

Drainage Transition to EPCOR Update

June 29, 2017



This newsletter is the primary source for updates on the transition. Look for it every Thursday.

Computer and Mobile Device Changeover

Converting the hundreds of PCs, laptops, cell phones and tablets over to the EPCOR network is too large of a task to be done in one evening on August 31. We need to do the conversions in manageable sections, to ensure everyone can continue to do their work and there are no service disruptions for citizens.

To get this done, the conversions will occur on weekends starting the evening of July 28, doing one site each weekend. Our current plan is:

- | | |
|--------------------------|---------------|
| 1. Edmiston | July 28-30 |
| 2. Eastgate | August 11-13 |
| 3. Century Place | August 18-20 |
| 4. Kennedale | August 25-27 |
| 5. Coronation/Poundmaker | September 1-3 |

Here are the key impacts of the conversion:

1. Your PC or laptop will be replaced with a different PC or laptop of similar configuration.
2. Your replacement PC or laptop will be pre-configured with all your required software.
3. You will keep your current cell phone and/or tablet, but email access will require manual setup after your conversion weekend.
4. Your cell phone number will remain the same.
5. Your desk phone number will change, but the physical phone will remain the same
6. Your old phone number will not be forwarded, but you will have access to your voicemail to record a message giving people your new number.
7. After the conversion, you will be on the EPCOR network, with an EPCOR network ID and password, but you will have access to necessary City systems and data.

ACTION FOR YOU: You can help by moving ALL documents off your hard drive and into your H drive or Google drive. Remember, that includes moving any files off your desktop as well.

The project team will be confirming information on hardware and software at each site over the next few weeks so that the team understands the requirements for conversion. We'll also gather information on critical positions, including employees working with SCADA or performing 24/7 operations, to form a customized plan that ensures safe, ongoing operations.

Each person will need to take actions both before and after conversion to ensure success. We will give each person a detailed checklist and instructions to be clear on the actions you need to take. We'll have on-site support for employees both before and after conversion to help with setup or issues. We'll discuss that later in this newsletter.

Email and Shared Document Conversion

In addition to converting PCs, laptops and mobile devices, there is also a big effort underway to convert email and shared documents. EPCOR uses Microsoft products, and the City of Edmonton uses mainly Google products, so email and documents need to be converted. Here is the current plan for these items.

Your email conversion will happen the same weekend as your PC or laptop conversion. Here are the key impacts:

1. You will receive an EPCOR email address with your replacement PC/laptop.
2. Your existing email will be moved that weekend to your new EPCOR email
3. You will use only your new EPCOR email, accessed through Microsoft Outlook, from that point forward. Your Gmail access will be disabled, including access through your mobile device.
4. Your email will be forwarded to your new EPCOR email until December 1, giving you time to inform your contacts of the update in your contact information.
5. Your mobile device will need to be manually setup the following Monday morning to access your EPCOR email.
6. Your calendar and contacts will be converted. Your Gmail tasks and notes will NOT be converted and you will no longer be able to access them. There will be a process in the checklist to explain how you can save these items.

We'll identify shared email accounts and meeting room accounts for conversion as well.

Because this conversion will occur over 6 weeks, there will be some patience required for some items, particularly for meeting invitations.

- During the conversion period, you will not be able to see the calendars of people that are not on the same network as you. So, if your laptop has been converted, you will not be able to see the calendars of those who have not yet been converted or those who are remaining with the City.
- You will not be able to book meeting rooms at sites that are not on the same network as you.
- Some existing meeting room bookings may be lost.
- You will lose access to City of Edmonton Gmail Groups.
- Most distribution lists will need to be manually recreated.

As with the PC conversion, each person will need to take actions to ensure success. Detailed checklists and instructions will include the email activity required, along with some tips on how to minimize the above impacts. We'll have on-site support for employees both before and after conversion to help with setup or issues.

