



TRANSITION UPDATE #6

COUNTDOWN TO CLOSE

- We're happy to share with you that NextEra Energy and Chesapeake Utilities are close to completing all necessary steps to finalize the transaction.
- The closing could take place at the end of November or in December. As mentioned earlier, we anticipate the close will occur prior to year-end.
- NextEra Energy and Chesapeake Utilities are committed to a smooth transition, minimizing any operational disruptions and ensuring safe and excellent service to FCG customers.
- We will continue to share important information with you to help make the transition to Chesapeake Utilities as smooth as possible.

IMPORTANT INFORMATION AT CLOSING

- You will be an employee of Chesapeake Utilities the day following the closing date. You should continue to follow your regularly assigned work schedule.
- Chesapeake Utilities will be on-site for another visit on **Friday, Dec. 1**. You will learn more about next steps of the onboarding process during this time. Breakfast will be provided. Please plan on being on-site from 8-10 a.m. ET on Friday, Dec. 1 at the same location you were at for the October and November visits. You will receive a calendar appointment from NextEra Energy/FPL.
- When the closing does occur, Chesapeake Utilities will have a complimentary breakfast from 8-9 a.m. ET at the Doral, Rockledge and Port St. Lucie offices. It will be a fantastic opportunity to mingle with your new coworkers, including senior leadership. Everyone will receive a swag bag and raffle tickets for an opportunity to win prizes. No RSVP will be required.
- Chesapeake Utilities will have an employee-dedicated call center transition resource that will be available Day 1 to answer any and all questions that employees may have throughout the integration. This resource will be available Monday through Friday 6 a.m. to 9 p.m. ET.

BENEFITS / OPEN ENROLLMENT

- **Open Enrollment for Chesapeake benefits ends on Wednesday, Nov. 22. You must sign up for benefits for 2023 and 2024 with Chesapeake before close of day on Wednesday, Nov. 22.**

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- **Your benefits with NextEra Energy/FPL will end the day of closing. This could be in November or December, depending on the date of closing. All employees, including those who are Retiree Eligible, will need to sign up for benefits with Chesapeake Utilities effective for the month of December.**
- **You will receive COBRA (Benefits continuation) notification from NextEra Energy/FPL within 10-14 days after the closing date.**
- Employees should have received an email on Tuesday, Nov. 14 with the slide presentation for benefit orientation and a job aide with instructions on how to log in and sign up for benefits. This is the same presentation that was shared on-site at the Chesapeake Utilities meetings on Nov. 14.
- If you have trouble logging on to sign up for benefits, please reach out to the Chesapeake HR Business Partner that sent the package to you.

PAYROLL

- You should be **keeping your timesheet up to date through HR4U**. Your time should be entered into your timesheet no later than 5:00 p.m. (ET) each day until the closing occurs.
- You should **enter all planned vacation into HR4U by Nov. 22**.
- If you have your bi-weekly payroll deposited into multiple bank accounts the final pay from NextEra Energy will be deposited 100% into the account designated as “Main Bank” in HR4U. This means your final paycheck will NOT be deposited into multiple bank accounts (even if they were directed to multiple bank accounts prior to the transaction closing date). **If any changes need to be made this must be completed by Wednesday, Nov. 28.**
- Starting the day after closing, your payroll will begin under Chesapeake Utilities. Keep in mind that this is a new entity, and your taxes and deductions will be set up as you entered them during your Chesapeake Utilities onboarding. Please double check to make sure your direct deposit, taxes and employee information is correct.
- You will learn how to enter your time with Chesapeake during the Employee meeting being held on Dec. 1.
- After the closing, a paper copy of your last pay statement will be mailed to your legal address on file since you will no longer have access to view electronically in HR4U.

VACATION DAYS

- Vacation days will begin to accrue each pay period with Chesapeake Utilities after the closing. These hours will show up on your paycheck. You may work with your supervisor to take any accrued vacation day(s) in December, if applicable.

BADGES

- You will continue using your existing badge after closing. Chesapeake Utilities is working on a transition plan for badges and more information will be coming in the next few weeks.

TRAVEL & EXPENSE INFORMATION

- Because the closing could take place at the end of November or in December, **the last day to use your NextEra Energy/FPL credit card is today, Tuesday, Nov. 21.**
- Employees' expense reports must be submitted and approved in Chrome River **by close of business on Friday, Nov. 24.**

IT INFORMATION

- All employees will keep and continue to use their current corporate devices. This includes company-issued laptops, mobile / cell phones, workstations, iPads and other hardware. Other items such as keyboards, mice, headsets and monitors will also remain with you.
- Employees will keep their current email addresses for a period of at least 30 days. Following the transaction additional information will be shared on email.
- In preparation for accessing Chesapeake's IT systems, employees are asked to install the Duo Mobile app on your phone or tablet (iPhone/iPad link or Android link) as this will allow you to login to Chesapeake's network. For those of you with phones that access NextEra Energy email or other services, you may receive this app automatically. Further information on how to set up Duo Mobile will be provided in the future.
- All FCG-related files will be staying with FCG employees. In addition, FPL-owned One-Drives, SharePoint sites and other shared drives relating to FCG are also transitioning to Chesapeake Utilities.

PLEASE REMEMBER

- As always, employees should continue to do their job safely and remain committed to providing customers the excellent service FCG delivers today.
- **It's important to remember ... Between now and transaction close, everything remains the same for FCG employees and customers.**

WHAT'S NEXT?

- Both companies wish the FCG employees a safe and happy Thanksgiving!

We appreciate your continued engagement, and despite the distraction this announcement may bring, please continue to focus on safety, delivering exceptional customer service and being cyber aware.
