

Date: April 4, 2022

To: All Team Members in the Unicon Building

From: Atty. Angelique ~~Margret~~ T. Natividad, HR Director

Approved by: Angela Monette ~~T.~~ Natividad, VP for Operations

Re: Return to Full Working Hours

Now that the City has been placed on Alert Level 1 for the entire month of March, we are pleased to announce that we are ready to return to full working hours of 48-hours per week. Instead of going back to pre-pandemic work hours, we will no longer work on Saturdays unless needed and approved by the Department Head and will be following a Compressed Work-week also known as Super Flexi Time Arrangement. Please see guidelines below:

1. TNGC including SC Zamboanga will work 48 hours every week while maintaining 104 hours per cutoff (more or less, according to the number of days in the cutoff).
2. Working hours per day will change from 8 hours per day to 9.45 hours per day, or 9 hours 28 minutes. Only urgent, pre-approved work will be allowed on Saturdays. Department Heads must approve work done on Saturdays.
3. Exceptions will be allowed for those who cannot report the full 9.45 hours per day and will be handled case to case. Those who will request to render less hours (permanently) can write to HR and ask for a special arrangement.
4. Building hours will be 7am-7pm from Monday to Friday. For activities that require the building to be open on Saturday, please ask your Department Head to seek approval.
5. Super flexi time will be allowed:
 - a. There will no longer be any concept of late and undertime.
 - b. However, team member must be able to attend all scheduled meetings. Non-attendance of or arriving late to scheduled meetings or other company activities will be issued an IR.
 - c. No penalty will be given to team members who will not meet the 48-hours per week. However, they will only be paid according to number of hours worked. Performance Appraisal will also not be adjusted, except in #3 above where there is a special arrangement.
 - d. Team members may render any number of hours per day as long as they hit the required 48 hours per week.
 - e. In case of scheduled Saturday, team members can reduce their hours worked from Monday to Friday, to compensate for the additional hours worked on Saturday.
 - f. 104 hours per cutoff will be maintained. Team members working more than 104 hours must file OT. Only approved OT will be paid (basic and premium).
6. For Holidays, Travel, and Official Out of Office Activities like Job Fairs and Trainings – 9 hours 28 minutes will be credited.
7. Offset – we will no longer allow half day offset. Offset is now increased to 9.45 hours and will be given for whole day work on rest days and holidays.
8. Saturday will not be considered a rest day. Instead, those working on Saturdays may just adjust their working hours during Monday to Friday so they will not exceed the 48 hours when counting the hours rendered on Saturdays.
9. Work from home will continue to be allowed with approval from the Department Head. We will still use our WFH DTR for this.
10. FaceTime will still be measured on a monthly basis as Actual Hours vs Expected Hours worked.
11. We will resume 1 hour lunch breaks and 15-minute breaks in the morning and in the afternoon.

12. This will take effect on April 11, 2022 and the first FaceTime report will be on June 1, 2022 reflecting the May 2022 FaceTime.

Please let us know if you have any questions or concerns. Please also give us feedback regarding this new arrangement.

Thanks.