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## PREFACE

During the course of these negotiations, concerns and issues involving the parties' past relationships, past practices and understandings were discussed in order to develop the new atmosphere and methods of operation at the Fairfax facility.

These negotiations have resulted in a concept which requires mutual respect and a concern for one another's mission and with the needs of a quality workforce in mind, have produced a commitment to operate in this fashion.

It is recognized that our progress will ensure the continuance and survival of the members of the Union and Management. It is further recognized that each party is dependent on each other.

The Fairfax mission statement is "We Build Vehicles That Earn Customers For Life." To uphold this goal we must produce a world-class quality product competitively and we mutually commit to an environment based on a concept of team work, mutual trust and respect with both parties recognizing that the people are its most important resource.

It will be the equal responsibility of the Union and the Management to provide a working environment that will ensure the employees' right to influence decision making, to provide the tools so that they may master their environment and to ultimately gain from their labors the dignity and aura of accomplishment that these discussions were intended to provide.

## AGREEMENT

This Agreement is entered into between General Motors LLC, Fairfax Plant, hereinafter referred to as Management, and Local No. 31, UAW, hereinafter referred to as the Union, this 26<sup>th</sup> day of October, 2015.

During the course of these negotiations the parties have endeavored to construct a Local Agreement for the Fairfax facility that will allow the plant to operate within a new culture. The cornerstone of that culture will be the Team Concept in which the employee will have an opportunity to impact the success of our business through decision making. It is the firm belief of the Parties that operating within a Team Concept will allow Fairfax to be a producer of a world class quality product at a competitive cost.

These negotiations have concluded in the development of all agreements, understandings, and memorandums, which shall constitute the Local Agreement for Fairfax.

Should and issues occur during the term of this Agreement which were not anticipated during these negotiations, the parties will resolve them in the same spirit of cooperation which resulted in this Agreement.

## **LOCAL SENIORITY AGREEMENT**

This Agreement is entered into between General Motors LLC, Fairfax Plant, hereinafter referred to as Management, and Local No. 31, UAW, hereinafter referred to as the Union, this 26th day of October, 2015.

In accordance with Paragraph 67 of the National Agreement, the following constitutes the Local Seniority Agreement between the parties.

### **SECTION I: ACQUIRING SENIORITY**

- A. Employees will acquire seniority in accordance with Paragraph 57 of the National Agreement between General Motors LLC and the International Union, UAW.
- B. In placing employees' names on the seniority list in accordance with Paragraph 58 of the National Agreement, where two (2) or more employees have the same seniority date, they shall be initially listed on the seniority list alphabetically by last name, A to Z. Any subsequent change of name will not be the basis for a change in seniority status.

It is understood that this applies to any and all employees hired on or after January 5, 1951, except as noted below. Those employees hired prior to January 5, 1951 will be governed by the precedent numbers presently in effect.

When two (2) or more employees establish a plant seniority date as provided in Appendix A, VII, A, 2, of the National Agreement, the date established for each employee for vacation under Paragraph (190) of the National Agreement will be used to determine seniority preference among such employees. Where two (2) or more employees have the same Paragraph (190) date, they shall be initially listed on the seniority list alphabetically by

last name, A to Z. Any subsequent change of name will not be the basis for a change in seniority status.

- C. In placing the names of Journeymen/Journeywomen on the seniority list when they have completed an EIT or Apprentice Program and have the same Skilled Trades date, plant seniority established pursuant to Paragraph 57 of the National Agreement will determine the order of listing. Where two (2) or more employees have the same plant seniority date, they will be placed on the seniority list alphabetically by last name, A to Z, name at hire. Any subsequent name change will not be a basis for a change in seniority status.

Journeymen/ Journeywomen with a date of entry of January 7, 1985 established pursuant to Appendix A, VII, A,4 of the National Agreement will have their names placed on the seniority list pursuant to Appendix A,VII, A,5, of the Agreement.

- D. For the purpose of reclassification to Employee-In Training-Seniority (E.I.T.S.) and/or reclassification from Employee-In-Training (E.I.T.) or Employee-In-Training Seniority by Employee-In-Training (E.I.T.) and Employee-In-Training Seniority (E.I.T.S.) employees previously classified in one (1) or more of the vacated classifications will be considered as time worked in their new classification in applying the paragraph below.
- E. Employees transferred under this Agreement will establish a date-of-entry or skilled trades classification seniority date in their new or consolidated group equal to their earliest date-of-entry or skilled trades classification seniority date held in any classification consolidated in their assigned group.



## SECTION II: DEFINITIONS

### A. Seniority Unit

The entire plant shall constitute one (1) seniority unit, consisting of two (2) divisions.

### B. Seniority Divisions

**Division I** - All hourly rated employees in the bargaining unit except those employees in skilled trades classifications.

**Division II** - All hourly rated employees in the bargaining unit in skilled trades classifications.

### C. Seniority Groups

Division I - Seniority shall be by classification by Department.

Division II - Seniority shall be by craft/trade.

### D. Labor Committee

Each Department shall have a Labor Committee consisting of the District Committeeperson and the Department Shift Leader. This Committee will be responsible for the assignment of employees to team within the Department. The Labor Committees for the respective shifts will meet together on a weekly basis to resolve problems of mutual concern. Problems not resolved at these meetings may be referred to the Chairperson of the Shop Committee and/or his/her designated representative and the Plant Manager and/or his/her designated representative.

## SECTION III: PERMANENT LAYOFF AND REHIRE PROCEDURE

### Division I

- A. In the event of a permanent reduction-in-force, it is the intention of this Agreement to retain the employees with the greater seniority who are capable of doing the job. It is recognized by the parties that it is desirable to accomplish a reduction-in-force with the least disruption of production and efficiency of operations possible. Further, it is recognized that in accomplishing this objective, it is necessary that the available jobs be filled by employees capable of performing them. Accordingly, Management will:

1. Establish the number of employees to be retained in their Department, combining Team Members and Team Leaders, and retain the employees with the greater seniority. In combining Team Members and Team Leaders for reduction-in-force purposes, it is understood that Team Leaders may be retained on their jobs for a period not to exceed thirty (30) days for training purposes.
2. Seniority employees in the department will be reduced from team to group to openings and then department-wide. Seniority employees who have insufficient seniority to be retained in their department, but have sufficient seniority to be retained within Division I, will be placed by the appropriate a Labor Committee on jobs that are operating division-wide that they are capable of performing; recognizing physical limitations, size, etc.
3. Employees with insufficient seniority to remain at work within Division I will be laid off as they are displaced. The Shop Committee, prior to the actual reduction-in- force, will be furnished with a list of the names of the employees retained, and this list will show General Motors Identification Number (GMIN), classification, and plant and Paragraph (190) of National Agreement date.
4. Management will endeavor to minimize the loss of time to employees in placing them in accordance with the Layoff and Rehire Procedure and, in any event, employees eligible to be retained on other available jobs, will be placed within five (5) working days within their Department or ten (10) working days within Division I.
5. For reduction-in-force, Material Department Salvage team employees will have the option of flowing to corresponding Salvage team on another shift or to the department on the same shift, seniority permitting.

#### **B. Rehire to Department**

Employees laid off as a result of Section III A of this Agreement will be rehired in division-wide seniority order to fill available openings on work which they are capable of doing in the

departments in which they held seniority at the time of the initial reduction-in-force. In addition, any employee on such Section III A. layoff may apply at the Employment Office in writing for recall to any Division I opening in any department on the basis of his/her division-wide seniority. Seniority Division I employees may make written application at the time of reduction to return to their former department and classification for openings that may occur within a thirty (30) day time frame after the reduction-in-force is completed. Such moves take precedence over other transfers.

1. These provisions for recall from permanent layoff will not be operative during periods of model changeover. When recalls from permanent layoff are required at new model start-up, such recalls will be handled pursuant to Section IV below.

## **Division II**

C. In the event of a permanent reduction-in-force, Management will establish the number of employees to be retained in each craft and retain the employees with the greater skilled trades seniority or date of entry seniority in each craft. Employees with insufficient seniority to be retained in their respective craft will be laid off from Division II, then as provided in Paragraph 1 of this section, and will be recalled in seniority order, except as provided herein.

1. **Right of Waiver**

At the time of a permanent reduction-in-force in any skilled trades craft, employees being laid off will have the option, seniority permitting, of returning to Division I or of signing a waiver. Employees desirous of working in Division I that previously held Division I status at Fairfax will return to the department and classification in which they had last established seniority. Employees desirous of returning to Team Leader status must have completed the most recent Team Leader selection process or they will be returned to Team Member status. Employees that have not previously held Division I status at Fairfax will flow to an open Team Member job or displace the lowest

seniority Team Member plant-wide. All Division II employees reduced to Division I will maintain their plant seniority date in Division I.

2. **Layoff and Rehire Where Waiver is Signed**

If employees elect to sign a waiver, they will be laid off and will be rehired to work in seniority order only to the skilled classification from which they were laid off.

3. **Termination of Waiver**

If employees desire to terminate their waiver, they may do so by giving written notice to Management and they shall be assigned the next available opening, seniority permitting, providing they are capable of performing the job.

4. **Limitations of Waiver**

Only one (1) such waiver will be permitted each employee after each layoff.

5. **Waiver Form**

Any employee who elects to be laid off as provided above will complete and sign the waiver form provided by Management seven (7) calendar days prior to the effective layoff date. Where feasible and practicable, Management will provide fourteen (14) calendar days advance notice prior to the effective layoff date. In those situations where the employee has less than seven (7) calendar days available; the employee will then submit their waiver form no later than the end of the following shift that they are notified by Management. An approved copy will be furnished to the employee at the time of signing.

## **SECTION IV: MODEL CHANGEOVER**

- A. When a build-out occurs as a result of model changeover, employees shall be laid off as their services are no longer required. If, after the last job has passed the last workstation in a team, it becomes necessary to retain employees in that team for work normally performed by that team, employees will be

retained on a voluntary basis by classification. In the event there are more than enough volunteers capable of performing the required work, the oldest seniority employee within the classification who volunteered will be retained. If there is not a sufficient number of volunteers to perform the work, additional employees by classification working in the team who are capable of performing the work will be retained in inverse seniority order beginning with those employees with at least one (1) years seniority at the time of the selection. This provision shall not constitute a basis for a claim for back pay by any Team Member.

- B. After the volunteer period, it is understood that in the servicing departments if there is not a sufficient number of volunteers to perform the work, additional employees by classification working in the department who are capable of performing the work will be retained in inverse seniority order beginning with those employees with at least one (1) years seniority at the time of the selection. This provision will not constitute a basis for a claim for back pay by any Team Member.
- C. For a period not to exceed ten (10) working days after model start-up, employees will be recalled to their team by classification as their services are required. Thereafter employees will be recalled by classification by seniority to their department and in any event no employee will remain on layoff while lesser seniority employees are working within their classification, within their division after a date mutually agreed upon by the parties. Under current operation conditions the model change will be considered over when the first body is set on Conveyor 90.
- D. When unusual circumstances arise, the parties, by mutual agreement, can waive the provisions of Section IV and set a procedure for layoff and rehire of the employees to resolve the problem.
- E. Skilled Trades Changeover Period Extra Work
  - 1. When additional employees are required in the Skilled

Trades departments (Division II) during model change and plant rearrangement shut-down periods, a bulletin will be posted by Management expressing the need for extra people. Interested employees may file an application in the Employment Department. Employees desirous of such work who have filed for extra work shall be retained by seniority.

## **SECTION V: PERIODS OF PART TIME OPERATION/PLANT VACATION SHUTDOWN WEEKS**

A. Prior to any layoff (Division I or Division II) Local Management will determine which provisions of the Local Agreement will be applicable for the specific layoff (i.e. Section III or Section V). It is further understood that once a temporary layoff provision is identified it may take up to 180 calendar days to convert to a permanent layoff. The permanent layoff will convert on the first workday of the following week following the 180 calendar day. This time period (180 calendar days) may be reduced by mutual agreement between the parties.

### **1. Division I**

The work will first be offered to the longest seniority employees in the team by classification and shift providing they are capable of performing the work. In the event the seniority employee is not desirous of the work, then the work will be given to the youngest seniority employee by classification and shift, providing they have at least one (1) year's seniority and are capable of performing the work. In the event the work is such that it can be performed within the Group Leader's group then the same provisions will apply. Additionally, it is understood that this selection process will become effective on the first weekday of the shutdown/part time operation period, weekend work prior to the shutdown/part time operation period will be offered by the Equalization of Overtime provisions of the Local Agreement.

2. **Division II**

Any work needing to be performed during downtime will be performed by the proper craft by seniority in the team that would normally perform the work. If less than a full complement of the team is required, the work will first be offered in seniority order to employees in the team capable of doing the work. In the event the seniority employee is not desirous of the work, then the work will be assigned to the youngest seniority employee provided he/she has at least one (1) year's seniority and is capable of performing the work. If additional labor is needed beyond the team, the work will first be offered to employees in the department on the same basis as the team, then plant-wide.

3. Any reduction-in-force necessary following the expiration of the 180 calendar days will be made in accordance with the applicable provisions of Section III of this Agreement.
4. In order to provide the opportunity for joint operator input, employees may be assigned to opposite shifts on a temporary basis for the purpose of job re-arrangement, model change, launch, training, problem solving, etc. These temporary assignments will be reviewed and agreed in advance by the Shop Committee for the purpose and duration.

## **SECTION VI: INVENTORY WORK**

A. It is recognized that inventory will be handled by the Material Department. However, in the event additional employees are needed for inventory purposes, such employees will be selected from the group where the inventory is conducted in accordance with our local OTE Memorandum, provided they are capable of performing the work.

## SECTION VII: DIVISION I - TRANSFER PROVISIONS

- A. Applications for transfer under the provisions of Paragraph 63(a) and 63(b) of the National Agreement will be voided on January 1st.
- B. Employees are entitled to have the following number of transfer applications on file: one 63(a)(1), two 63(a)(2), two 63(b).
- C. For the purpose of applying Paragraph 63(b) of the National Agreement, the following procedure will be followed:
1. Seniority employees may make application in the Employment Office for transfer to equal or lower rated classifications in departments other than to which they are assigned.
  2. The number of such applications will be limited to two (2).
  3. An employee who has been transferred and established seniority will not be eligible to reapply for another transfer until six (6) months have elapsed from the effective date of the transfer; the employee's second application becomes invalid. However, in the event an opening to Final Process becomes available the employee's second application would remain valid.
  4. An employee who makes application and is transferred or promoted pursuant to Paragraph C.1. above will be transferred in an expeditious manner. In accordance with Paragraph (62) of the National Agreement, an employee placed pursuant to Paragraph C.1. above will not gain seniority in the new position until thirty (30) days following the effective date of the transfer
  5. An opening will be considered permanent after it has been open thirty-five (35) calendar days or at the point it is known it will be open for thirty-five (35) calendar days. On Thursday of each scheduled production week Management will post a list of job openings at mutually agreed upon locations. This application period will close on Tuesday of the following week.



