

**ARTICLE XIV CLASSIFICATION**

**Section 1. PRODUCTION EMPLOYEE CLASSIFICATIONS**

To facilitate the Team Concept Production employees working in the plant will be placed in one of the following job classifications:

- Production
- Specialized
- Semi-Skilled

**A. Team Leader Openings**

There may be work teams which require more than one team leader based on the size and/or the complexity of the process. Once the need for a team leader is established, a job opening posting will be developed and posted in a location where it is accessible to all department employees. Interested employees may file an application for the position. The posting and application process will be open for five (5) regular working days. The posting will describe the job duties which are specific to the work team, as well as the responsibilities which are uniform across the site. (Team Leader responsibilities are listed in Section C. below.) TA

The selection process in each plant is to be administered by a joint committee with the sole objective of promoting the most capable department team member through the utilization of a fair and objective selection process. A specific scoring procedure has been jointly established to facilitate the selection process.

1. For team leader openings, applicants from within the department will be given priority in the team leader selection process.
2. If no applications from #1 above are on file, applicants from outside the department will be considered in the team leader selection process.
3. Team leaders may apply for an opening within their department through application to non-leader positions.

**B. Selection Criteria TA – current language**

All evaluations of employee records and related selection criteria are made with information from the twelve (12) month period prior to the position posting date. The following categorization details the scoring system and identifies the associated point maximums for each category of criteria. A maximum total of one hundred (100) points can be attained.

**Selection Process points:**

<u>Attendance</u>	<u>Total Attendance Points</u>	<u>0-3</u>	<u>10-12</u>
		<u>4-6</u>	<u>7-9</u>
		<u>15 points</u>	<u>10 points</u>
		<u>20 points</u>	<u>5 points</u>



The review will be conducted by two representatives from the Union and two representatives from Management. Assigned Union and Management Joint Program Representatives are an example of possible reviewers.

The confidential results of the review are to be reported out to the PIAC and should include a recommendation for improvement, additional training or removal.

“Management reserves the right to remove team leaders from positions in which they are not performing their duties as described in this agreement.” (TA)

D. It is management's intent to provide all team leaders and team members with the training necessary to complete their jobs. (TA)

E. Scope of Responsibility The team leader will assist the team/team supervisor in the following areas: (TA)

a. Achievement of Cost, Quality and Delivery Goals

b. Schedule Material Flow

c. Maintain and Update Records

i. Overtime

ii. Vacations

iii. Planned Maintenance Scrap

d. Update Cell Boards

e. Implement NPS

f. Relay Instructions as Originated by Group Leaders

g. Institutionalize 5(S) Process (Sort, Straighten, Sanitize, Sweep, Sustain)

h. Absenteeism and Relief Coverage as Necessary

- Schedule attainment
- Record keeping, team boards
- Interaction, internal & external
- Training Records – Team Leader

- 3. Quality: Perform necessary actions to achieve customer satisfaction. This includes: (TA)
- 2. Support Nexteer Manufacturing Values. (TA)
- 1. Employees will perform elements of their job duties for the entire shift, less negotiated relief. These elements include, but are not limited to: (TA)

F. Employee Responsibility and Accountability

- i. Maintain Tool, Gage and Operating Supplies
- j. Facilitate Team Meetings
- k. Organize Annual Inventory
- l. Work on Reduction of Scrap
- m. Interact with Other Work Units
- n. Continuous Improvement of Team Skills
- o. Maintain and Improve Quality Control systems
- p. Analyze Reports
- q. Attend Daily Operations Meetings and value stream meetings
- r. Lead and facilitate daily huddle meetings
- s. Organize Daily Inventories
- t. Establish Float Limits
- u. Implement People Focused Practices, Standardized Work
- v. Coordinate
- i. Manpower
- ii. Engineering
- iii. Production Control
- iv. Maintenance
- v. Training

4. Operate equipment with a goal of attaining optimum capacity in line with customer demand (TA)

- Part Gagging/Testing
- Part Repair/Scraping
- Inspection
- Utilization of Visual Controls
- Daily/Shift Checklists
- Participation in Quality Improvement Activities
- Verify In/Out Container Quantities
- Identify/Report Damaged Containers
- On Time Delivery to Customers

5. Maintain the work environment. (TA)

- Follow required Health and Safety Policy and Procedures
- Follow the Five S's (Sort, Straighten, Sanitize, Sweep, Sustain)
- Visual Control, Striping and Labeling

6. Other activities to be performed when customer(s) demand has been satisfied, or when equipment is idle. (TA)

- Assist and Train Members
- Attend Meetings (Huddles Daily, Team Meetings)
- Housekeeping
- Suggestions
- Work on Continuous Improvement Projects