For documents, your H drive will be converted to the EPCOR network and you will have access from your PC, laptop and/or mobile device. Shared drives will remain on the City network, but your new PC or laptop will have a connection back to the City to allow access to all shared files. Your Google drive and access to shared Google documents will remain after your conversion. We will not begin converting shared documents to the EPCOR network until after September 1. That conversion will have its own plan and support activities.

Employee Support for Technology Changes

With all of that technology change, one of the keys to success is to make sure that you know exactly what you need to do to be ready, and that you get support to resolve any issues or problems. There will be 5 main activities to help you through the conversion:

1. During the week of July 4, the employee support team will be holding an open house at each location to answer questions and address concerns.
2. Learning tools will be available, particularly on Outlook, including reference guides, online videos and in person learning.

3. You will receive a detailed set of checklists, instructions and reference guides showing the actions you need to take both before and after conversion. These checklists will be ready soon, so that you can plan to complete tasks around your vacation schedule.
4. The support team will be on site for one day during the week before conversion to help with pre-conversion activities.
5. A large support team will be on site on Monday and Tuesday after conversion to help with post-conversion checklist activities and to solve problems that may arise.

We realize that you may have a lot of questions about what this means for you. To support you, we will have face-to-face discussions, the checklist packages, and on-site support. The schedule of initial open houses at your site is:

- Eastgate - Tuesday, July 4 - 7:30-9:30 (FS Eastgate Conference Room)
- Coronation - Tuesday, July 4 - 10 am - noon (Construction Main Boardroom)
- Edmiston - Tuesday, July 4 - 1-3 pm (IIS UI Edmiston Training Room)
- Kennedale - Wednesday, July 5 - 1-3 pm (Large Boardroom)
- Century Place - Thursday, July 6 - 8-10 am (CO US Quiet Rm 5th Flr CP)
- Edmonton Tower - Thursday, July 6 - 10:30 am - noon (ET 11 MR NE 11-275)

Remaining Organizational Structure

The entire organizational structure for Drainage Services is now available on [OneCity](#) and will be posted in central locations and lunch rooms at Drainage sites. The structure will become effective once the transition to EPCOR is complete on September 1. Over the past few weeks, the leadership team has focused on ensuring everyone fits into the functional structure in a way that creates a strong team.

When the transition is complete, Drainage Services will operate as its own business unit within EPCOR, organized into six functional areas – Drainage Operations, Construction Project Management, Construction Services, Drainage Engineering, Drainage Planning, and Shared Services. The organization charts show everyone in those six functional areas, or as part of EPCOR's corporate shared services, such as Finance, IT, HR and Safety.

While the charts include all employees that are coming to EPCOR, there may still be adjustments to the vacant positions that are transferring. There are some employees currently on leave who will be coming to EPCOR when their leave ends. Their names are not yet reflected on the chart.

This structure takes effect September 1, 2017. Between now and then, minor refinements may be necessary if new information or requirements become known. If you have been informed that you are transferring to EPCOR and your name is missing from the chart, please contact Kyle Smith, Labour Relations, Human Resources Branch at 780-496-5688 or kyle.smith@edmonton.ca.

Until then, all Drainage activity will be managed by existing processes, people and policies within the City of Edmonton. Decisions on planning, operating, filling vacancies, interacting with citizens and all other daily activities will continue as they always have, without requiring approval from EPCOR.

Updates to Employee Questions

A lot of great questions were asked by employees at the recent Town Halls, and a number of questions continue to come in to the drainage.transition@edmonton.ca mailbox. With nearly 200 unique questions, it may be challenging to find your answer in the published information. It is important that it remain easy for you to find those answers, so a change is being made to the OneCity pages and the information binders at field sites.

Where a question requires a longer, more detailed answer or where there are several related questions on the same topic, a Fact Sheet will be created on the topic. These will have enough detail to answer the questions more fully. The FAQ section will be used only for questions that can be answered in a few sentences.