#### D. Inner –Department Bid

The movement of employees between teams within a department will be the responsibility of the Labor Committee.

1. To assist the Labor Committees and to be aware of employee interest in a team assignment, employees may indicate their interest in another team assignment within the department as openings occur; a standard plant form and system will be utilized for this purpose and a copy of the form shall be provided to the employee. Inner department openings will be posted three (3) days; normally Thursday through Monday at mutually agreed upon locations. Seniority employees capable of performing the assignment shall be selected from those departmental employees desirous of such team before Paragraph (63) transfer occurs. Once a person has been identified for a bid on an inner department job Management will move that person as soon as possible or within fourteen (14) days barring unforeseen circumstances which will be discussed between the parties. The frequency of inner department transfers shall be limited to two (2) every twelve (12) months. However, in the event of a major increase, or decrease of production schedules resulting in a change in the size of a shift, all employees shall revert back to two (2) moves available.
2. If additional manpower is not required in the department as a result of a permanent opening, then an inner department bid will be utilized to fill the first opening and then at the Manpower Committee's discretion. If additional labor is required as a result of a permanent opening, then it will be filled by Paragraph (63). The transferring department shall then exercise one (1) inner department bid prior to placement at the Manpower Committee's discretion. It is understood that no new hires will be placed in service departments while seniority

employees have valid applications on file for those departments.

- G. Employees desirous of performing absentee replacement duties will be selected in accordance with D.1 and D.2 above.

## **SECTION VIII: DIVISION II - TRANSFER PROVISIONS**

- A. When qualified Journeymen/Journeywomen are transferred from a non-skilled classification into a skilled trades group, who have not previously established seniority in such skilled trades group, they will have a date of entry seniority status in the skilled trades group as of the date of transfer.
- B. When qualified Journeymen/Journeywomen are transferred from one (1) skilled trades group to another and the transferred employee is a qualified Journeyman/Journeywoman in the latter skilled trades group, there shall be no loss of seniority. However, in cases of transfer not exceeding thirty (30) calendar days, the employees will have a date of entry seniority and will retain and accumulate seniority in the skilled group from which they were transferred. At the end of thirty (30) calendar days they shall transfer their skilled trades seniority into the new skilled trades classification.
- C. Any open team job in the department will be filled by a bid board system. This includes all three (3) shifts. Applications will be furnished by Management and team openings will be posted in the designated manner. Openings will be posted Thursday through Monday and will be reviewed by the Labor Committee at the next meeting. Openings will be filled by occupational groups by seniority. Management will furnish a receipt signed by the Group Leader. All openings will be filled after the review of the Labor Committee. Vacancies in Skilled Trades may be considered temporary for a period up to forty-five (45) days or at the point it is known it will be open longer than forty-five (45) days. Secondary openings created by such a move shall be

placed by the Manpower Committee. It is understood that transfers under this section will result in an employee being ineligible for further transfer for six (6) months under these provisions. Team Leader openings shall be handled in the same manner as above.

D. Skilled Trades employees will be permitted to re-select jobs, based upon seniority, when a permanent opening is created or becomes available in the team. Once employees make their choice known, the resulting moves will be reviewed by the joint Manpower Committee for the affected area for discussion and approval. If the Manpower Committee approves of the moves, the employees will be permitted to transition to the new positions without undue delay. However, if the Manpower Committee is unable to reach agreement to approve the moves due to specified concerns, the matter may be brought before the Key 4 for resolution. Until such time as the moves are approved, either by the Manpower Committee or Key 4, the new team member will be assigned to the open position.

## **SECTION IX: INNER-DEPARTMENT REDUCTION**

A. In the event of a inner department reduction-in-force, it is the intention of this Agreement to retain the employees with the greater seniority who are capable of doing the job. It is recognized by the parties that it is desirable to accomplish a reduction-in-force with the least disruption of production and efficiency of operations possible. Further, it is recognized that in accomplishing this objective, it is necessary that the available jobs be filled by employees capable of performing them. Accordingly, Management will:

1. Establish the number of employees to be retained in their Department, by classification, and retain the employees with the greater seniority. It is understood that Team Leaders may be retained on their jobs for a period not to exceed thirty (30) days for training purposes.

2. Seniority employees in the department will be reduced from team to opening in the group to low seniority employee in the group to openings in the department then the low seniority employee department-wide. Seniority employees who have insufficient seniority to be retained in their Department, but have sufficient seniority to be retained within Division I, will be placed by the appropriate Manpower Committee on jobs that are operating division-wide that they are capable of performing; recognizing physical limitations, size, etc.

## **SECTION X: GENERAL PROVISIONS**

### **A. Posting of Seniority Lists**

1. In accordance with Paragraph (60) of the National Agreement, up-to-date seniority lists will be made available to all employees for their inspection, by posting within the plant, in mutually satisfactory locations.
2. The seniority list shall contain each employee's name, classification, plant seniority date, and if different than the employee's plant seniority date, his/her Skilled Trades' seniority date.

B. It is not the intent of the provisions of Sections III, IV and V to allow lower seniority employees that are needed to be retained under those provisions to gain seniority on those laid off employees which may have greater seniority prior to the layoff. Therefore, the plant seniority of such laid off employees will be adjusted to show time worked up until the last day that the lowest seniority employee was permitted to work.

### **C. Job Elimination**

Management stated that when a job is eliminated through the rearrangement of elements or the cessation of an assignment, the low seniority employee shall be removed from the team. However, when 51% or more of the job is moved to a specific job within a team, group or department, by shift, Management shall

offer in seniority order the right to transfer with the job in Division I.

In the event an entire team is eliminated in Division I for the above noted reasons, the Team Leader, seniority permitting, will flow to the group, then to an opening in the classification in the department. If no opening exists, the youngest seniority Team Leader in the department will be displaced.

#### **D. Memorandum – Final Process**

During the course of these negotiations various concerns have been raised regarding both the selection and reduction procedures for employees assigned to specialized tasks and areas in Division I Production. To address these concerns the parties have jointly committed to the following:

##### **1. Final Process**

- a. Each Final Process team will retain its identity with the base department by remaining as an extension of that base department.
- b. Permanent openings in Final Process will be filled from the plant-wide Paragraph (63) list. In the event a selected applicant has not demonstrated proficiency in the team for which application and selection is made, that employee will be placed in the base department on an interim basis in a specific training mode developed by the Labor Committee until such time as proficiency is demonstrated in the Final Process activity to the satisfaction of the department Labor Committee. During the period that training is being accomplished, base department employees selected by the Labor Committee will fill the opening on a temporary basis.
- c. Assignment of employees to Final Process on temporary basis will be from seniority Team Members in the Group Leader's group in the base department who make application to the Labor Committee. Daily selections for

temporary assignments will be from the group where the majority of repair originates. It is understood that general repair and driving will be selected from seniority applicants on a department-wide basis. Applications will be taken in January of each year and selections will be for a period of twelve (12) months. Should unforeseen circumstances occur which cause a major adjustment in department assignments, such as a reduction-in-force, then an application period will occur thirty (30) calendar days following each such adjustment. Employees who transfer out the group will be removed from consideration for such assignments. It is understood that training as necessary within the limits of efficiency and practicability will be provided for selected applicants to achieve proficiency.

- d. Specialized training will be developed and provided to employees desirous of electrical augmentation. Once an employee has completed specialized training, he/she must demonstrate proficiency in the required job assignment as determined by the Manpower Committee; if he/she is unable to demonstrate proficiency with assigned repairs, he/she will be removed from the electrical augmentation list, however, the employee will remain on the general augmentation list.
- e. Employees reduced from the Final Process teams will have the option of flowing to the like team on opposite shift, seniority permitting, or to the base department on the shift currently assigned through specialized department assignments.

## **2. Drivers Final Process**

- a. Those employees in Final Process currently assigned to the activity of driving will be assigned to a driving team that is an extension of the Chassis Department. Initial composition of this team will be as discussed by the parties.
- b. Drivers are utilized to service all teams currently assigned to Final Process to expedite movement of vehicles. This

assignment contemplates that repair employees also drive units that they service.

- c. Permanent openings shall be filled from Paragraph (63) applicants plant-wide. Reduction-in-force shall flow to the department the employee has transferred from.

### **E. Specialized Department Assignments**

1. Each department Labor Committee has jointly identified current specialized assignments and will likewise identify future such assignments belonging to the department outside of the Final Process activity.
2. Seniority Team Members within the department desirous of these jobs may make application to the department Labor Committee.
3. In the event a specialized department activity is eliminated, the less seniority Team Members assigned to such activity will be removed by shift and reassigned by the department Labor Committee.

### **F. Return From Leave**

Health and seniority permitting, employees returning from leave of absence will be returned to their former classification and department. Pursuant to Management's right of job assignment and considering the requirements of efficiency and practicability, Management will cooperate in every practical way with such older seniority employees who request to return to their former team assignment.

## G. **Cancellation and/or Modification**

This Agreement is subject to written notice of ratification to Management by the Local Union no later than December 17, 2015. After such notice of ratification is received from the Local Union, this Agreement will be effective December 18, 2015 as provided herein upon approval of the General Motors LLC and the International Union, UAW.

This Agreement will continue and remain in effect through the term of the 2015 National Agreement, and will be modified, changed, or terminated only after either party notifies the other party in writing at least sixty (60) calendar days prior to its intent to modify, change, or terminate. If the intent of the notice is to modify or change this Agreement, it will be accompanied with the proposed modification or change. The other party, within ten (10) calendar days after receipt of said notice, shall either accept or reject the proposal or request a conference to negotiate the proposal.

In witness thereof, the parties hereto have caused their names to be subscribed by their duly authorized officers and representatives the day and year first written above.

### **Shop Committee**

#### **Local 31, UAW**

Jorge L. Rodriguez

Billy Gay

Dwayne Hawkins

Johnny McEntire

Shannon Wickingson

Brian Richardson

Chuckee Robinson

Ben Miller

Paul L Shipman

Vicki Hale – President

### **International Union, UAW**

R. D. Snow

### **General Motors LLC**

#### **Fairfax Plant**

William Kulhanek

Rita Derencius

R.S. Gallinger

Ca-Sandra Tutt

Robyn Bohn

Angie Hellinger

Michael Poirier

Rich Welc

Todd Coughenower

Joshua Manger

Scott Brandon



## LOCAL WAGE AGREEMENT

This Agreement is entered into between General Motors LLC, Fairfax Plant, hereinafter referred to as Management, and Local No. 31, UAW, hereinafter referred to as the Union, this 26th day of October, 2015.

- A. The wage scales by job classifications and rates contained in this Agreement cover all work to be performed in the plant, and the rates include all annual improvement factor increases to date.
- B. The wage rates set forth in this Agreement shall be effective on the 23<sup>rd</sup> day of November, 2015.
- C. It is further agreed to that this Agreement is in full and complete compliance with Paragraph (100) of the National Agreement.
- D. **Hiring Rates - New Employees**  
In-Progression employees shall be paid in accordance with the Memorandum of Understanding – UAW-GM Entry Level Wage & Benefit Agreement for Employees-In-Progression of the 2015 UAW-GM National Agreement based on their classification groupings and functional divisions.

Temporary Employees shall be paid in accordance with Attachment A – Temporary Employee Wage Rates of Appendix A Memorandum of Understanding – Employee Placement of the 2015 UAW-GM National Agreement.

- E. **Merit Spreads - Skilled Trades**  
On all Skilled Trades classifications as established in the wage scale, the range between minimum and maximum rate shall be twenty (20) cents. Increases affecting the Skilled Trades classifications in those ranges shall be granted in accordance with provisions of the National Agreement.
- F. **Automatic Increases**

In order to have a standard procedure in effecting automatic increases, all automatic increases which would normally become effective on Monday, Tuesday, or Wednesday of a given week, shall be made effective on Monday of that week. All automatic increases which would normally become effective on Thursday, Friday, Saturday, or Sunday of a given week shall be made effective on the following Monday.

G. **Merit Increases**

All merit increases shall be made effective on Monday beginning the pay period next following approval.

H. **Permanent Assignment of Employees to Work Paying a Higher Rate (Division I)**

When seniority employees are transferred to a higher rated job classification they will be transferred at the negotiated rate of the higher rated jobs.

I. **Temporary Assignment of Team Member to Team Leader**

In cases where a Team Member is temporarily assigned to a Team Leader classification the Team Member shall receive the Team Leader rate for the period of time he/she performs such duties.

J. **Transfer to Lower Rated Job**

In cases where employees earning the negotiated rate for the job are transferred or recalled to a lower rated job, they shall be reduced to the maximum rate of the new job classification. If they have not attained the job rate at the time of transfer or recall, they shall retain their present rate or be reduced to the negotiated rate of the new classification, whichever is lower.

K. This Agreement is subject to the approval of the Company and the International Union. It is understood by both parties that if the Agreement as written is not approved, a new Agreement will be negotiated in its entirety by the Shop Committee and the Local Management, subject to the approval of the Company and the International Union.

**Negotiated Classifications and Wage Rates  
in accordance with the National Agreement**

**Division I**

<b>Classification</b>	<b><u>11/23/2015</u></b>	<b><u>9/17/2017</u></b>
Team Member Assembly	<u>\$29.57</u>	<u>\$30.46</u>
Team Member Stamping	<u>\$29.62</u>	<u>\$30.51</u>

Consistent with Paragraph (101)(c) of the National Agreement, Team Leaders will be paid a \$1/hr premium above the base wage rate of the classification which the employee held prior to becoming a Team Leader.

**Division II**

<b><u>Skilled Classification</u></b>			<b>2015</b>	<b>2017</b>
Electrician	}	Min	\$33.53	\$34.54
Millwright		Max	\$33.73	\$34.74
Pipefitter				
Stationary Engineer				
Tool Maker				
Die Maker			<b>2015</b>	<b>2017</b>
	}	Min	\$33.61	\$34.62
		Max	\$33.81	\$34.82

Consistent with Paragraph (101)(c) of the National Agreement, Team Leaders will be paid a \$1/hr premium above the base wage rate of the classification which the employee held prior to becoming a Team Leader.

#### **L. Cancellation and/or Modification**

This Agreement is subject to written notice of ratification to Management by the Local Union no later than the 17<sup>th</sup> day of December, 2015. After such notice of ratification is received from the Local Union, this Agreement will be effective 18<sup>th</sup> day of December, 2015 as provided herein upon approval of General Motors LLC and the International Union, UAW.

This Agreement will continue and remain in effect through the term of the 2015 National Agreement, and will be modified, changed, or terminated only after either party notifies the other party in writing at least sixty (60) calendar days prior to its intent to modify, change, or terminate. If the intent of the notice is to modify or change this Agreement, it will be accompanied with the proposed modification or change. The other party, within ten (10) calendar days after receipt of said notice, shall either accept or reject the proposal or request a conference to negotiate the proposal.

In witness thereof, the parties hereto have caused their names to be subscribed by their duly authorized officers and representatives the day and year first written above.