- 8. In the event an operating procedure has not been established on a job, an employee who is following the prescribed method and using the tools provided in the proper manner and performing at a normal pace will not be disciplined for failure to obtain an expected amount of production on that job. (TA)
- 7. Perform necessary stock handling and parts washing/cleaning in support of the task. (TA)

- Help establish and follow standardized work. (TA)
- Support rotation in line with team direction and decisions.(TA)
- Uptime focus. (TA)
- Tool Change/Adjustments
- Operator Preventive Maintenance
- Quick Change/Set-Up
- Machine Cleanliness
- Daily Data Collection
- Regular lubrication and maintenance of equipment (PMP)
- Battery Change on Scheduled Frequency
- Have Replacement Batteries in Service
- Driver/Operator Safety Checks
- Gage Maintenance and Cleanliness
- Gage Reproducibility and Repeatability (R and R)
- Follow Standardized Work Practices & Production Maintenance Partnership Practices

The following shall constitute the Primary Skilled Trade Classifications:

- Electrician

## Section 2. SKILLED TRADES CLASSIFICATION

- High Voltage Electrician
- Machine Repair
- Millwright
- Tool & Die
- Garage Mechanic
- Powerhouse Technician
- Maintenance Leaders

The classifications stated above, consist of employees who have a primary trade function, but who are also capable of performing incidental work of other trades. It is understood that performing this incidental work would mean being able to perform those duties in a safe manner or to the point the expertise of the primary trade classification is required. The work assignments as documented in the reference guide do not supersede the non-strategic work agreement nor the MOU regarding General Laborers.

The parties recognize the need for various job classifications within the Bargaining Unit. Likewise, the parties understand in order to maximize the efficiency of the operation it is necessary to allow, and expect, employees to perform tasks outside a strict line of demarcation between classifications. Employees, regardless of job classification, can perform work, deemed "incidental" to the primary task provided they are qualified to do so and can perform the task(s) in a safe manner.

During these negotiations the parties discussed the issue of subcontracting facilities related maintenance work. Both parties recognize that it is critical to keep the skilled trades work force focused on the production areas and the primary task of keeping the equipment operating as efficiently as possible. Therefore the parties have agreed that the Company shall subcontract any facility related maintenance work. However the company has also committed to establish a small crew of Nexteer Skilled Trades employees to work on certain specific facilities projects to include but not limited to maintenance of bathrooms/break rooms and the ongoing maintenance of air leaks at the machine level. This crew could also be assigned to the production areas should the need arise. This crew will only be scheduled forty (40) hours per week but will be eligible to work overtime supporting production areas if available. The company also commits that it will attempt to limit facility related subcontracting on the weekends. (TA)

### Section 3. NON STRATEGIC SKILLED TRADES WORK TA

The parties agree that, per the agreed upon list of Non-Strategic Skilled Trades work, advance discussions will take place prior to any machine rebuilds, retool or custom material handling builds or designs that are being considered for sub contraction.

#### Building Construction

- Projects including refurbishing offices, cafe, mezzanines, classrooms & auditoriums
- Demolishing of buildings whole or partial
- Carpentry - platforms, benches, cat walks, racks, tables, drywall, & carpet
- Repair/replace office tables, cabinets, & furniture

#### Building Envelope Maintenance

- Repair/Replace walls, floors, windows, doors (locks, hinges, latches)
- All dock maintenance
- Roofing, Fencing, Parking lots, Railroad, Outside Building Lighting, Concrete

#### Specialty maintenance

- All elevators, escalators, fire systems (Maintenance, Install repair) asbestos & PCB maintenance
- All facility HVAC new installation repair/replacement
- Steam PRV's & distribution systems
- Cooling tower repair, installation, PM, & annual cleaning



- Steam trap inspection surveys, repairs/replacement

### **Building Mechanical**

- Repair of all plant wide distribution systems (to the header) (natural gas, compressed air, steam, water, cooling tower, condensate, waste lines, grease, oil, etc.)
- Maintain and repair unit heaters, penthouse's, piping and coils
- Installation of tubing for bearing oiler of roof heater blower shafts.