Starting this week, we are also publishing the unanswered questions, so that you can see what is still being worked on.

More information and responses to your questions

You can find all information related to the EPCOR transfer at onecity.edmonton.ca/EPCOR.

If you have more questions about the project, review these [frequently asked questions](#). If you can't find the answer to your question, email drainage.transition@edmonton.ca.



Drainage Transition Frequently Asked Questions

Updated: June 29, 2017

New This Week

- NEW** Can I still take my pre-approved vacation, scheduled for after Sep 1?
- Yes. Any vacation time that has been approved through your area's vacation approval process can be taken, even if it is scheduled for after September 1. Just like the City, EPCOR encourages employees to use their vacation rather than accumulating it.



Drainage Transition Frequently Asked Questions

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Pay and Benefits

NEW

Can I still take my pre-approved vacation, scheduled for after Sep 1?

Yes. Any vacation time that has been approved through your area's vacation approval process can be taken, even if it is scheduled for after September 1. Just like the City, EPCOR encourages employees to use their vacation rather than accumulating it.

If a current permanent employee with Drainage declined benefits with the City years ago, will they be offered to join into whatever medical benefits program EPCOR has at the time of transition?

Declining benefits with the City years ago will not affect the options that will be available to all permanent employees at the time they become eligible to enroll into EPCOR's Advantage Benefits plan.

When will union discussions commence?

EPCOR and each of the unions (CUPE 30, CSU 52 and IBEW 1007) are currently working diligently to reach Transition Agreements that reflect the interests of all parties. EPCOR and each of the unions have an agreement that specific elements of the discussions remain confidential between the parties; however, the parties have agreed to joint communication throughout the process.

What happens to pensions?

Both the City of Edmonton and EPCOR are members of the Local Authorities Pension Plan. There is work to be done with the LAPP Administrators to determine the details of the transition. Employees will continue to participate in LAPP under EPCOR following the transfer.

How will paycheque deductions for non-pay items be transitioned? (transit, rec centre, CEMA, United Way)

EPCOR generally does not support payroll deductions for purchases from other organizations, and these would not continue past September 1. EPCOR is gathering information with regard to current deductions for Drainage employees before any decisions are made. Continuing or stopping non-pay payroll deductions will be discussed as part of the transition.

Will the new collective agreement be negotiated with EPCOR Water and Drainage together or separately?

The negotiations with the unions on the Collective Agreements are specifically on existing City of Edmonton employees that are transferring to EPCOR, and do not include discussions on existing Collective Agreements already negotiated for EPCOR employees.

What happens to existing Collective Agreements in the transition?

The existing Collective Agreements with the City of Edmonton remain in force for all members until such time as formal agreement is reached on a new Agreement. The exact structure of that new Agreement will be determined through Collective Bargaining.

Will my job classification change in the transition?

This particular topic is covered by the Collective Agreements for union staff. EPCOR is working with all unions to set a schedule for negotiations, with the intent to negotiate agreements through transition discussions within the Collective Bargaining process. We appreciate that these topics are very important to employees and that you are eager to know as much as possible as quickly as possible. It is important that everyone respect the Collective Bargaining process and allow these decisions to happen within those



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talks. EPCOR and all unions are committed to jointly communicating with employees throughout the process.

Is it possible some unionized employees will become non-unionized?

It is not the intent of the transfer to make any changes to union jurisdiction for any positions. Any future changes to jurisdiction will be handled as they are today, through processes agreed upon in Collective Agreements.

What happens to vacation balances?

Outstanding vacation balances will be transferred to EPCOR on September 1 and will be available for employees to use. Because EPCOR processes Pay Period 18 before the City of Edmonton, it may take additional time for the final balances to be adjusted for any vacation used during the last pay period with the City.

Will my payday change?

Yes. Both EPCOR and the City have the same pay period end dates, but EPCOR's payday is on the Friday following the pay period end. For example, your pay date for Pay Period 19 with the City would have been September 26. With EPCOR, you will be paid on September 22.