#### **Shop Committee Local 31, UAW**

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Billy Gay

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Johnny McEntire

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Vicki Hale – President

#### **International Union, UAW**

R. D. Snow

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Scott Brandon

## SHIFT PREFERENCE AGREEMENT

This Agreement is entered into between General Motors LLC, Fairfax Plant, hereinafter referred to as Management, and Local No. 31, UAW, hereinafter referred to as the Union, this 26th day of October, 2015

- A. The provisions of this Agreement are to provide that shift preference are entered into with the understanding by both parties that full protection will be given to efficiency of operations under all circumstances and conditions. When new employees are hired, they may be placed by Management on any shift for training purposes until they are able to meet the requirements of the job, and until such time as the efficiency of operations will not be impaired by their placement on other shifts, but in any event not in excess of thirty (30) calendar days. Seniority employees who are desirous of changing shifts must make application in writing (employee to be furnished a copy) to their Group Leader at any time for reassignment to the shift of their preference, except for a thirty (30) calendar day period immediately following the start of a new model run. Such employees shall be entitled to a shift reassignment in accordance with the following provisions:
1. Such reassignment shall be by seniority, by classification from a department on one shift to a corresponding department on another shift. For the purpose of this agreement only third shift Sunday night start and third shift Monday night start will be considered separate shifts. Such reassignment in Skilled Trades shall be division-wide by seniority, by classification.
  2. Employees will be placed by the Labor Committee of the shift reporting to after honoring corresponding shift preferences on file.
  3. Employees who are eligible under the terms of this Agreement shall have their shift changed as soon as possible, but not later than the first Monday following ten

(10) working days from the date they become eligible for reassignment.

4. Employees granted a reassignment under the provisions of this Agreement shall not be eligible for further shift reassignment within a period of five (5) months from the date of such reassignment.
  5. Employees offered a shift reassignment under these provisions, and who refuse such reassignment, shall be considered as having been reassigned and will become ineligible for further reassignment as in Paragraph A.4. above. However, in unusual circumstances these provisions may be waived by mutual agreement between the parties.
- B. Hardship circumstances will be resolved by the Labor Committee for both shifts involved.
- C. In the event of increased or decreased production schedules resulting in a change in the size of shifts, or any major changes in the product to be manufactured, shortages of material, absenteeism, or other emergencies, temporary transfers shall be made as required by Management without regard to shift preference so long as the employee's services are required or until such time as lesser seniority employees, capable of performing the job, are available and trained for replacement. However, if the emergency is of an exceptional nature and it becomes apparent that such temporary assignments will be required in excess of thirty (30) working days, the emergency will then become a matter for discussion between the parties.
- D. Shift Preference will be from the Material Salvage team on one shift to corresponding Salvage team on another shift.
- E. Division II employees assigned to the Predictive Technology Team and the Capacity Assurance Coordinators will not be included when shift preferences are being effectuated.

F. Any supplements to, modification of, changes to, or additions to this Agreement, as written and approved, must be subject to ratification of the Local Union and submitted to the Company and the International Union.

**G. Cancellation and/or Modification**

This Agreement is subject to written notice of ratification to Management by the Local Union no later than December 17, 2015. After such notice of ratification is received from the Local Union, this Agreement will be effective December 18, 2015 as provided herein upon approval of the General Motors LLC and the International Union, UAW.

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## **GMS – GLOBAL MANUFACTURING SYSTEM**

During Local Negotiations, the parties discussed several initiatives for enhancing competitiveness, job security, team concept and implementation of GMS. Pursuant to the provisions of Document 40, Attachment E, of the UAW-GM National Agreement, the parties agree to jointly support the implementation of GMS at the Fairfax facility. The parties recognize that during the GMS implementation phase the Fairfax facility will continue to operate under the current operating practices defined in the Local Agreement. It is understood that as GMS is implemented in areas of the plant, as supported by the Plant Quality Council, pursuant to Document 40 of the UAW-GM National Agreement, the parties will discuss and agree to any provisions of the Local Agreement as well as supplemental understandings which may run contrary to GMS principles and guidelines. Any changes to these provisions will be communicated to the work force through the Plant Quality Council.

### **A. Team Concept**

During Local Negotiations the parties examined the structure of Team Concept at the Fairfax facility recognizing that there is a need to further improve the process and provide more definition.

The parties have discussed innovative work approaches which provide for a world class quality product at a competitive cost at the Fairfax facility. The cornerstone of this Local Agreement is Team Concept, in that the parties recognize that the catalyst for our success is our employees. In that regard, the parties recognize that the goal of Team Concept is to provide a world class quality product at a competitive cost by providing opportunity for all employees to have input in their work environment. Teams are small groups of employees that function as the owners and basic work unit of the production process to share common tasks, support each other, and achieve common goals through continuous improvement. The purpose of Teams is to involve employees in the work process to improve performance and enhance product quality and

working conditions, develop employee pride, job satisfaction and personal growth.

### **1. General Guidelines**

- a. Everyone understands and supports team concept
- b. Teams will generally consist of a Team leader and four (4) to ten (10) Team Members
- c. Team Leaders and Team Members will be proficient on all jobs within their team
- d. Regular rotation is essential to retaining proficiency on these operations
- e. Team Flexibility Charts will be updated and posted on a regular basis
- f. Team Leader meetings will be held weekly
- g. Team Member meetings will normally be conducted weekly
- h. Teams are expected to work together on a daily basis to support the entire organization in accomplishing its goals in quality, productivity and cost.

### **B. Team Member**

1. Understands and supports team concept
2. Treats others with dignity and respect
3. Maintains excellent attendance
4. Ensures individual and team safety, ergonomics and work practices
5. Responsible for reviewing and initialing team overtime equalization charts
6. Attends and participates in all team meetings and training sessions
7. Be proficient at all operations in the team and maintain proficiency by rotating on all jobs within the team at scheduled intervals.
8. Maintains the cleanliness of the area through good housekeeping
9. Provides training for others as required
10. Supports cost reduction in areas of material, labor, scrap and process supplies, etc.

11. Promotes quality, which includes knowing the job, specifications, use of S.P.C., use of audit information, J.D.Power information, self-inspection, and repair on parts and product before it leaves the work station
12. Participates, with input from the opposite shifts, in job design utilizing available information through time study, methods, layouts and ergonomics
13. Contributes to efficiency gains through continuous job improvement
14. Operate equipment to its design intent
15. Understands Job Qualification Board
16. Performs operation according to the Best Peoples Practice (Job Write Up)
17. Wears specified protective safety protection as listed on the PPE sheet and required personal mutilation protection (belt protectors, watch protectors, etc.)
18. Notifies Team Leader if tools and equipment do not have required mutilation protection
19. Reorders bulk parts at the specified reorder point using the Electronic Pull Signal Pendant
20. Notifies Team Leader / Group Leader of material shortages prior to running out of stock
21. Signals for assistance via the Quality Andon
22. Marks known defects via the specific departmental process
23. Additional duties as may be jointly developed by the local parties and as defined by the GMS guidelines

### **Team Leader**

Inasmuch as the Team Leader is the foundation on which the team is built, his/her duties and responsibilities include those previously listed for Team Member and additionally will include:

1. Understands and supports the Team Concept
2. Responsibility for the performance of the team
3. Ensures constant improvements in the effectiveness of the team in the areas of safety, quality, cost and productivity

4. Maintains team records, reviewing overtime equalization charts with Team Members, and ensuring the initialing of overtime equalization charts
5. Evaluates training needs and makes necessary arrangements with proper resources
6. Procures necessary tools, supplies, etc., for the team
7. Communicates with and acts as a resource to the Group Leader, or other Team Leaders and Team Members to improve the overall effectiveness of the team, the departments and the Plant
8. Promotes new methods, processes and employee suggestions
9. Coordinates team activities and ensuring job rotation within the team
10. Plans, schedules and conducts team meetings
11. Knowledgeable and monitors the team regarding the following:
  - Material Electronic Pull System
  - Quality Andon System
  - Safe work practices
  - Ergonomics
  - Qualification Job Board
  - Best People Practices
  - Quality
  - Salvage
  - Throughput
12. Actively participates in problem solving, including data collection and analysis
13. Participates in weekly housekeeping and safety walks
14. Processes salvage on a regular basis
15. Maintains production by responding to all Andon calls in a quick, but safe manner
16. Provides emergency relief
17. Additional duties as may be jointly developed by the local parties and as defined by the GMS guidelines

Team Leaders are expected to carry out their responsibilities in the spirit of teamwork and cooperation. In the same spirit, it is expected that Team Members will support their Team Leader in the performance of the team.

### **TEAM LEADER LEAVING THE DEPARTMENT FOR REPAIR**

Consistent with the parties' discussions of the Quality Andon System, the Union and Management recognize that Team Leaders may be required to leave their team / department temporarily to repair items from their team. However, it is not the intent of the parties to have the Team Leader absent from his / her team for extended periods of time.

Specific reoccurring problems in this area will be brought to the attention of the departmental Labor Committee for corrective action.

### **TEAM LEADER RESIGNATION**

The parties have discussed that in order for Team Concept to truly function as intended additional training for everyone is necessary, especially Team Leaders. Team Leaders are required to successfully complete a jointly developed training program. Team Leaders who feel they do not want to participate in the training requirements, or who no longer want to be a Team Leader, will have an opportunity to resign from the Team Leader position.

A Team Leader may resign from his/her position by submitting an application to Labor Relations. Following the submission of the application, the respective joint Manpower Committee will meet to address the request. Employees who relinquish their Team Leader position will not be eligible to re-apply for a Team Leader position for a period of twelve (12) months and must complete the Team Leader selection process again.

Upon leaving the Team Leader position, employees will be reduced to an opening in the group based upon seniority and if no opening is available the resigning Team Leader will displace the low seniority employee in the group in Division I, or low seniority employee in the team in Division II. Upon submitting an application to resign as

Team Leader under normal circumstances, employees will be moved no later than the first Monday following ten (10) working days from the date they become eligible for reassignment, unless otherwise mutually agreed between the parties.

Once a Team Leader's resignation is complete, he/she shall have no claim to a Team Leader position (temporary or permanent) for a period of twelve (12) months from the time he/she physically leaves the Team Leader position.

Any problems with this agreement will be brought to the attention of Labor Relations.

### **TEAM SIZE**

It is the intent of the parties to establish the size of teams between four (4) and ten (10) members and to have a Team Leader for each team. Employees performing absentee replacement duties will be assigned as evenly as possible to teams within the department but will not be included in the number of Team Members that comprise the team. Any deviation of this intent necessitated by unusual circumstances will be a subject of discussion between the parties.

### **TEAM MEETINGS**

To truly understand and support the Team Concept and for it to function to its designed intent, the parties recognize the need to provide time for the teams to meet. The sole purpose of the team meetings is to provide employees with an avenue to express his/her input to improve their team performance and convey relevant business information. Accordingly, teams will be allowed to meet at a designated time mutually established by the parties. Attendance at Team Meetings is mandatory.

### **TEAM MEETING GUIDELINES / OBJECTIVES**

The team meeting agenda items should focus on the specific elements and their impact on the team of the following:

- Safety, ergonomics and team rotation
- Solutions to team quality problems

- Improving team throughput problems
- Means of achieving production goals
- Methods of reducing operating supply costs
- Suggestions for improving operation set up costs
- Future plans and events
- Review departmental, plant, corporate business plan objectives and performance
- Ensure that all Team Members have initialed the overtime equalization sheets
- Issues that cannot be resolved at the team level and the team feels they need help with will be referred to Management/Union leadership Team meetings will be planned, chaired, and conducted by the Team Leader with support of the Group Leader

Minutes and attendance will be maintained by the Team Leader or his/her designee and given to the Group Leader within a reasonable time immediately following the team meeting.

### **TEAM CENTERS / SEATS**

All production and repair operations will have ergo seats, Skilled Trades employees will have the negotiated seats as discussed between the parties. All teams will have a team center with the products defined per GMS. These items will be repaired and/or replaced as needed.

### **ROTATION**

The parties have discussed at length team concept and job rotation as being an integral part of that concept. Rotation, when accomplished properly, means that no job suffers quality problems as a result of operator absence. The parties recognize that in the establishment of jobs within the team, a concerted effort will be made by all concerned to balance the workloads in a fair and equitable manner. Further, rotation gives the entire team the opportunity to explore and implement continuous improvement and solve problems on every job. Exceptions to these guidelines may be required due to employee physical limitations and size.

## **JOINT ERGONOMIC TECHNICIAN TEAM**

In instances where all ergonomic methods have been exhausted, rotation will be implemented on specific operations as a last resort to alleviate the ergonomic stressor. The Joint Ergonomic Technician Team will make the rotation requirement decision.

### **ROTATION/JOB ASSIGNMENT**

It is understood that re-selection of a primary job by seniority will only occur when a new Team Member enters the team or when a reduction in force occurs within the team, excluding anyone assigned to the team for time and attendance only. The Team Member transferring into the team will transfer to the natural opening. Re-selection of primary jobs will only occur after all Team Members have been certified on all the jobs in the team; certification will be completed within thirty (30) working days, except in teams that contain critical jobs. If problems arise from teams with critical jobs surrounding reselection, those issues can be brought to the Manpower Committee and escalated to the Key 4, if necessary. Job re-selection will be based on seniority. (See MOU on Material GMS/Rotation Guidelines)

In the event the parties agree to and effectuate Document 70, under the provisions of the National Agreement, then affected Team Members may be required to lock down on their primary jobs.



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**MEMORANDUM OF UNDERSTANDING  
THIRD SHIFT SUNDAY NIGHT STARTING TIME**

This Memorandum of Understanding is entered into between General Motors LLC, Fairfax Plant, hereinafter referred to as Management, and Local No. 31, UAW, hereinafter referred to as the Union, this 26th day of October, 2015.

- A. This Memorandum provides that third shift employees may be scheduled to start their regular working week on Sunday night instead of Monday and end on Friday instead of Saturday. In order that the Working Hours Section of the National Agreement may be applied to such employees equitably with its application to first and second shift employees, the parties hereto agree that in the application of the Working Hours Section and the Holiday Pay Section of the National Agreement, such special shifts which begin before Sunday midnight shall be considered as though such shifts began on Monday and each work day of such special shift shall be considered as though it began on the calendar day following the calendar day on which it actually began.
  
- B. The Sunday on which this Memorandum is implemented for individual employees will not generate overtime premium rates of pay.
  
- C. The above provisions do not apply to any employees working on necessary continuous seven (7) day operations.

#### D. **Cancellation and/or Modification**

This Agreement is subject to written notice of ratification to Management by the Local Union no later than the December 17, 2015. After such notice of ratification is received from the Local Union, this Agreement will be effective December 18, 2015 as provided herein upon approval of the General Motors LLC and the International Union, UAW.

