 Tie
- 1 Pocket Square
- 1 Vest
- 1 Belt
- 1 London Jacket
- Cross Functional – Women and Men
  - 5 Tops
  - 5 Bottoms
  - 1 Cardigan
  - 1 Belt

**Example:**

An employee working in a cross functional station with a seniority date of 12/1/15 would be entitled to a uniform allowance of \$250.00 on 12/1/19. Under the provisions of the contract, the company would add \$250.00 to the employees uniform account in 2019. In addition to the allowance, the employee would be eligible to order 3 pants and 3 shirts as part of the transition to a new uniform collection. The employee would not be eligible for any uniform allowance in 2020.

The company proposes in this example that the employee would be allowed to order 5 tops, 5 bottoms, 1 cardigan, and 1 belt as part of the Lands' Ends transition in 2020. This employee would then only receive \$39.37 in December 2019 and receive the difference amount of \$210.63 in December of 2020 to order additional Lands' End units.