The specifics of your payday for the pay period that covers the transition date of September 1 is being worked through by the Transition Team and we will update this question when those details are known.

Will EPCOR offer retirement packages for employees that are near or at retirement age?

No. There will be no packages offered to either Drainage or EPCOR employees.



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Pay and Benefits

Pay and Benefit Decisions

There are a number of topics covered by the Collective Agreements for union staff. These include:

- Pay rates
- Vacation
- EDO's
- Hours of Work
- Benefits
- Income Replacement Plan
- Health Spending Account
- Banked Overtime

EPCOR and each of the unions (CUPE 30, CSU 52 and IBEW 1007) are working diligently to reach Transition Agreements that reflect the interests of all parties. EPCOR and each of the unions have an agreement that specific elements of the discussions remain confidential between the parties; however, the parties have agreed to joint communication throughout the process.

While Transition Agreements are being determined, we understand that employees may be anxious about terms and conditions that may affect them. Especially in the case of discussions with more than one bargaining unit (three in this case), employees may also be concerned with what members of another bargaining unit will get as part of their contract. For union staff, these answers can only come when transition discussions with your union are concluded.

For management and out-of-scope employees, EPCOR is first understanding the current terms and conditions of employment for Drainage employees before any decisions are made. EPCOR is committed to communicating on these topics as decisions are made, and in advance of September 1.

City of Edmonton Employee Discounts/EPCOR Wellness Account

EPCOR has discounts with a number of health, travel and retail partners. These discounts are different for EPCOR employees than for City employees. EPCOR is part of the City Corporate Wellness Program, which offers employees a 20% discount on Annual Passes and a 15% discount on multi-admission passes. Employees pay for these passes directly and not through payroll deduction. EPCOR does not have discounts with Edmonton Transit Service.

In place of some discounts, EPCOR offers a Wellness Account for all permanent employees. This program allows permanent employees to be reimbursed up to \$350/year and part-time employees to be reimbursed up to \$200/year for items such as fitness memberships, fitness programs, organized sports leagues, fitness equipment, and many others. A full list will be shared with employees as they receive EPCOR program information. This Account can also be used to reimburse monthly transit passes.

This Account is provided separately from the EPCOR benefits program, and is not dependent on discussions on the Collective Agreements.



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HR & Career

What does EPCOR do around employee engagement?

Increasing employee engagement is an organizational priority for EPCOR as it has been demonstrated that organizations with high levels of employee engagement outperform other organizations in productivity, product quality, customer service and safety.

EPCOR measures employee engagement every two years, using a survey that identifies key areas that can significantly affect employee engagement. Each time EPCOR conducts an engagement survey, the company reviews the survey results, including written comments, and identifies actions to be taken to improve employee engagement.

The most recent engagement survey took place in October 2016. The results from this survey showed a significant increase in employee engagement from the last company-wide survey. EPCOR is in the top 25% of large employers in employee engagement based on the survey results. Our goal is to continue to increase employee engagement through company-wide action plans as well as actions at the business unit level.

How does advancement in EPCOR differ from in the City of Edmonton?

Both the City and EPCOR encourage employees to take an active role in their own career development plan by identifying and applying on job opportunities that are of interest to them. There will be support for employees in their development and growth by providing advancement opportunities through hiring internally when possible.

What will happen to provisional and temporary employees?

EPCOR has committed that all transferring temporary and provisional employees will maintain the same job security rights as set out in their respective collective agreements.

What if an employee does not wish to transfer to EPCOR and would like to stay with the City. What options would they have?

As the position will transfer from the City of Edmonton to EPCOR on September 1, 2017, if you decide not to transfer with your position this is considered a resignation. If this is your decision, City of Edmonton requests that you provide your supervisor with as much notice as possible of your resignation. You would be welcome to apply on all City jobs that you are interested in and qualified for prior to the transfer date.