This Agreement will continue and remain in effect through the term of the 2015 National Agreement, and will be modified, changed, or terminated only after either party notifies the other party in writing at least sixty (60) calendar days prior to its intent to modify, change, or terminate. If the intent of the notice is to modify or change this Agreement, it will be accompanied with the proposed modification or change. The other party, within ten (10) calendar days after receipt of said notice, shall either accept or reject the proposal or request a conference to negotiate the proposal.

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**EQUALIZATION OF OVERTIME**  
**Memorandum of Understanding Concerning**  
**Equalization of Overtime and Extra Work**  
**During Periods of Part-time Operation**

This Memorandum of Understanding is entered into between General Motors LLC, Fairfax Plant, hereinafter referred to as Management, and Local No. 31, UAW, hereinafter referred to as the Union, this 26th day of October, 2015.

**SECTION I: GENERAL PROVISIONS**

- A. In the interest of uniformity, a standard plant form will be used in each team. The name, GMIN and classification of each bargaining unit employee assigned to that team will be recorded on this form. This record will be openly displayed so that employees can check their overtime and extra hours status against the other employees in the same equalization team. For the purpose of this section. Team Leaders and Team Members will equalize their hours.
- B. Equalization of hours records for all Division I and II employees will be updated on a weekly basis. An employee's standing on the equalization chart will not change during the period of Monday through Sunday. The employee's position on the chart shall be considered to remain the same for the entire overtime period.
- C. Management will post the weekly overtime equalization charts for each team in a mutually agreed upon location so that each Team Member and Team Leader of that team may sign-up for the opportunity to work available overtime. The Group Leaders will make the system entries.
- D. The number of overtime hours available to each Team Member and Team Leader will be classified by use of the following code letters which must be entered in the space provided in the O.E.R. as applicable:

No later than three (3) hours into the start of the first shift of the overtime period, employees will mark each specific day in the overtime period noting their desire to work available overtime. A "Y" will be utilized to represent an employee's desire to work available overtime and a "N" will be utilized to represent an employee's desire not to work available overtime.

Employees desirous of changing their original overtime designation must notify their respective Group Leader of the change and sign off on the original overtime time chart reflecting the change. Emergency situations aside, employees must notify their Group Leader no later than four (4) hours before the start of the overtime period for that day.

Management will notify employees of overtime assignments.

- E. Overtime hours available and/or worked will be charged in terms of total pay hours involved, i.e. one hour at the time and one-half rate requires charging the record with one and one-half hours; one hour at double time requires charging the record with two (2) hours.
- F. Equalization of hours will be kept on a continuous basis. However, the first Wednesday following January 1st of each year, the employee with the lowest charged total hours in each equalization team will be charged zero hours and the relationship of the rest of the employees in the same equalization team will be maintained by proportionate adjustments of their record.
- G. When hours are available to Team Members and Team Leaders and they are absent or fail to work for any reason, or if they decline available work, the hours available to the Team Members and Team Leaders shall be charged as if they had worked them; except, the hours lost by reason of absence due to bereavement time off in accordance with Paragraph (218)(b) of the National Agreement; the hours lost while on jury duty; the hours lost while in any training program which Management has sent the employee to or any situation where out-of-town travel is required

by Management; and the hours lost by reason of absence for Military Leave of Absence up to fourteen (14) days shall not be charged.

- H. Team Members working on a continuous seven (7) day operation shall have their overtime equalized weekly. Scheduled absences shall first be covered by overtime being available to Team Members on the same shift not scheduled to work on the days of the absence. Every attempt will be made to avoid calling an employee in for less than an eight (8) hour shift.
- I. Team Members on an authorized leave of absence in excess of thirty-five (35) consecutive days shall cease to have available hours charged to them. Upon returning to their equalization team or another equalization team they will be charged with the average of that team.
- J. Team Members who are temporarily assigned to work in a different equalization team will continue to be charged in their regular group with the hours worked pursuant to Paragraph 71 of the National Agreement in the temporary assignment.
- K. District and Shop Committeepersons will not be considered as within any equalization team. Alternate Committeepersons will appear on the overtime equalization record for their equalization team and will be charged for hours worked under provisions of Paragraph 71. Alternate Committeepersons will not be charged for hours worked for representation purposes under Paragraph 21 of the National Agreement. Alternate Committeepersons will be charged for all hours available under Paragraph 71 of the National Agreement and not charged for any hours which exceed that, while functioning for representation purposes, keeping the alternate's hours in line with the rest of their team.
- L. Non-Seniority Team Members and any Team Member returning to the bargaining unit from a job outside bargaining unit entering any equalization group will be charged the high hours of the equalization team that they enter for purposes of equalizing

overtime hours which they may work; however, non-seniority Team Members will not be considered as having contractual rights to overtime superior to any seniority Team Member.

- M. If a Team Member is retained in the Medical Department or is sent to an outside doctor for an industrial injury during a period which extends into an overtime period when they were otherwise eligible to work, they will be charged on the overtime equalization record.
- N. If a Team Member has overtime available or extra work on another shift and is absent or declines available work, they shall be charged these hours as outlined in Paragraph 3 of this Agreement.
- O. Team Members assigned to replace absentees outside their equalization team shall have their overtime and extra work equalized in their regular team.
- P. Seniority Team Members or Team Leaders entering new equalization team shall be charged with the average hours of the equalization team that they enter. Team Members assigned to the group for time and attendance and Team Leaders will be excluded from this average.
- Q. Team Members assessed a disciplinary layoff will continue to be charged with hours available as though they were at work.
- R. When Team Members are assigned or have work available during a temporary layoff period as defined in the Local Seniority Agreement, either in their own team or another team, they shall not be charged for any hours worked.
- S. The equalization of hours stops at the time model change, inventory or plant rearrangement begins and does not start until all the Team Members and Team Leaders in the equalization team are back to work excluding seven day operators.

- T. In the event an employee cannot be contacted during normal working hours and must be contacted at home for the purpose of working overtime, the employee will only be charged (as outlined in Paragraph C above) if he or she actually works the overtime or personally declines the offer of overtime.
- U. It will be the responsibility of the Team Leader to control the overtime equalization records for their team. These records will be reviewed and initialed by the Team Members weekly and a copy given to the Group Leader who will initial receipt and be responsible for the maintenance of these records.
- V. Team Members who bid out of their team to another team and bid back within ten (10) working days will receive the same equalization hours they had prior to their initial bid.
- W. At the time a new equalization group is established all employees in the new equalization group will be credited with the average hours of the other equalization groups in that Group Leaders group.
- X. It is understood that all overtime hours worked during the Plant Vacation Shutdown period will be charged in accordance with this section.
- Y. If greater than twelve (12) hours are available to an employee and the employee does not work the hours the employee will not be charged greater than twelve (12).

## **SECTION II: OVERTIME SCOPE OF SELECTION - DIVISION I**

- A. Overtime will be equalized by team with Team Leader and Team Members grouped together. Employees in the team responsible for the work will be offered the overtime work provided they are capable of performing it. If additional employees are needed on overtime beyond the team, they will be selected from other teams engaged in similar work within the Group Leader's group provided they are capable of performing it. Finally, if further employees are



required, those employees within the department will be selected who are engaged in similar work provided they are capable of performing it.

- B. Additional employees for the Final Process team of a base department will be selected in accordance with the paragraph above. It is understood that those employees augmenting Final Process during straight time will have superior rights to overtime prior to further augmentation.
- C. Unusual situations such as overtime for employees on remote job assignments, etc., will be handled by departmental Labor Committees.
- D. It is understood that the above provisions are in full compliance with Paragraph 71 of the National Agreement.
- E. Overtime - Balancing Hours By Shift  
Management stated that it is Management's policy to balance the hours worked by shift as equitably as possible with due regard for efficiency, emergencies, availability of supporting personnel and conditions existing at the time. Further, certain problem areas raised by the Union with respect to the Maintenance Department will be reviewed with department supervision in an effort to effectuate further improvements.
- F. Job Assignment on Overtime  
During periods of overtime, when the entire team does not work, the selection process will allow Team Members that are selected to work and whose jobs are operating to stay on their regular operation. Other assignments will be selected by seniority within the team. This entire process will take place provided all employees selected for overtime are capable of performing the work.
- G. Drivers in Final Process  
During periods of overtime, normal driving work shall first be available to the driving team. If additional personnel are

required they shall first be augmented from other Final Process teams, then from base department employees from where the work originated. It is further understood that should work requirements decrease, department augmenters would be sent home prior to regularly assigned Final Process employees.

CLARIFICATION: Employees assigned to driving activity in Final Process will have exclusive rights to any overtime work in the area which involves the movement of vehicles only. However, any vehicles that require D.V.T. testing during periods of overtime will be driven exclusively by members of the Final Process repair team that is responsible for processing the vehicle through D.V.T.

H. Vacation Replacement Operators Production & Reliability

Employees assigned to vacation replacement activity shall have their overtime and extra work equalized with the employees in their base team. When the absentee replacement person is assigned to work in a team other than his/her base team, his/her hours will be charged to his/her base team record. It is understood that pool employees assigned to work in a team other than their base team will not have a superior right to overtime of that team.

I. Vacation Replacement Operators Material

Employees assigned to vacation replacement activities shall have their overtime and extra work equalized with the employees in their base team. If a pool person is assigned to a team rather than his/her home team, he/she shall assume the hours of the person whom he/she is replacing for that day.

### **SECTION III: SCOPE OF SELECTION - DIVISION II**

A. Skilled Trades employees will be equalized by the type of work involved and the area in which performed recognizing that properly trained employees on a given system must receive prime consideration for the work in question. Normally, a team that has responsibility for a given system on straight time will likewise have

responsibility for that system on overtime using the proper trades as may be required. If additional employees are needed on overtime beyond the team, they will be selected from other employees in the area and then plant-wide provided they are capable of performing the work. It is understood that replacement tradespersons will assume the available hours of those they are replacing Monday through Friday only. Disparity of hours issues will be resolved by the Labor Committee. Any problems encountered in this regard will be addressed by the Shop Committee and Labor Relations.

Augmentation will take place only after it has been determined that the scope of the work is beyond the ability of the team which would normally perform it to complete it in the time allowed, and the nature of the work will allow augmentation. Employees augmenting the team must be capable of performing the work.

When it is necessary to augment the overtime group, augmentation will be offered from the overtime sign-up in line with the 71 overtime equalization chart in the following order:

1. Stamping – Body Shop (U/B-Framing-Fab) – GA – Paint
2. Body Shop (U/B-Framing-Fab) – Stamping – Paint – GA
3. GA – Paint – Stamping – Body Shop (U/B-Framing-Fab)
4. Paint – GA – Stamping – Body Shop (U/B-Framing-Fab)

This is with the understanding that there will be no liability for any alleged violation.

**D. Cancellation and/or Modification**

This Memorandum is subject to written notice of ratification to Management by the Local Union no later than the December 17, 2015. After such notice of ratification is received from the Local Union, this Memorandum will be effective December 18, 2015 as provided herein upon approval of the General Motors LLC and the International Union, UAW.

This Memorandum will continue and remain in effect through the term of the 2015 National Agreement, and will be modified, changed, or terminated only after either party notifies the other party in writing at least sixty (60) calendar days prior to its intent to modify, change, or terminate. If the intent of the notice is to modify or change this Memorandum, it will be accompanied with the proposed modification or change. The other party, within ten (10) calendar days after receipt of said notice, shall either accept or reject the proposal or request a conference to negotiate the proposal.

In witness thereof, the parties hereto have caused their names to be subscribed by their duly authorized officers and representatives the day and year first above written.

**Shop Committee  
Local 31, UAW**

Jorge Rodriguez  
Billy Gay  
Dwayne Hawkins  
Johnny McEntire  
Shannon Wickingson  
Brian Richardson  
Chuckee Robinson  
Ben Miller  
Paul L Shipman  
Vicki Hale – President

**International Union, UAW**

R. D. Snow

**General Motors LLC  
Fairfax Plant**

William Kulhanek  
Rita Derencius  
R.S. Gallinger  
Ca-Sandra Tutt  
Robyn Bohn  
Angie Hellinger  
Michael Poirier  
Rich Welc  
Todd Coughenower  
Joshua Manger  
Scott Brandon

## LOCAL AGREEMENT GENERAL PROVISIONS

### Vacations

- A. A vacation application period will be established in compliance with Paragraph (202c) of the National Agreement.
- B. The number of employees granted vacation time off from Memorial Day to Labor Day and the last three (3) weeks of November will be up to 12% of the Group Leaders group with no more than two (2) per team during the same period of time. Vacations will be granted up to 8% during all other weeks of the calendar year. The local parties agree to utilize Temporary employees as provided for in Attachment B to Appendix A, relative to Temporary Other Than Skilled Employees, as set forth in the National Agreement.
- C. It is Management's intent to notify employees of the disposition of their vacation requests within fifteen (15) working days following the close of the application period.
- D. Those employees who apply for vacation time off subsequent to the application period will be limited to 8% of the Group Leaders' group with no more than two (2) per team. Management will work closely with the Union to schedule such employees as far in advance as possible (generally one (1) week), so as to not negatively affect plant operations. Applications will be approved on a first come first serve basis. Such employees will be notified of the disposition of their request no later than ten (10) working days following the submission of such request.
- E. The above provisions are applicable to both Division I and Division II employees. Division II will be granted vacation by craft, by team.

### Pool Operators Division I

Under current operating conditions the pool will be maintained at 6%. In the event business conditions change that would cause a

modification in the pool percentage, advance notification will be provided to the Shop Committee.

### **Excused Absences**

Whenever an employee has been granted time off, it will not be rescinded without agreement between the employee and the Group Leader. Employees who have been granted excused absences (other than vacation) will be provided with written confirmation upon request.

### **Medical Attention**

As a matter of Management policy, an employee who is injured in the plant and who is sent out of the plant because of a plant injury for examination and/or treatment by an outside physician will be paid for time lost on that shift, including overtime, if he/she returns to work or if after examination there is not sufficient time for him/her to return to work. If an employee is sent out for examination and/or treatment after second break, the employee will not be required to return to work in order to receive pay for time lost. The question of revisits to the outside doctor is resolved on the basis that such arrangements are normally between the doctor and the patient and should be scheduled at the convenience of both parties.

Adequate medical attention will be provided on all production shifts as a matter of Management policy. Further, during periods of heavy construction and/or high repair activity, the Plant Medical Department will be open.

Management will have a nurse or doctor on all production shifts to ensure employees returning to work, with or without restrictions are not disadvantaged. It is further understood there may be employees that will require release form the GM Medical Department prior to returning to work. In these instances, employees may be required to clear Medical prior to their shift and if applicable, may be issued temporary restrictions until they are seen by the Plant Doctor.

The Plant Medical Department will be open during production lunch and relief periods. The Medical Department will be staffed on third shift under current conditions.

Further, Management stated that first aid kits stocked with materials suitable for emergency treatment of cuts will be available in Team Centers in Body and Stamping Departments under current operating conditions.

Employees who request to be excused from work due to illness will be sent to the Plant Medical Department for evaluation. After the completion of the evaluation the Medical Department will make the final determination whether or not the employee should be excused from work, due to illness, for the remainder of that shift. The Medical Department will inform the respective Group Leader of this determination.