### **Building Electrical**

- Repair of building electrical systems - computer lines, broadband, data lines, hubs, routers etc., telephone lines repair/install, power transformers, emergency generators, electrical cables (13.8)

### **Electrical**

- Lighting - inside/outside install, re-lamping and repairs
- Lighting – Roof
- Lighting - light fixture repairs

### **Powerhouse**

- High pressure certified welding
- Site meter calibration and repair
- PLC controls and transmitters new installs

### **Waste Water Treatment**

- WWTTP equipment and pump maintenance
- Lift station pump equipment and maintenance
- General electrical maintenance
- PLC controls and transmitters, new installs

### **Misc.**

- Crain and Hoist repair and inspection
- Condensate return unit PM and repairs
- Air Dryer PM and repairs
- Roof top units and condensers
- Roof - air handling equipment for steam and gas
- Fuel storage systems and gas tanks
- Underground sewers
- Utility meter service

Employees hired or transferred to a skilled trades' classification in which they do not hold journeyman/woman status, or non-journeyman/women new hires assigned to a skilled trades classification in which they do not qualify as a journeyperson, shall be identified in one of the following skilled trades classifications in which they are working either as an Apprentice, Employees-In-Training or Direct Entry

In the spirit of continuous improvement and with the desire to place qualified individuals into skilled trades' positions on the Saginaw site. There are substantial investments being made in equipment and processes on the site that require a competent skilled trade's workforce. The intent is to utilize the Apprenticeship, Employee-In-Training (E.I.T.), and Direct Entry programs to further develop partially trained employees into highly skilled capable journeypersons.

A. Skilled Trades Apprenticeship, E.I.T., and Direct Entry Programs

- Journeyman
- Journeyperson in Training (JIT)
- Employees in Training (EIT)
- Apprentices
- Direct entry

During these negotiations the parties discussed the development path to skilled trades positions. The parties recognize that there needs to be multiple career paths since employees or candidates possess differing levels of skills. The parties recognize the following distinct groups:

**Section 4. SKILLED TRADES DEVELOPMENT PATH**

- Pumps - facility pumps
- Air compressor repair and maintenance
- All utilities maintenance city water supply including pump house systems
- Ladder repair - Facility (building and roofs)
- Pipe Insulation (Roof)
- Procurement of catalog items (exception of custom builds or design for material handling)
- Fire systems maintenance repair etc.
- Installation of foundations
- Floor coatings
- Scales - installation, repair and calibration
- Pest control
- Heal and smoke vent repairs
- Windows – door and glass replacement, washing outside
- Repair of Electrical Equipment – Electrical components in Motors
- Tank Farm maintenance

until their status is changed to journey person. Candidate must have at least 2 years of work experience or formal trades' education. The parties agree to add up to 10 E.L.T.'s for every year of this contract.

## 1. Training Plan

The intent is to have all Apprentices, E.L.T. and Direct Entry employees participate in the training program. The following criteria are intended to allow proper skill attainment and good return on the investment in time, materials and resources. Apprentices, E.L.T. or Direct Entry employees will not be allowed to shift preference under this agreement during the training process. The training plan will be made up of the following components which have to be successfully completed to satisfy the requirements of this program:

- On-the-job training requirements allow candidates to apply and demonstrate ability to apply classroom concepts to real life applications.
- Classroom instruction designed to increase candidates' knowledge and technical understanding will be the sole responsibility of the employee up to and including all expenses.
- Candidates that qualify for E.L.T. program are required to complete this E.L.T. program up to and including 8 years of on the floor training to be considered a journey person.
- Candidates that qualify for the Direct Entry program will be required to complete 3 years of on the floor training to be considered a Journey person.
- Candidates that qualify for the Apprenticeship program must complete 7328 hours of floor time along with classroom training.
- Every Apprentice, E.L.T., and Direct Entry employee will be given a tool box.

## 2. Evaluation Process

In order to effectively evaluate the ability and skill level needed to be a highly skilled journey person takes time. To maximize opportunities for employees and the investment made in the skilled trades' workforce, the following evaluation period is defined for the above mentioned persons:

- E.L.T.'s evaluations will include a written and verbal review every 4 months for a total of 3 evaluations per year. At the end of the 8 year evaluation period a decision will be made to retain the person or return them to their previous job classification if possible.
- Direct Entry employees will include a written and verbal review every 4 months for a total of 3 evaluations per year. At the end of the 3 year evaluation period a decision will be made to retain the person or return them to their previous job classification if possible.
- Apprentices' evaluations will include a written and verbal review every 4 months for a total of 3 evaluations per year during the program. At the end of the apprenticeship program a decision will be made whether to retain the person or return them to their previous job classification if possible.
- This evaluation process will be administered jointly.
- All Health and Safety training will be done prior to employees' entering into Apprenticeship, E.L.T., and Direct Entry programs.
- Employees will be evaluated on health and safety behaviors, understanding, technical knowledge, troubleshooting, problem-solving, teamwork, cooperation, responsiveness, and application of sound decision making and quality of repair work.
- On the job training plans will developed and administered locally.
- Employees may be removed from the Apprenticeship, E.L.T. or Direct Entry program with a failed evaluation at Managements discretion.