Discussions are underway between EPCOR, the unions, and the City towards a Letter of Understanding that would allow permanent employees to apply on internal City of Edmonton jobs for a specific period of time. More information will follow around this option once a Letter of Understanding has been agreed to. After September 1, 2017, all transferring employees would be eligible to apply for those postings open to the public.

Once EPCOR employees, are we or will we be considered external employees if applying on City jobs in the future?

After September 1, 2017, all transferring employees would be eligible to apply for those postings open to the public. Discussions are underway between EPCOR, the unions, and the City towards a Letter of Understanding that would allow permanent employees to apply on internal City of Edmonton jobs for a



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specific period of time. More information will follow around this option once a Letter of Understanding has been agreed to.

Will our seniority carryover to the City from EPCOR and vice/versa?

This particular topic will be included in the discussions with unions on the Collective Agreements.

How are our jobs protected in the transition?

All Drainage and identified shared service employees will have job security. There will be no layoffs. Temporary employees will have the same job security rights as they do today, as set out in the collective agreements.

Will I have to upgrade my education to fit with EPCOR's minimum standard for hiring?

No. Drainage employees will be accepted into the EPCOR system regardless of their level of education, and all provisions related to education and minimum standards of the existing Collective Agreements with the City will be honored.



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HR & Career

Memberships/Certifications

EPCOR supports memberships and employee certifications required to achieve and/or maintain professional designations required for the job or that are documented in an employee's career development plan. Employees can work with their Manager to determine applicable certification and membership requirements.

EPCOR also provides employees with an After Hours Personal Development program under which permanent employees are eligible for funding to pursue professional certificates, diplomas, degrees or other independent courses through post-secondary institutions, industry associations or other learning providers, subject to the approval of EPCOR School of Business. Full-time employees are eligible for \$1,500 per year and part-time employees are eligible for up to \$750 per year.



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Organization Structure

When is the new Organizational Structure effective?

This structure takes effect September 1, 2017. Until then, all Drainage activity will be managed by existing processes, people and policies within the City of Edmonton. Decisions on planning, operating, filling vacancies, interacting with citizens and all other daily activities will continue as they always have, without requiring influence or approval from EPCOR.

Does this mean Drainage employees report to a new manager right now?

No. Until August 31, all Drainage activity is to be managed by existing processes, people and policies within the City of Edmonton. Decisions on planning, operating, filling vacancies, interacting with citizens and all other daily activities should continue as they always have, without needing influence or approval from EPCOR. Your new manager is only effective on September 1.

How was the structure designed?

EPCOR's approach to org design focuses on understanding how Drainage works and what makes it successful, defining the functions that need to be grouped together as all of the drainage teams are pulled back into one business unit, mapping the positions that are transferring, noting where vacancies exist, and making sure each position has clear accountabilities and authorities. This ensures that each layer of management has distinct functions related to strategy development, business planning, decision-making, problem solving and day to day leadership of the operation.

When will Drainage employees start to meet more people from EPCOR?

Both scheduled and informal opportunities will be created starting in June. We want Drainage employees to hear from Amanda Rosychuk and the Drainage Services leadership team, and start to build new relationships now. We want to be careful not to do too much of this, so that the focus of Drainage employees is still on safe operations.

You may see groups of EPCOR employees visiting Drainage sites to learn more about facilities and operations, so that the transition is smooth on September 1. This is necessary for many of the technical aspects of the transition, like computer network connections, insurance appraisals of buildings, or security equipment. These visits will be structured with as little impact to daily Drainage operations as possible.

When will the rest of the Organizational Structure be available?

EPCOR has received the full list of employees who will be transferring. Using that list, work will be done with Drainage management to properly identify where teams fit within this organization structure. We expect that work to be completed within the next couple of weeks and then announced through the weekly communications to employees.

What about Corporate Shared Services (Finance, HR, IT/IS, Safety)?