2015 UD1-82 is resolved on the basis that, on a case-by-case basis, Labor Relations will consider issues raised by the Zone Committeeperson relative to situations that relate to the instant demand.

### **Notification of Line Time**

It will be Management's policy to announce departmental line times each shift prior to the start of the second relief period. Management stated that under normal conditions line time extensions will not be made within thirty (30) minutes of the announced line time. In addition, under a three (3) shift operation, line time notification will be given no later than sixty (60) minutes prior to the second relief period.

### **Changes in Lunches and Breaks**

It is Management's intention to only make changes when absolutely necessary and the Zone Committeeperson and Committeeperson will be notified prior to such changes with an explanation as to why the change is taking place, approximate duration if known and plan of action. In addition, Management will supply the Union with the

changes that were made weekly so that both parties can work toward corrective action of repetitive incidents.

It is Management's intent to give as much advance notice to employees as possible under the circumstances when conditions arise that necessitate the changing of lunch and/or break times. However, as not all circumstances permit a set amount of lead time, it is not possible to guarantee any particular level of advance notice. Concerns over abuses may be brought by the Zone Committeeperson to the attention of the Area Manager for redress.

### **Relief**

During these negotiations the Union cited instances where it felt Management failed to communicate in a timely manner when it was necessary to utilize the tag relief method in certain situations. Management assured the Union that its intent is to communicate in a timely manner the purpose and duration of such relief methods. Further, selection of the relief person(s) will be the seniority employee(s) desirous and capable of performing this function within the department.

### **Emergency Relief**

Management will continue to provide for emergency relief, however, it is the employee's responsibility to take care of personal needs such as restroom needs, phone calls or any other personal requirements that should be taken care of on breaks or lunch period.

### **Work During Non-Paid Time**

Management does not condone employees working at other times than working hours when they are being paid. Any problem in this regard brought to the attention of Labor Relations will be investigated and corrective action taken if warranted.

### **Irregular Hours Shifts**

When irregular hour straight time shifts are scheduled on a regular basis, seniority employees within the classification and Team Leader's team may request assignment to such irregular shifts on



the basis of seniority, provided they are capable of doing the job with perfunctory instructions and not merely capable of learning to do the job. Additionally, in the Material and Maintenance Departments only, when such shifts vary one half hour or more from the regular shift starting time, this understanding will be applied on the basis of the department being serviced.

### **Scheduled Saturday Production**

Management stated that it is Management's intent to provide as much advance notice as possible when a production Saturday is scheduled. Under normal circumstances two (2) weeks' notice will be provided.

### **Paychecks and Pay Procedures**

Paycheck shortages due to Management error, involving more than four (4) hours pay, when brought to Management's attention on the plants regular payday will be addressed according to GM / UAW National Agreement Document 126 as follows:

- NAO Compensation will prepare a check with the employee's normal tax deductions.
- The check will be available to the employee at the plant by the end of the next workday (excluding weekends and holidays).

During periods of nonproduction, alternative methods for distributing checks will be discussed between the parties.

As a matter of Management policy, grievance settlements calling for pay for time not worked will, under normal circumstances, be paid by the second payday following the week in which the settlement is made.

Employees desiring to obtain bereavement pay will be permitted to make application in advance of the absence, where possible, for bereavement pay, as a matter of Management policy.

Management stated that direct deposit shortages due to Management error brought to their attention by Friday are paid the following Monday.

Per Paragraph (217) of the National Agreement, all paychecks will be direct deposited into the employee's bank account on Friday of every week. Employees who do not provide the necessary information to establish direct deposit will be placed on a pay card system.

### **Dual Supervision**

It is Management's policy that orders will normally be forwarded to employees through their Group Leader. It is recognized that orders from other members of Management under emergency conditions may arise. During these discussions an example of emergency was described as anything that has a "line down" or about to go down (meaning an interruption of production), or as anything that could adversely affect the safety or well-being of any employee.

Management acknowledges that it is proper business practice for a Group Leader to inform his/her employees when another member of Management will be responsible for the area.

### **Parking Lots**

Common parking lots will be utilized except for Company owned vehicles and employee owned buses used in car pools. Additional van and pool parking will be made available as need arises. Handicap parking will be governed by Federal and State regulations.

Due consideration is given forecasted weather conditions when supplemental equipment may be required. Further, particular attention will be paid to sidewalks at plant entrances. Scheduled tours of the parking lots shall be undertaken during production shifts. Closed circuit TV has been installed for the purpose of improving plant security. It is not Management's intention to utilize these facilities to interfere with the legitimate rights of employees. It will not be used to monitor employees in the performance of their assigned job. Finally, to assist employees who may experience problems with their personal vehicles, an air tank and battery jumper unit will be available in Plant Security for employees upon request.

**Cold/Wet Weather Gear**

Cold/wet weather gear will be provided for employees, when required.

## NEW

### **Safety Issue Resolution Process Per UAW/GM National Agreement**

EMPLOYEE  
has a safety problem

EMPLOYEE notifies the GROUP LEADER

ISSUE is settled

NO

EMPLOYEE puts in a call for the COMMITTEEPERSON

EMPLOYEE, COMMITTEEPERSON, AND GROUP LEADER meet to discuss the complaint

ISSUE is settled

NO

COMMITTEEPERSON will meet with HIGHER SUPERVISION and they will make every reasonable effort to settle the complaint through discussion

ISSUE is settled

NO

This is where the Local Joint Health & Safety Team gets called into the process as a resource to the Committeeperson and the Group Leader. They try to facilitate resolution of problems before they are reduced to writing. This puts emphasis on solving the problem in a timely manner

ISSUE is settled

NO

COMMITTEEPERSON or LOCAL HEALTH & SAFETY REPRESENTATIVE will complete a Health and Safety Complaint Form in writing, stating all the facts of the complaint and will give it to HIGHER SUPERVISION

## NEW

### **Safety Issue Resolution per Employee Safety Concern (ESC) Process**

**EMPLOYEE**

has a safety concern

**EMPLOYEE** notifies the **GROUP LEADER**

**GROUP LEADER** corrects the safety concern by the end of the shift

**ISSUE** is settled

**NO**



**GROUP LEADER** inputs concern into Maximo for tracking purposes and

Added to the **ESC REPORT**



**ESC REPORT** is posted at the team level and is reviewed weekly by department leadership



Once the concern has been addressed, the Group Leader reviews the corrective action with the employee who originally submitted the concern

**ISSUE** is settled

**NO**



Issue will remain open on ESC report until the issue is resolved. Employee issues open beyond 30 days will be reviewed at the Plant Safety Review Board Meeting for resolution

## **Footwear**

Any employee working in conditions that require rubber boots will be provided with fitted boots with arch supports or galoshes.

## **Clothing Allowance**

All active seniority employees as of the 1st day of each calendar year in the years 2016, 2017 and 2018 will be entitled to receive a one hundred dollar (\$100) voucher to the clothing store. In addition, in the years 2017 and 2018 all active seniority employees as of the payout date will be entitled to receive one hundred dollars (\$100) in their pay check. It is understood that this payment will be subject to applicable taxes. Furthermore, employees returning from an approved leave of absence will become eligible upon their return to active status for the clothing voucher. It is also understood between the parties that the actual cash payment date will be determined between the parties.

## **Quality Andon System**

Resolved on the basis of Management's statement that the Quality Andon System is to provide a process control system that can be activated manually or automatically to communicate the need for assistance when abnormal conditions occur. The purpose of the Quality Andon System is to involve operators in the Quality Verification process by providing a means to contain problems (such as identifying quality problems, identifying bad parts or the operators' inability to complete their assignment) and prevent them from being passed on to the next process by notifying the Team Leader or Group Leader. Management recognizes the importance of protecting employees' safety prior to starting the conveyor after an Andon stop.

## **Floor Mats**

Management stated that floor mats will be installed on line operations as feasible. Final determination will be the responsibility of the specific Labor Committee for each area, regarding size, type and location. Worn and missing mats will be replaced as determined by the Labor Committee.

## **Static Pressure Gauges**

The Static Pressure gauges will be maintained in proper condition with filter changes made when reading indicates 3.75 on the gauges and a copy of reading furnished to the UAW.

## **Safety Glasses**

Management stated that as a matter of policy prescription safety glasses will be replaced without cost to the employee in instances when the damage is attributable to the work performed. The employee will be responsible for replacement in those cases when the damage occurs outside the plant or is not the fault of the Company. Photo-gray lens will be available upon request at cost.

Sufficient protective glass for maintenance welding shields will be available in General Stores to protect the prescription lens worn by some Millwright-Welders. The prescription lens itself will also be provided by Management in accordance with the prescription furnished to the Safety Department at the employee's expense. Should such prescription lens be damaged in the course of the employee's regular work because the protective glass was unavailable or should the prescription lens become useless as a result of a change in the employee's eye prescription the lens will be replaced at no cost to the employee. The larger wire frames will be provided to employees when warranted due to physical characteristics at the discretion of the Eye Glass Store optician. Additionally, Management will provide a larger selection of frames.

## **Gloves and Sleeves**

Resolved on the basis that a sufficient supply of gloves and sleeves will be maintained in the proper sizes for both male and female employees. It is understood that inventory will consist of both new and washed gloves and sleeves, which will be available on an as-needed basis.

## **Plant Speed Limit**

It is Management's intent to maintain the operation of vehicles in the plant within the bounds of safe and reasonable speed, recognizing the in-plant speed limit is six (6) miles per hour.

### **Take Shelter – Training**

Management stated that as part of the employee safety evacuation talks an employee will be shown where to proceed in the event of a disaster.

### **Bridge Crane Simulator**

An electronic Bridge Crane simulator will be maintained in the Safety Training area.

### **Working in Confined Area**

When assignments involve work situations hazardous to an employee, appropriate precautions will be taken in accordance with safe work practices, including air sampling and ventilation when necessary, communication systems, personal surveillance arrangements and, as required, adequate support personnel.

### **ADAPT Placement Policy**

It is the intent of the parties to comply with the provisions of the ADAPT Placement Policy in the National Agreement. In this regard the responsibility for placing an employee covered by the ADAPT Placement Policy on a job will be the responsibility of the ADAPT Committee.

### **Automatic Equipment Breakdowns**

Management intends to have adequate manpower available to handle necessary operations during periods of breakdown of automatic equipment. Employees who are reassigned at such times are not expected to work beyond the capacity of normal operators, and appropriate adjustments will be made in their regular operations during such periods. This understanding gives full recognition to the contractual rights and responsibilities of the parties with respect to job assignment, supervision working, and hourly workloads. Any specific problem encountered with respect to the administration of this provision should be brought to the attention of the Labor Relations Department.



## **Repair In Overhead Netting - Division I**

It is not Management's policy to allow Division I employees in overhead netting.

## **Assignment of Non-Production Employees**

Management stated that instances cited by the Union, wherein non-production employees are being assigned to production on a continuing basis, will be promptly reviewed by the Personnel Director and the Area Manager and corrective action will be taken where warranted.

## **Metal Finish Repair Training**

The parties will work together to identify two (2) suitable candidates, with one (1) being assigned to Body Shop and one (1) being assigned to Paint Shop, for the metal finish repair training function. This is with the understanding that the position is not intended to be a full-time assignment and that the selected employee(s) would be tasked with training others on an as-needed basis. This is also with the understanding that when the candidates are not working on their normal job assignments, whether it is to attend training for themselves relative to the metal finish repair position or tasked by Management to deliver training to other employees, Management may rely upon Temporary employees to cover the seniority employees' normal duties, if deemed necessary.

## **Training**

During the course of these negotiations the parties discussed the need for establishing and maintaining reasonable training accommodations in order to provide each employee the necessary preparedness to ensure full participation in all facets of his/her job. While Management is committed to this endeavor, both parties must remain keenly aware that in the establishment of training programs, primary considerations must be given to cost, manpower and other factors which are critical to the plant's overall operation. With this in mind, Management is committed to providing a number of support personnel whose primary duties will be to facilitate the training needs of the workforce. It is understood, however, that employees assigned to this activity are not precluded from

performing other duties in case of an emergency or if a particular employee is needed to perform a specific assignment on a temporary basis.

Other training activities may be mutually developed as specified by the terms of the National Agreement.

### **Engineers and Bargaining Unit Work**

Management intends to continue to rely upon bargaining unit members to perform bargaining unit work and, as such, Engineers should not continue to perform any productive work any longer than is necessary to complete their training and equipment readiness duties. If the Union feels that Engineers are not properly respecting these boundaries, the Union will raise their concerns with the Area Manager for the area involved and the M.E. Manager for prompt discussion and resolution.

### **Lockers and Tool Boxes**

In the event that Management wishes to conduct a routine inspection of a tool box or locker assigned to an employee who is on active payroll, such inspection will not be conducted without first requesting the employee or a Union Representative to be present during the inspection. It is understood that the above is not intended to restrict Management in other situations such as in the routine cleaning out of lockers (after posting notice of such on plant bulletin boards), testing of keys, maintenance of plant security, or emergency situations.

### **Team Work Elements**

The work elements within the Production Department jobs will be the same on all shifts. It is Management's intention that under normal circumstances operators on all shifts will be notified / informed of any job changes prior to implementation of a job change. This does not prevent changes to the job on a trial basis as long as the job set up is returned to its original set up prior to the start of the opposite shifts. Where there is disagreement between shifts or operators on how a job should be set up, it will be resolved using best methods with input from all shifts.

## **Skuk Spacing - Paint**

Settled on the basis that Management will maintain six (6) lengths between skuks in the Paint Department. If problems arise in this area, Management will respond with the proper resources as soon as possible. Employees unable to complete their assignment should notify their Team Leader or Group Leader or turn off the conveyor if they are unavailable.

## **Coverall Distribution Centers**

In each department there will be centrally located coverall distribution center(s), which were mutually agreed upon by the parties, and they will be delivered, stocked and manned when required by Material Department bargaining unit employees.

## **Material Presentation**

The Material Department has the responsibility of sequencing, kitting, re-containerization and to present material to the line. The production employee, both team members and team leaders, will work out of the basket, rack, dolly, etc.

As we migrate to utilizing SPS and Minomi part presentation, production Team Members may be assigned to kitting/sequencing tasks. Parts locations set up in support of SPS/kitting and sequencing that are presented line side will be supported by production Team Members in an effort to support rotation within a production team. The use of AGC's to deliver material can be used to support part presentation in adjacent areas. Similar operations performed in off-site/satellite areas should be performed by the Material Department.

## **Mobile Equipment**

Team Members will send unsafe equipment to the garage for repair.

The "Red Tag" procedure will be reinstated and reviewed with the affected employees. Additionally, in those instances where steering, brakes, or the boom are impaired to the extent of affecting safe operation, garage mechanics will be contacted to transport the vehicle.

Members of supervision will not operate any type of mechanical equipment for the purpose of hauling employees, parts, material or any other items in violation of Paragraph (215) of the National Agreement. Any specific problems in this area should be brought to the attention of the Labor Relations Department.