Several people will be joining EPCOR in Corporate Shared Service areas – Finance, Human Resources, Information Technology/Services, and Safety. In EPCOR, these areas report to their own Senior Vice President, with dotted-line reporting to the Business Unit that they support. The management for Finance and Safety is shown on the current Organization chart, and further work will be done in the next few weeks to organize the appropriate people into these areas.



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How and when will vacancies be filled?

Normal EPCOR recruitment processes will be used to fill any newly created positions in this structure. Recruitment may start before September 1, so that positions are filled in time for the transition. Any position that is posted will be found on the [EPCOR Careers Page](#).

Can we fill vacant positions in the City of Edmonton business areas that will move to EPCOR?

Requests to fill vacancies will continue to follow the standard City approach whereby all permanent positions will need to be justified with the appropriate business case and approved through the current channels. This includes the Branch Manager, Deputy City Manager and ELT approval chain. As always, hiring managers will need to make a business decision on whether to fill the position on a permanent or temporary basis.

What happens if my current manager at the City is not coming to EPCOR?

Until August 31, you will continue to take direction from your current manager. For transition information, stay connected to the weekly communication methods we have already been using.

We are keeping all managers informed of transition information, regardless of whether they are personally transferring to EPCOR or not. We will also create opportunities for your new manager and members of the transition team to reach out to you through the next few months.

Who is Amanda Rosychuk?

Amanda Rosychuk is currently the Senior Vice President, Corporate Services at EPCOR, and has been leading the Drainage transition activity. Since joining EPCOR in 1992, Amanda has held senior management positions in areas across the company, including Distribution & Transmission, customer care, business systems, and business development. Amanda holds a BSc in Electrical Engineering from the University of Alberta and is a graduate of its Executive MBA program.

Who will move to EPCOR?

Employees who are transferring to EPCOR have been receiving personal communication of their transfer. That process is occurring during mid-May. When that process is complete, we will add names to the organization charts.

How were employees selected to transfer to EPCOR?

There are two groups of employees: those who spend the majority of their time working for and supporting Drainage, and those who split their time between Drainage and other business areas in the City.

Those who spend the majority of their time working for or supporting Drainage will transfer to EPCOR – with the exception of the Growth and Land Development planning and engineering groups, which will remain with the City as outlined in the Letter of Intent approved by City Council.

For positions that support other areas in addition to Drainage (such as Human Resources and IT), the amount of time spent supporting Drainage has been identified and translated into number of people that will be transferred to Drainage. From there, employees whose experience and skills best fit the transfer were identified.



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If I work downtown, will I have to change location?

Employees who are working downtown will likely be relocated to an EPCOR site. We are defining the space requirements for downtown employees and are exploring a variety of options including vacant space at EPCOR Tower and / or leasing space at Century Place. We will specifically communicate with those employees affected by these moves as soon as all transferring employees are identified and decisions are made on space locations.

If we are scheduled to move to Edmonton Tower before September 1, will that move still occur?

Until August 31, all Drainage activity is to be managed by existing processes, people and policies within the City of Edmonton. This would include any required moves to a new location as part of City plans.

If I am transferring, when will I become an EPCOR employee?

The transfer is effective September 1, 2017.



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Business Processes

Will work locations be changing?

Most existing field locations for Drainage construction and operations will not be changing with the transfer. We may have to move a few individual employees to make room at the sites as needed. The transition team is reviewing the list of transferring employee to determine if any changes are needed at field locations.

Employees who are working downtown will likely be relocated to an EPCOR site. We are defining the space requirements for downtown employees and are exploring a variety of options including vacant space at EPCOR Tower and / or leasing space at Century Place. We will specifically communicate with those employees affected by these moves as soon as decisions are made on space locations.

What will be the effect on integrated facilities (eg. Kennedale)?

Most sites currently have some form of physical separation from other City department activities. The transition team is examining these sites to determine what adjustments may be needed for September 1. For sites where there is no current physical separation from other City operations, the transition team will work to identify what changes may be needed to physical setup, procedures or security. We will share the results of that analysis as soon as it is known.