Based on present operating conditions, Management's present policy is to attempt to increase the ratio of electric to gas type hilos as replacements are made; however, it is recognized that some jobs currently require the use of gas operated hilos. A cover will be provided for the top of hilos which regularly operated outside of the plant for protection of the driver from rain.

All mobile equipment in the plant will have a preventative maintenance schedule.

The stocking and transporting of parts for repair by mobile equipment is the sole responsibility of bargaining unit Material Department employees.

### **Sealing Boxcars**

The provisions of Paragraph (215) will be controlling in the hanging of seals on boxcar doors, and with the further understanding that some employees may be delayed in starting their lunch period because of train schedules, etc.

### **Training - Material Department**

Management recognizes the importance and necessity for providing adequate and proper training for employees newly assigned to the Material Department. The duration of such training will vary, depending on the nature of the jobs and the capabilities of the new employees. In connection with the training of new hilo drivers, when Material Department Supervision deems that they are sufficiently trained for a regular assignment, the hilo operating proficiency of such employees will be subject to the review by the Union Health & Safety Representative prior to such regular assignment. Any

specific problems in the application of this policy should be brought to the attention of Labor Relations.

### **Handling of Salvage**

The routine handling of salvage is considered bargaining unit work; however, the information required on the salvage tags as to "cause" and "disposition" is solely the responsibility of Management.

### **Salvage, Rework and Sorting**

It is the Material department's responsibility for salvage and "rework" of all parts within the plant, however, the parties recognize the importance of holding vendors responsible for the quality of parts used in our assembly process. As such, the parties agree to the following:

Suppliers will be permitted to perform repairs and sorting of their parts within the plant in a mutually agreed area within the plant known as a Supplier Action Center (SAC) or at a 3<sup>rd</sup> party warehouse.

Management will give notification to the Zone Committeeperson or designee of the affected shift concerning the repair and/or sorting of any production components and/or parts as provided for in this Memorandum.

### **Grate Cleaning**

Grates in the plant will be cleaned on an as-needed basis. Each departmental Labor Committee will address specific issues regarding grate cleaning.

### **Exhaust Grate Cleaning**

The following equipment (under current operating conditions) will be cleaned per a quarterly safety PM in MAXIMO:

1. **90 Conveyor** – Grates will be pulled up and the screens beneath will be cleaned or replaced.
2. **Toe-In** – Grates will be pulled up and cleaned along with the area beneath them.

3. DVT – Grates will be pulled up and cleaned along with the area beneath them. The screen, which is normally inaccessible, will be raised and cleaned.
4. 20 Conveyor – Grates will be pulled up and cleaned along with the area beneath them.

### **Restroom Cleaning**

All Production restrooms will be cleaned and re-stocked once (1) per production shift. All non-production restrooms will be cleaned and re-stocked daily, or as needed. It is further understood that during part-time operations, all production restrooms will be maintained and a restroom schedule will be developed to identify those restrooms that need to be cleaned. Issues with restroom cleanliness should be brought to the attention of Labor Relations.

### **Restroom Ventilation**

Restroom Exhaust Fans will be kept in working order.

### **Checking Shortages in Yard**

The repetitive, physical checking of cars for material shortages in the yard is considered bargaining unit work. The affixing of "OK" inspection stickers to production cars to indicate approval of quality is bargaining unit work.

### **Checking Line Speed**

As a matter of policy, it is Management's intent to check line speeds upon request. It is understood between the parties that this will be done at the earliest opportunity. Furthermore, it is understood that area Millwrights will be responsible for line speed checks, when requested by the bargaining unit.

### **Conveyor 90**

Minor repair adjacent to the left of the end of Conveyor 90 can be performed. There will be no jacks, no repair parts stocked at the end of Conveyor 90, no cars sent to the patio and returned for repair, no cars parked on the right side of Conveyor 90, no rattle can for paint, no changing metal, and no air hoses.

However, any employee can do repairs (i.e. repairpersons from Conveyor 90, Team Leaders, extra manpower and pool employees). Conveyor 90 Team Leaders will confirm repair and the Reliability Department will be responsible for buying off any repair made at this location.

### **Cooper Lot**

Settled on the basis that the parties jointly recognize the need for customer satisfaction. There are situations which occur that require repair work to be performed in the Cooper lot. The parties' intent is to eliminate the need to perform such work, however, for the purpose of ensuring a quality product for our customers it may be necessary to utilize the Cooper lot. Management will notify the Union as such instances occur.

### **TV Monitors**

Management will broadcast local news / CNN during lunch and relief periods, on all shifts, on the plant monitors.

### **Cafeteria and Lunch Periods**

Cafeteria service will be provided during lunch periods on all production shifts. Should it become necessary to reduce or discontinue service, discussions will be held with the Shop Committee prior to any such changes. It will be Management's policy that employees are not considered as being on standby during their established unpaid lunch periods; however, in those cases requiring that employees perform work during their regular lunch periods, such employees will be granted a thirty (30) minute unbroken lunch period as soon as practicable during the same shift.

### **Time and Attendance**

All employees will be required to ring in.

### **Call-In Numbers**

Bonafide legitimate emergency calls that cannot be placed through regular channels should be placed to plant security at (913) 573-7234. Callers will be advised of their call numbers and are expected

to have the pertinent information as to employee identification and location.

Employees are required to call in his/her absence to 1-800-222-8889. All calls must be placed thirty (30) minutes in advance to the start of the employee's shift.

### **Replacement of Badges**

Worn or damaged identification cards will be replaced without charge; however, a charge of one dollar will be made for lost badges.

### **Filling a Team Leader Vacancy**

Where manpower and feasibility permit, the seniority employee from the team, if capable of performing the necessary role will fill the vacancy.



## **SKILLED TRADES MEMORANDUM**

The purpose of this Memorandum is to provide a basis of understanding for the operating of skilled trades activities in the Fairfax facility.

As conditions may change or issues not addressed in this document arise, the parties are resolved to meet in a spirit of mutual understanding for one another's concerns and respect for the principles of Fairfax.

- A. The parties recognize that Fairfax is a highly automated facility utilizing "state-of-the-art" technology. Management recognizes the value of skilled trades personnel being involved in the design, selection, buyoff and subsequent training on the equipment used and maintained by the trades and commits to involving the applicable trades in these activities. In addition, Management commits to training in advanced industrial technologies (i.e., thermography, vibration analysis, ultrasound, etc.) for the appropriate crafts.

In order for this equipment to operate with maximum up time and to its design intent, the role of the skilled tradesperson becomes more vital than ever before. It is the intent of the parties to approach this automated facility through dedication to a system, such as the Framing and Underbody systems.

Accordingly, the parties agree to assign skilled tradespersons by teams to the various systems. These teams will be made up of the trades necessary to maintain the system and each tradesperson will receive extensive training to enhance their ability to fully maintain the system. When it becomes necessary to replace a Team Member it will be by the trade in which the opening exists.

- B. In order to provide more meaningful utilization of skilled employees' training and expertise, to improve efficiency, productivity and job enrichment through employee involvement in a greater scope of skilled trades responsibilities, the parties have

consolidated skilled classifications into the following listed classifications for Skilled Trades:

1. Millwright
2. Pipefitter
3. Stationary Engineer
4. Diemaker
5. Tool Maker
6. Electrician

## **SKILLED TRADES ITEMS**

### **Lockout Procedures Review**

Management stated that the lockout procedures will be reviewed with Skilled Trades employees on an annual basis.

### **Lunch Periods**

Skilled Trades employees are to schedule their lunch breaks through the decision of the team under the guideline that lunch breaks will start between 3.5 to 5.0 hours of their shift. Employees scheduled to begin their lunch period prior to or after these periods shall receive a 30 minute paid lunch period.

During Local Negotiations the Parties held extensive discussions regarding the subject of paid lunches. It was agreed that employees will be offered a lunch period or will be paid for working through lunch. In no case will the employee be given both. Under current operating conditions, it was also discussed that the shift start time, 3.5 to 5 hour rule, will coincide with the beginning of the production shift.

### **Interrupted Breaks**

Skilled Trades employees will take self-managed breaks consistent with their contractual entitlement of time. If an employee's break is interrupted by Management and the employee is asked by Management to work during that break, due to single or multiple breakdowns the employee will be given an opportunity to finish their relief, be compensated for the remainder of their relief, or make other suitable arrangements with Management. It is further understood that, under current operating conditions, Skilled Trades last relief period will be taken at the end of the shift.

## **Powerhouse Days Off**

Under current operations, it is Management's policy to give the seniority employee in the Powerhouse by shift the first choice of Saturday or Sunday off.

## **Toolboxes**

The parties have agreed to modify the settlement reached in 2011 relative to Skilled Trades employees who were 'red-circled' to be permitted to take their tool box with them upon retirement.

Specifically, the parties agreed to take a new 'snapshot' so that Division II Skilled Trades employees on the active roll as of the effective date of the 2015 Local Agreement will have their names added to the list of employees 'red-circled' in 2011.

## **Replacement of Tools**

Replacement tools will be supplied to skilled trades employees on the following basis: If an employee's personally-owned hand tools required in the performance of his/her regular work become broken or worn to the extent that, in the opinion of the Group Leader, their continued use is not practicable, the tools will be repaired or replaced at no cost to the employee, provided he/she turns in the broken or worn tools or the pertinent part thereof.

## **Mobile Equipment - Maintenance**

Management stated that a hilo is assigned to the Powerhouse. Properly equipped mobile equipment may be utilized by Powerhouse employees for transportation purposes.

A flatbed truckster will be assigned to Stamping.

## **Technical Training**

Management is committed to training its Skilled Trades workforce to ensure their ability to operate the equipment and maintain the equipment at world-class standards. Each Skilled Trades employee will receive 40 hours of technical training per calendar year.

### **Plant Temperature**

The plant floor temperature will be maintained according to the corporate plant floor temperature guidelines and maintain the temperature between 66 degrees Fahrenheit and 79 degrees Fahrenheit during production operations.

### **Equipment Breakdowns**

When breakdowns of equipment regularly maintained by Skilled Trades employees occur, it is Management's policy to assign properly classified Skilled Trades employees to perform necessary repairs.

### **Christmas Holiday Work**

Required Division II work during the Christmas Holidays will be accomplished by combining the shifts and retaining the longest seniority employees in the team responsible for the work, then by department, and then plant-wide in seniority order.

### **Skilled Trades Tryout**

Settled on the basis of the letter dated 12-23-88 referencing Skilled Trades Equipment tryout and fifteen (15) saleable pieces.

CLARIFICATION: The reference to the fifteen (15) pieces for equipment try-out applies to equipment that has malfunctioned and subsequently been repaired. It is not to be used as a means to restock banks or accumulators that ran low during a Production Shift.

## **SKILLED TRADES GUIDELINES**

### **PREFACE**

The following guidelines are published with agreement of both Union and Management to support the team concept to produce world-class quality products at a competitive cost and impact the success of our business. The purpose of these guidelines is to help facilitate both parties in determining the appropriate work assignments of Skilled Trades employees in their respective

classifications. In certain instances incidental work shall be considered a good working practice.

### **Incidental Work**

During Local Negotiations the Parties held extensive discussion regarding the Local Agreement language on incidental work. The parties have recommitted themselves to implementation of incidental work practices. Based upon these discussions, the Union will strongly encourage the membership to apply the practice of incidental work whenever possible to maintain the efficiency and competitiveness of the facility. The parties agree that the effective utilization of our Skilled Trades workforce is imperative to our overall success. The Union is committed to addressing the implementation of incidental work in an expeditious manner.

Work performed by any trade includes the right to access and the performance of incidental work that falls within the knowledge and abilities of the tradesperson while working in a safe manner.

The parties recognize that within the skilled trades classifications there are certain skills and knowledge that are unique to individual trades and not commonly shared. However, the parties also recognize that many skills are common among a variety of classifications and individuals possess both the knowledge and skills to perform work in a variety of trades.

Accordingly, the parties agree that under normal conditions, skilled work will be assigned to employees within the classification that such work is commonly recognized to fall as outlined in the General Job Description jointly developed between the parties, and which becomes a part of this document by reference. However, it is understood that such assignments will include the right to access and perform incidental work that falls within the knowledge and abilities of the tradesperson while working in a safe manner.

It is also recognized that the following lists do not necessarily include all of the duties in the various classifications.

- A. Safety shall be #1 priority at all times. Cross training and flexibility for emergencies and special conditions shall be provided.
- B. A skilled tradesperson from another craft may work, help, or assist a tradesperson from another craft as requested by the other craft when it falls within the knowledge and abilities of the tradesperson.
- C. It is recognized by both parties that there may be occasions when it will be necessary for skilled employees to perform incidental work that falls within the scope of another skilled classification. It is recognized by the parties that the terms "incidental" and "right to access" are not intended to circumvent these Skilled Trades Guidelines.

"Incidental work" refers to an employee's ability to perform minor work of another trade for a short period of time in a safe manner to the extent of his/her knowledge and skill to permit the efficient completion of the primary task.

Disputes arising out of this paragraph will be handled in accordance with the letter on Skilled Trades in the National Agreement.

- D. In order to most effectively maintain the plant and equipment and to best utilize the team concept, teams have been dedicated to separate systems, such as Underbody, Framing, General Assembly, Main Shop, etc. The purpose of these teams is for all of the various trades in the team to work together and to assist as much as possible the performance of the team to enable the plant to produce quality cars at a competitive cost. Towards these ends, a Team Leader has been assigned to each team, who in participation with the Group Leaders, will present work to the team. It is recognized that in some situations, work may have to be assigned directly by the Group Leader.
- E. Safety and practicality require that Skilled Trades clean up after their work and maintain the cleanliness of their work area, team areas, and equipment. They are responsible for keeping these areas in a neat and orderly manner.

- F. All Skilled Trades may utilize assigned mobile equipment in the performance of their work, consistent with plant safety rules and the 6 MPH in plant speed limit. This includes fork trucks, scooters, platform trucks, cranes, tow tractors, mobile lifts, etc.
- G. Members of supervision will not operate any type of mechanical equipment for the purpose of hauling employees, parts, material, or any other items in violation of Paragraph (215) of the National Agreement.
- H. In facility and equipment relocations, rearrangements and removals of items for reuse, the trades making the initial installation will perform the work. Where scrap or disposal is made, the work will be assigned to the proper parties.
- I. Should unanticipated issues arise due to changes in the workplace, equipment, productivity, and technology unanticipated by the descriptions, the Labor Committee will resolve them.
- K. All Skilled Trades are responsible for transporting and handling the materials, equipment, supplies, scaffold, staging, tools, and test equipment for their work where these items can be moved manually or by use of mobile equipment. Where specialized rigging and hoisting skills are required elsewhere on the site, Millwright shall be used. Example - Motors 2 horsepower and above where hoists, chainfalls, etc., are required. This does not include dies that fall under Diemakers.
- L. All Skilled Trades are responsible for cutting, fabricating, assembling, and installing brackets, hangers, and supports to perform their work where mechanical fasteners are utilized. Items requiring welding for fabrication will be fabricated by the Millwright and installed by using trade. Items requiring welding for installation will be installed by the Millwright, with the exception of Diemakers.
- M. The general job descriptions described do not include all of the duties of the respective classifications. It is recognized that Division I personnel may be assigned responsibilities similar to the work described in these guidelines, where their skill and knowledge permits this work to be done safely and efficiently, after review with the appropriate Labor Committee. For example, some Division I employees routinely change nozzles,

filters, media, hoses, etc., in the course of their work, and use various hand tools and power tools in the performance of their duties.