What is happening to Procurement Cards?

EPCOR also uses Procurement Cards. Replacements will be ordered for the appropriate Drainage staff starting on September 1. Appropriate training on EPCOR policies and procedures will be provided with the new cards.

What will be the security at unmanned sites?

Unmanned sites will be secured. The transition team is examining these sites to determine what adjustments may be needed for September 1.



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Transition Approach

Who is making decisions about Drainage projects and initiatives before September 1?

EPCOR appreciates that people are thinking about ways to collaborate. However, until August 31, all Drainage activity is to be managed by existing processes, people and policies within the City of Edmonton. Decisions on planning, operating, filling vacancies, interacting with citizens and all other daily activities should continue as they always have, without needing influence or approval from EPCOR. The City and EPCOR are collaborating on the process to transition Drainage to EPCOR on September 1

Do we continue with procurement and agreement activities until September 1?

Yes. Until August 31, all Drainage activity is to be managed by existing processes, people and policies within the City of Edmonton. Decisions on planning, operating, filling vacancies, interacting with citizens and all other daily activities should continue as they always have, without needing influence or approval from EPCOR.

Are we proceeding as usual with respect to approved operations plans?

Yes. Until August 31, all Drainage activity is to be managed by existing processes, people and policies within the City of Edmonton. Decisions on planning, operating, filling vacancies, interacting with citizens and all other daily activities should continue as they always have, without needing influence or approval from EPCOR.

How can I submit a question about the transition?

City of Edmonton/Drainage employees should send questions to drainage.transition@edmonton.ca. If you are a union member, you may direct questions about the negotiation topics or progress to your union directly.



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Customers/Citizens

Talking to Customers/Citizens

If customers have questions about the impact of the transition to EPCOR, here are some key points that you can share:

- EPCOR will be building on the work that Drainage has done to date and looks forward to welcoming Drainage staff and the expertise they bring.
- Major initiatives and activities will proceed as planned. Until September 1, decisions on planning, operating, interacting with citizens and all other daily activities continue as they always have. Any questions or inquiries related to Drainage projects or operations should be directed to the City of Edmonton.
- Drainage will remain 100% owned by the City of Edmonton. This is a transfer. Drainage staff will continue to do Drainage work.
- EPCOR will align with the City's public engagement framework. EPCOR has a proven track record of public consultation, and a proven commitment to engaging stakeholders. EPCOR's Community Advisory Panels for its Water business are an example of this, as well as its engagement activities on construction, maintenance and upgrade projects.



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Systems and Technology

PC/Laptop/Mobile Devices

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We'll identify shared email accounts and meeting room accounts for conversion as well.

Because this conversion will occur over 6 weeks, there will be some patience required for some items, particularly for meeting invitations.

- During the conversion period, you will not be able to see the calendars of people that are not on the same network as you. So, if your laptop has been converted, you will not be able to see the calendars of those who have not yet been converted or those who are remaining with the City.
- You will not be able to book meeting rooms at sites that are not on the same network as you.
- Some existing meeting room bookings may be lost.
- You will lose access to City of Edmonton Gmail Groups.
- Most distribution lists will need to be manually recreated.

As with the PC conversion, each person will need to take actions to ensure success. Detailed checklists and instructions will include the email activity required, along with some tips on how to minimize the above impacts. We'll have on-site support for employees both before and after conversion to help with setup or issues.

For documents, your H drive will be converted to the EPCOR network and you will have access from your PC, laptop and/or mobile device. Shared drives will remain on the City network, but your new PC or laptop will have a connection back to the City to allow access to all shared files. Your Google drive and access to shared Google documents will remain after your conversion. We will not begin converting shared documents to the EPCOR network until after September 1. That conversion will have its own plan and support activities.



Drainage Transition Frequently Asked Questions

Updated: June 29, 2017

Financial