## **DIEMAKER**

- A. Diemakers will be responsible for the adjustment and maintenance of crop shear blades, production tools and any related work pertaining to the bolsters, will build any fixtures that fit on die.
- B. Fingers used for transfer of parts: Diemakers will be responsible for manufacturing, maintenance and adjustment of all devices in the Stamping Plant used for transfer of parts (except those as outlined in other crafts' guidelines) as well as sensor brackets. This includes all milling and machining, welding, drilling, tapping, locating, alignment and mounting.  
Simulator: will be operated by Diemakers and will be maintained by Skilled Trades.

Diemakers' responsibility includes:

1. Minor construction, repair and maintaining of all draw, line and blank dies and die components in their entirety, with the exception of air hoses and fittings associated with the initial installation which are Pipefitters.
2. Construction, repair and maintaining of finger parts, shovels, grippers, boat gauges, idle nest gauges and preload station arm that controls the flow of material from preload station through the presses to the exit conveyor.
3. The layout for alterations, modifications and changes to dies such as gauging, slugs, lifter slots, scrap shredder and clearance for feed rails.
4. Install all scrap chutes mounted on dies to scrap chute openings in the floor or to opening in the bolster.
5. When available Diemaker will assist Management when certifying and/or buy off of checking fixtures, dies and finger parts used in Stamping Plant.
6. It is the responsibility of Diemakers to make minor



- engineering revisions to holding and checking fixtures and production tools used in the Stamping Plant.
7. Dimensionally inspect all panels produced in the Stamping Plant. Location of camera scan points on panels and the downloading of all data used in conjunction with measuring systems to dimensionally verify these panels are the responsibility of Diemakers. This inspection process will be done with any scan/measurement systems or devices, SLR cameras, or manual checking fixtures allocated for the Stamping Plant. It is understood that programming of related robots is Electrician's work.
  8. Setting of dies in spotting press, tryout press and milling machine.
  9. When producing pilot panels for assembly, a Diemaker will be assisted by production workers.
  10. Scrap chutes on the dies belong to Diemakers. Extensions that are attached belong to Diemakers. Fabrication will be by the proper crafts after designed by Diemakers.
  11. When a hydraulic pump needs to be changed out, Pipefitters disconnect piping, Millwrights remove pumps when rigging is required and will realign coupling to motor when pump is replaced.
  12. Maintaining and improving the dimensional integrity and surface quality of product (body panels, piece parts, etc.) produced by the stamping process.
  13. Diemaker shall be responsible for inflating nitrogen into dies in the Stamping Plant; repair and replacement of nitrogen cylinders inside the dies belongs to Diemakers.
  14. Maintain, repair, alter improve and/or revise dies, die components, templates, handling devices and components required by the stamping operator to produce quality products.
  15. Utilizing and operating the necessary machine tools, hand tools and precision measuring devices required by the Diemaker to perform and execute previously stated job requirement responsibilities.
  16. The input of data, parameters, values, activation and/or deactivation of sensing devices, bolster devices, feed rail

devices, die recipes, blank loading devices or other mechanical devices contacting product throughout press operation.

17. Initiation and execution of automatic die change sequence and procedures as required by production needs. This is to include changing and maintaining all applicable job specific tooling including fingers inside of press, idle nest gauges, robot booms, end effectors, dopping tooling, suction cups and components belong to Diemakers from centering station/preload through press.
18. Division I is responsible for setting all production ready dies and checking all die sets to completion. Checking of dies may be assigned to Diemakers.

### **ELECTRICIAN**

1. Electricians will install or remove all wiring, wiring duct, raceways, conduit, and trolley duct to all electrical installations for any of the plant's process equipment.
2. Electricians will fabricate and install brackets for their equipment. If necessary, Electricians will request Millwrights or Tool Makers (if machining is required) to assist them. Millwrights will do installation welding.
3. Electricians may use any mobile equipment, or hand or power tools associated with job performance.
4. Electricians exchange all electric motors, brakes, and may install or remove any electric motors less than 2 HP except DVT clutches.
5. Installation of all electric panels for process equipment will be completed by Electricians. Millwrights will do special rigging if needed, with an Electrician to assist. If Millwrights rig the panel, they will transport and anchor it.
6. Installation and maintenance of task lighting is Electrician work.
7. Replacement of piggyback A/C units on electrical panels will be by Electricians in the area team.
8. Cleaning all electrical panels or changing all filters on them is Electrician work if the panels are normally serviced by them.

9. All equipment calibration requiring work inside of the control panel or the use of electrical measuring devices that are not a part of the equipment is Electrician's work, except where as noted elsewhere in these guidelines such as Powerhouse, Tool Makers and Diemakers.
10. All programming of MOBY and similar ID tags and PLC's, including upload and download is Electrician's work. If engineering help is needed, an Electrician should be involved for purposes of learning and staying current with equipment operation. Teaching of robots and all movement of robots with the teach pendant is Electrician work. It is understood Electricians will have access to all necessary databases to perform their work.
11. Changes to program data through the use of peripheral devices that do not allow changes to program logic may be done by persons designated by a department to do that. The meaning of data is such things as body styles, parts codes, paint colors, geometric-product data or process parameters, etc.
12. Vision cameras for location of parts, sealer or weld by robots is Electricians work. Cameras used for dimensional verification may be positioned, removed, or installed by Tool Makers. Any electrical component exchange will be done by Electricians.
13. All shimming of spotweld guns and heat stakes belongs to Electricians. This includes electrodes and electrode holders. Shimming of spotweld guns that affect dimensional control will be a joint effort between the Electricians and Tool Makers.
14. The primary responsibility of the welding system, spotweld, and any electric welding, including Laser Welding, will belong to the team Electrician. Repair and replacement of fittings and hoses associated with the welding equipment will be assigned to the Electrician, from the base bulkhead fitting to the gun. Repair of the cooling tubes will be the responsibility of the Electrician. Removal and replacement of weld guns, weld gun cylinders, and end effectors will be done by Millwrights. This does not preclude Electricians from making necessary repairs during breakdowns or emergency conditions to insure throughput.
15. The removal and reinstallation of water savers is recognized as a pipefitting activity, with wiring performed by Electricians. It is

further recognized that during equipment breakdowns either trade should take immediate action to fix the problem in the absence of either one of the trades. No change in current practices is anticipated under these conditions.

16. New installation or repair of all process related proximity switches is Electrician's work.
17. The programming of C-Flex, other than the Shim Screen, will be the responsibility of the Electrical craft.
18. Electricians will be trained to access and troubleshoot software as well as maintain the hardware associated with the Global Error Proofing (GEP) system. Electricians will be utilized as first responders when out of standard conditions occur. Engineering resources will continue to access, modify, troubleshoot, configure and program the system as needed.
19. TV's in Team/Group Centers are to be installed, removed, and maintained by area Electricians.
20. Management will provide Team Leaders in the electrical trade the appropriate tools, equipment and training to assist plant-wide with robotics, PLC's and controls.

### **ELECTRICIAN - STAMPING**

In addition to duties listed above, an Electrician in Stamping is responsible for the maintenance of limit proximity switches, sensors, electric eyes and all mounting brackets for electrical components, including uploading, downloading and troubleshooting software programming, also typical Electrician responsibilities for robots.

- Exceptions: Diemakers may plug up or unplug finger proximity switches. Finger sensor and wires would be changed by the Electricians.
- When finger brackets need to be fabricated, Electricians and Diemakers will work together. Fabrication and fine-tuning of the fingers and sensor adjustments belong to the Diemakers.

### **MILLWRIGHT**

1. Remove, replace, repair and install structural steel necessary to complete a job. This includes metal fabrication with materials

greater than ten (10) gauge in thickness, which require welding or for structural purposes.

2. Set, level and align machines using all leveling and precision devices required for installation or rearrangement. This includes alignment of all couplings with dial indicators.
3. Fabricate and install all hooks, hangers and carriers necessary for the conveyance of materials, bodies or parts and continuous maintenance and repair; thereafter, except hanging and removal of hooks and hangers that do not require use of tools will not be restricted to the Millwright classification (excluding tooling details).
4. Maintain, install, remove, relocate and replace all balancers, air balancers and bridges. Portable Tool to maintain Zim air balancers.
5. Install, remove and align all 2 HP or larger motors. If motor is less than 2 HP and requires rigging, the installation will be done by the Millwrights excluding wiring.
6. Installation of mechanical equipment, work tables, metal platforms, and other pieces of equipment for area relocating purposes. This includes leveling and anchoring of shuttles, machinery, conveyors, and equipment. Perform rigging and operate necessary equipment to perform trade work. Relocation of tables, benches, cabinets, excluding office furniture, not requiring anchoring may be moved by Division I.
7. Repair and modify body carriers and skid frames and other types of body parts carriers with the exception of details requiring tooling.
8. Maintenance, repair, adjustment and replacement of all drive motors, belts, pulleys, sprockets, speed reducers, drive chains, sheaves, ball screws, rack-on-pinion-type conveyors and underbody lifts necessary to the operation of the conveyor.
9. May adjust air valves, hydraulic valves and flow control valves that affect the operation of a conveyor. This does not include repair, installation or removal of these valves.
10. Repair of metal storage racks, bins, containers, sheaves, and crib when welding or remodifying is required.
11. All moving of damaged bodies from conveyor lines; this does not include paint repair.

12. Install, fabricate, maintain, repair and adjust all guards in and around all process machinery and equipment and install guardrails.
13. Millwrights will remove, repair and maintain trolleys, except those carrying electrical current, which belong Electricians.
14. Maintain, replace, repair and adjust mechanical variable speed drives, pulleys and reducers.
15. Responsible for transporting, mounting, anchoring, positioning and repair of mechanical components on robots, such as bearings, glass shafts and drive belts.
16. Responsible for installation and repair of padding on all carriers.
17. Installation and repair of mechanical clutches, including all posidine bracket clutch assemblies.
18. Perform all welding of ferrous and non-ferrous metals and alloys for the Maintenance classifications. This includes all types of welding, cutting, oxygen acetylene. Qualified Pipefitters will be assigned pipe welding normally performed by that trade. This does not include handrails or other items fabricated from pipe.
19. Fabrication, installation, erection, maintenance, and repair of power/free and all other rail type conveyors and their mechanical components, including all structural steel and safety netting.
20. Millwrights maintain and repair air and hydraulic cylinders. Weld gun cylinders are an integral part of the weld gun system and are maintained by the Electricians in the Body Shop unless removed for repair which will be performed by Millwrights. Cylinders which are used to clamp production parts for alignment or positioning will be maintained by Tool Makers.
21. AC/DC transformers on weld guns and all transformers that require rigging for removal and installation is Millwright work.
22. Racks on which maintenance items are stored shall be erected, disassembled and transported by the Millwrights.
23. Balancing of fans is Millwright work.
24. All mechanical repairs to C-Flex units is Millwright work; this includes Wrist Changes.
25. The Millwright classification will only perform minor Tinsmith work associated with process equipment (i.e. creating fork

pockets for production aids and pop riveting for manifest clipboard clip replacements).

26. Management will rely upon Millwrights from the area in question for the installation, removal and maintenance of personal-sized fans of 30' diameter or less. This is with the understanding that the cleaning remains 3rd party work and/or Division I PMP work. This is work that may be performed by the bargaining unit, but is not exclusively bargaining unit work.

### **MILLWRIGHT– STAMPING**

In addition to duties listed above, Millwrights in Stamping will be responsible for the mechanical maintenance of:

1. All press line equipment and will maintain transfer rails to bolsters. Maintenance of scrap conveyor is included, as well as the repair of air hydraulic cylinders as described in main plant guidelines. Maintaining and repairing of the bolster, bolster plate and die extension belongs to the Millwrights.
2. Bench or barrel repair of all cylinders, except air and nitrogen cylinders, on dies is Diemaker work.
3. Primary responsibility of the destackers will belong to the Millwrights; also, replacement of suction cups will belong to the Millwrights.
4. Oldstrom: from the extractor up will belong to the Millwrights. The arm belongs to the Diemakers.
5. Millwrights will maintain and repair and weld all feed and transfer rails. Anything attached to these rails that transfers parts belongs to the Diemakers. Diemakers will drill, tap and bolt any attachments.
6. Maintaining and repairing of the bolster up to the die belongs to the Millwrights. Moving or transporting the bolster plates belongs to Millwrights. Revision of the die location on bolsters belong to Diemakers. Rotator, indexer and pre-bender will be maintained by the proper craft.
7. Loading and unloading of dies to and from trucks or rail and helicopter will be done by Millwrights. If not enough Millwrights are available, they may be assisted by other trades.

## PIPEFITTER

1. For process equipment, Pipefitters are responsible for the plans, layouts, fabricates, installs, repairs and maintains high and low pressure piping, including supply lines such as air, water, gas, steam, acids, oils, sealants, paints, etc.
2. The Local Parties at Fairfax Plant have agreed to exit major work elements of Pump/Spindle Repair and all work associated with centrifugal, piston/foot valves, hydraulic and vacuum pumps immediately. The removal and replacement will be performed by the bargaining unit. In-house repairs will include seal packing or gasket repair. The work functions of diaphragm, metering pump repairs, operational PM's and any immediate response actions required to maintain operations will continue to be performed by existing bargaining unit employees.
3. Install, maintain and repair valves, PR valves, pipeline traps, regulators, filters, oilers, spray guns used for sealers, glues, etc., water spray systems, nozzles, tips and spray caps in conjunction with sealers, heat exchangers, accumulators, flow control valves pertaining to their craft. For process equipment, adjustment of valves and regulators pertaining to their craft will be done by Tool Maker and Diemakers.
4. All piping to be installed, whether tubing, pipe or hose. Standard hanger installation to be done by Pipefitters. Special build hangers to be built by Millwrights when welding is required. This does not include hoses on paint systems, such as paint circulating system hoses inside of spray booth from manifold to paint gun, which are a Division I responsibility. This does not include routine servicing and maintenance of spotweld gun hoses, which are the responsibility of the Body Shop Electricians. Replacement of an entire hose will be performed by Pipefitters with assistance of the Electricians. This does not preclude Electricians or Millwrights making necessary repair during breakdowns or emergency conditions.
5. Pipefitters will do their own line-up work in accordance with specifications and blueprints for preparation prior to welding.
6. For process equipment, install and maintain all air-operated paint agitators with air driven motors.



7. Install, maintain and repair all the air circuit, pneumatic valves, and hydraulics on paint spray machines and initial installation of paint hoses, which are subsequently maintained by Division I.
8. Perform the initial installation and repairs to the main line services, such as air, water supply, water return piping, hydraulics to Back-Packs, and off-tool rebuilding of water savers.
9. Under current operating conditions, barrel or bucket changing will continue as it is being performed.
10. Install, repair and maintain hose, pipe, tubing, valves, restrictors and fittings, for internal air control circuits on all fixtures in plant or built by Tool Makers in plant, and initial hook-up of air cylinders, except prototype tools built by Tool Makers.
11. This does not preclude Millwrights, Tool Makers, and Diemakers from changing bottles pertaining to their craft.
12. Operate, maintain and repair urethane equipment related to craft.
13. Responsible for hoisting, positioning or setting from own trade and operation of mobile and hoisting equipment for own trade.
14. Pipefitters will be assigned pipe welding normally performed by that trade.
15. Repair and maintain welder water system in Body Shop and chemical treatment merit of welder water tank, and cooling tower.
16. Repair, maintain and make new installation of paint pipe and tubing and system components, including stainless steel tubing and pumps. Paint circulating hoses from inside paint booth from manifold to paint gun on original installation by Pipefitters.
17. The removal and reinstallation of water savers is recognized as a Pipefitter activity, with wiring performed by Electricians. It is further recognized that during equipment breakdowns either trade should take immediate action to fix the problem in the absence of either one of the trades. No change in current practices is anticipated under these conditions.

## **PIPEFITTER - STAMPING**

In addition to guidelines duties listed above, a Pipefitter in Stamping is responsible for:

1. All pipe tubing and hose-related items in Stamping Plant except as indicated elsewhere.
2. Change oil and filters on hydraulic units.
3. Repair hydraulic pumps and valves.
4. Maintain trapon systems (repair and replace blocks and tubing).
5. Replace barrels of pre-lube oil when needed.
6. When a hydraulic pump needs to be changed out, Pipefitters disconnect piping; Millwrights remove pumps when rigging is required and will realign coupling to motor when pump is replaced if necessary.
7. Pipefitters will empty sump on bolster and cooling reservoir on machine tools and pump out all reservoirs.
8. Pipefitters will be responsible for the initial installation of piping, hosing and valves, except as otherwise noted.
9. Pipefitters will fabricate hoses for dies, installation will be by Diemakers.
10. Initial installation or complete rehousing of air hoses on dies.
11. Pipefitters will fabricate and install hoses for fingers, incidental repairs will be by Diemakers.

## **STATIONARY ENGINEER**

1. The daily operations and PM inspections will be maintained by the current Stationary Engineer bargaining unit employees.

## **TOOL MAKER**

1. Tool Makers will be responsible for the dimensional control of the vehicle build process in accordance with engineering specifications. They will be responsible for the maintenance and repair of equipment which directly contacts the product that affects torque, dimensional control, process integrity, alignment or other product requirements requiring precise control. They will interface with other crafts as required to maintain this control. As part of the Dimensional Control activity, Tool Makers will print and distribute reports, download datatypes, upload data, and load scantron charts.

2. Performs necessary heat treating that pertains to tools, jigs and fixtures.
3. The initial installation of tooling, jigs and fixtures with the involvement of other trades or crafts as necessary to complete the job. Maintains, modifies and repairs the same.
4. Laying out and building precision tools, jigs, tooling gauges, apply fixtures and indexing fixtures. Installing, repairing, modifying and maintaining the same.
5. Responsible for shim moves, pin moves, reset of tooling utilization of blueprints and special precise measuring equipment such as height gauges' verniers, micrometers, Laser Tracker, FFS and optical tools related to dimensional control.
6. Repair, construct, disconnect, maintain and adjust cylinders when they are an integral part of the tooling fixtures. This also includes assembly hemming systems.
7. Use of any welding equipment necessary to perform work of the trade.
8. Tool Makers can cycle equipment for fixture tune-in and repair.
9. Parameters changes dictated for product integrity can be made to systems data as long as it does not affect program or system's intrinsic logic. This includes moves on Shim Screen of C-Flex Units.
10. Some adjustment of tooling may require the need to adjust precision proximity switches and arms on limit switches, plus the relocation of brackets. The construction, installation and adjustment of precision brackets for proximity and limit switches are assigned to Tool Makers.
11. Maintenance and construction of shuttle and robot gripper details that locate and position parts will be done by Tool Makers.
12. Operation and maintenance of flangers and punches, including robot mounted, slug suckers, nut, bolt and weld stud shakers in the Body Shop, dies and strippers are assigned to Tool Makers. Maintenance of the air, hydraulic and electrical systems will involve other crafts.
13. Hard automatic spot weld guns may be positioned by Tool Makers when it affects the dimensional integrity of the product.
14. Toolmakers are responsible for maintenance and repair of Toggle Lock and similar mechanical fastening tools.

### **Tool Makers performing portable tool repair work:**

15. Handle all paperwork for incoming and outgoing power tools.
16. Handle all records of new power tools. Record serial numbers, check receivers, back orders, stamp local tool number on tool prior to being put into use.
17. Maintain power tool equipment inventory and their associated parts inventory.
18. Maintain and repair power tool equipment. This includes:
  - a. Heat guns
  - b. Battery operated tools
  - c. Electrical power tools
  - d. A/C leak detectors
  - e. Transducerized pneumatic tools
  - f. Air feed drills
  - g. Torque wrenches
  - h. Power stations such as "Ebberts"
  - i. Air drive motors
  - j. Pneumatic tools
19. Maintain torque management systems that assure the integrity of the threaded fastener joints on the product. These are electrical feedback control systems. They shall repair, diagnose and maintain cables from power tools and peripherals to the torque monitoring units. This does not include power feeds, laying cable trays, the cables in trays, or installation of torque monitoring boxes. These are performed by Electricians. The power tool personnel shall enter control panels to calibrate spindle modules, backplane DC voltages, and troubleshoot feedback control systems. They shall repair, diagnose and maintain all track zone switches and DC battery back-up units. They shall be responsible for all parameter inputs and changes that assure precision torque fastening on the vehicle.
20. Fill power tool and inline oilers.

## **CONDUCT IN THE WORK PLACE**

The parties have jointly developed rules concerning conduct in the work place which are intended to facilitate the manufacture of a world class quality product at a competitive cost, while at the same time providing the employees with a positive work environment and privileges which are conducive to the accomplishment of these goals.

1. Smoking will not be allowed in the plant or within ten (10) feet from the exterior of the building.
2. Eating will be allowed except inside the product or in other areas where it would adversely impact the quality of the product.
3. Reading will be allowed in the work place during nonworking periods.
4. Personal radios, which are battery power units with no tape or cassette playing capability, may be used in the plant provided they are not distracting other employees or creating a safety hazard. Radios utilizing detachable speakers or headsets are not permitted. The safekeeping of such personal radios will be solely the responsibility of the employee. Any disputes or disagreements concerning the playing of a personal radio may result in the privilege being suspended.
5. Lining up at entrances before the designated quitting time is not allowed.
6. Shoes must have fully enclosed toes and heels.

### **Record Keeping for Discipline**

Management stated that if related to records, the sole purpose of which is discipline, Management will not assign such record keeping to hourly employees.

## **CORRECTIVE DISCIPLINE PROCEDURES**

### **SPECIAL PROCEDURE FOR ATTENDANCE**

The Company and the International Union agree that the problem of unwarranted absenteeism must be addressed in a cooperative and constructive manner. Both parties recognize that unwarranted absences adversely impact quality, cost and efficiency and in so doing constitute a threat to the job security of all employees.

## DOCUMENT 8 ATTENDANCE IMPROVEMENT STEPS

STEP	ABSENCE/INSTANCE	ACTION
1	First	First Written Warning
2	Second	Second Written Warning
3	Third	Referral to <u>Work/Family</u> and Balance of Shift Plus 1 Week Unpaid Time Off
4	Fourth	Balance of Shift Plus 2 Week Unpaid Time Off <u>and required meeting with Work/Family</u>
5	Fifth	Balance of Shift plus 30 Day Unpaid Time Off
6	Sixth	Termination of Employment

### OTHER SHOP RULE ADMINISTRATION

The following progressive steps of corrective action have been established for all other shop rules. The initial lay off penalty under this procedure will be a balance of the shift plus three (3) days except for violation of shop rules 20, 27, 29, 31 and 40 which will carry a minimum penalty of the balance of the shift plus one (1) week.

INSTANCE	ACTION
First Offense	Joint Counseling (Group Leader and District Committeeperson)
Second Offense	Written Warning
Third Offense	Balance plus three (3) days
Fourth Offense	Balance plus one (1) week
Fifth Offense	Balance plus two (2) weeks
Sixth Offense	Balance plus thirty (30)Days
Seventh Offense	Discharge

It is further understood that the severity of the infraction may result in the initial or subsequent corrective action being a time off penalty or discharge.

Additionally, before any disciplinary interview takes place for acts of insubordination, (i.e. SR 9, 13, 14 and 35), the employee will be counseled by the Zone Committeeperson.

Nothing in this understanding abrogates the rights of an employee to protest any corrective action taken by Management, nor the Union's right to negotiate resolutions.

Clarification:

With respect to Shop Rule #9, an employee who leaves his/her job or department during working hours will be counseled by the Zone Committeeperson in an effort to avoid formal discipline. Conversely, an employee who leaves the plant without permission, in violation of the same shop rule, will be subject to a minimum penalty of the balance of the shift plus three (3) days. As a matter of clarification, the difference between "Refusal" and "Failure" in conjunction with acts of insubordination must be noted.

In a situation that constitutes "Refusal," the employee will verbally refuse to perform the assigned task. In this situation there is an opportunity for the employee to be counseled in an effort to avoid formal discipline, if he/she is willing to submit to authority.

In a situation that constitutes "Failure," the employee, though seemingly agreeable, fails to perform all or part of the assigned task. In this situation there is not an opportunity to counsel the employee since it appears to Management, on the face of the issue, that the employee is doing the assignment.

## **PLANT RULES**

It is expected that employees of the Fairfax plant will act in a manner that is consistent with respecting the individual rights and property of others. Employees dedicated to building a world class

quality product at a competitive cost deserve a non-disruptive work environment.

Committing, any of the following acts will be sufficient grounds for disciplinary action ranging from Joint Counseling to immediate discharge depending on the seriousness and frequency of the offense.

1. Falsification of personnel or other records.
2. Ringing the ID badge of another.
3. Repeated failure to ring own ID badge.
4. Using another's identification card, or permitting another to use your ID badge to enter the property.
5. Stopping work or making preparations to leave work (such as washing up or changing clothes) before the signal sounds for lunch period or before the specified quitting time.
6. Absence without reasonable cause.
7. Reporting late for work.
8. Absence of three working days without properly notifying Management.
9. Leaving own department or the plant during working hours without permission.
10. Distracting the attention of others, or causing confusion by unnecessary shouting, cat-calls or demonstration in the plant.
11. Littering or contributing to poor housekeeping, unsanitary or unsafe conditions on plant premises.
12. Possession of weapons on Company premises at any time.
13. Refusal to obey orders of your supervisor or other supervision.
14. Refusal to obey orders of or to cooperate with members of the Plant Security Department in the performance of their duties.
15. Making scrap unnecessarily, or careless workmanship.
16. Horseplay, scuffling, running or throwing things.
17. Wasting time or loitering in toilets or on any Company property during working hours.
18. Smoking in designated "No Smoking" areas.
19. Unauthorized soliciting or collecting contributions for any purpose whatsoever during working time.



20. Threatening, intimidating, coercing or interfering with employees or supervision at any time.
21. Unauthorized distribution of literature, written or printed matter of any description in working areas on company premises during working time.
22. Posting or removing of notices, signs or writing in any form on bulletin boards or Company property at any time without the specific authority of Management.
23. Gambling, lottery or other games of chance on Company premises at any time.
24. Restricting output.
25. The making or publishing of malicious statements concerning any employee, the Company or its products.
26. Abusive language to any employee or supervision.
27. Fighting on the premises at any time.
28. Theft or misappropriation of property of employees or of the Company.
29. Possession of, or drinking of, liquor or any alcoholic beverage on Company property at any time. Reporting for work under the influence of alcohol, when suffering from alcoholic hangover, or in an unsafe condition.
30. Sabotage.
31. Abuse, misuse or deliberate destruction of Company property, tools, equipment or the property of employees in any manner.
32. Assignment of wages or frequent garnishments (currently inactive).
33. Immoral conduct or indecency.
34. Unauthorized operation of machines, tools or equipment.
35. Refusal or failure to do the job assigned to you. (Do the work assigned to you and follow instructions; any complaint may be taken up later through regular channels.)
36. Misuse or removal from premises without proper authorization of employee lists, blueprints, Company records or confidential information of any nature.
37. Throwing refuse or objects on the floors or out of the windows.
38. Repeated violations of plant or safety rules.
39. Disregard of safety rules or common safety practices.
40. Use, possession, distribution, sale or offering for sale,

of narcotics or dangerous drugs including marijuana or any hallucinogenic agents, on Company property at any time. Reporting for work under the influence of narcotics or dangerous drugs.

### Relief Schedule

1. For a regular 8.0 hours schedule:

1st Relief – 20 minutes

2nd Relief – 20 minutes

For schedules over 8.0 hours, the relief periods are as follows:

<b>Hours</b>	<b>2nd Relief</b>	<b>3rd Relief</b>
8.1	20 min	0
8.2	21 min	0
8.3	21 min	0
8.4	22 min	0
8.5	22 min	0
8.6	23 min	0
8.7	23 min	0
8.8	24 min	0
8.9	24 min	0
9.0	20 min	5 min
9.1	20 min	5 min
9.2	20 min	6 min
9.3	20 min	6 min
9.4	20 min	7 min
9.5	20 min	7 min
9.6	20 min	8 min
9.7	20 min	8 min
9.8	20 min	9 min
9.9	20 min	9 min
10.0	20 min	10 min

Line times of less than 8 hours - 2nd Relief

<b>Hours</b>	<b>2nd Relief</b>	<b>Hours</b>	<b>2nd Relief</b>
7.9	19 min	6.4	12 min
7.8	19 min	6.3	11 min
7.7	18 min	6.2	11 min
7.6	18 min	6.1	10 min
7.5	17 min	6.0	10 min
7.4	17 min	5.9	9 min
7.3	16 min	5.8	9 min
7.2	16 min	5.7	8 min
7.1	15 min	5.6	8 min
7.0	15 min	5.5	7 min
6.9	14 min	5.4	7 min
6.8	14 min	5.3	6 min
6.7	13 min	5.2	6 min
6.6	13 min	5.1	5 min
6.5	12 min	5.0	5 min

Placeholder for 2015-2016 calendar page

Placeholder for 2017-2018 calendar page

Placeholder for 2019-2020 calendar page

## NOTES