Once the candidate successfully completes the Apprenticeship, E.L.T. or Direct Entry program, he or she will receive the skilled trades wage as a skilled journeyperson. If a candidate does not successfully complete their assigned evaluation period, the employee will return to their previous job classification if possible and return to the wage rate the previous production classification mandates per contractual language.

Overtime Administration

All Apprentices, E.L.T.'s and Direct Entry employees will equalize overtime in their respective trade group according to the low man concept. Apprentices, E.L.T.'s and Direct Entry employees will be the last persons asked for any discretionary overtime that could become available. Once an Apprentice, E.L.T. or Direct Entry person is converted into journeyperson status they'll equalize overtime as journeyperson in that group accordingly.

**Section 5. SKILLED TRADES**

**A. Definition of "Journeyperson"**

The term "journeyperson" when used in this Agreement means an employee who:

- (1) has satisfactorily completed a bonafide apprentice training course with similar standards to the Nexteer-UAW Apprentice Training Program; or (T.A.)

- (2) one newly hired, who meets one of the above alternative requirements or can prove work experience in the trade at least equivalent to that on-the-job experience required for reclassification to journeyperson status of those employees-in-training covered in Paragraph below. Copies of any documents presented pursuant to this provision will be furnished to the Chairperson of the Shop Committee upon request. (T.A.)

*Employees who are or were classified as employees-in-training (E.L.T.) or employees-in-training-seniority (E.L.T.S.) shall be classified as journeypersons when they have worked eight (8) years in that skilled trades classification in any plant, except as provided in Appendix C and except that such employees who were not working in that skilled classification due to layoff or reduction in force will be reclassified to journeyperson status upon recall to the skilled classification. (T.A.)*

**B. JOURNEYPERSON STATUS**

- 1. When an employee is transferred from a production classification to a skilled classification in which the employee is a fully-qualified journeyperson, the employee will have a skilled trade's seniority date in each classification as of the date of transfer to such skilled classification. (T.A.) (If MOU is unchanged)

- 2. For the purpose of layoff and rehire in the skilled trades Leader classifications, employees shall establish a date of entry in the Tool & Die Maker Team Leader or Maintenance Team Leader - classification as of the date the employee is transferred.

Layoff from and recall to these classifications will be in line with their skilled trades seniority date. (T.A.)

3. Throughout the following provisions of this Skilled Trades Section whenever "journey person" is referred to, it shall include "journey person-in-training" and such status has greater seniority than Employee-in-Training. (T.A.)
4. In the event two (2) or more employees in the same seniority group have the same skilled classification seniority date, site-wide seniority will prevail. (T.A.)

### C. SKILLED TO SKILLED CLASSIFICATIONS

It is mutually agreed that journey persons will be permitted to file application under this Local Transfer Agreement under Paragraph B for openings in other skilled trades classifications together with employees working in areas other than skilled trades classifications. (T.A.)

It is understood if the employee does not hold journey person status in the new classification, they will be classified as a J.I.T. upon transfer into the new classification. (T.A.)

### D. Job Security – Apprentice Training and Journey person Development

The Union and the Company acknowledged that skilled trades personnel provide vital support to operations, and that there is a direct relationship between the effectiveness of skilled trades personnel and the success and viability of the operations they serve. Establishing new levels of competence within the apprenticeable trades through training and retraining will permit the Union and the Corporation to pursue the critical objective of continuous improvement in quality, flexibility, operational effectiveness and, in turn, enhance job security. (T.A.)

### E. APPRENTICE WORK ASSIGNMENTS (T.A.)

Apprentices work per the Department of Labor Guidelines for apprentices.

### F. APPRENTICES - PLANT, SHIFT CHANGE (T.A.)

When a shift or plant change is contemplated for an apprentice that deviates from the predetermined schedule, this will be approved by the Local Apprentice Committee before taking place.

### G. APPRENTICES - EVALUATIONS (T.A.)

Evaluations are discussed with apprentices each six (6) months prior to rotation. This is done for either an apprentice's satisfactory or unsatisfactory progress discussion. When an apprentice advisor intends to discuss an unsatisfactory progress report with an apprentice, the

advisor will notify the Joint Apprentice Committee in a timely manner prior to discussing the evaluation with the apprentice.

#### H. APPRENTICE COMMITTEE (T.A.)

Management recognizes that in order to have a smooth functioning apprentice committee, both parties must fully understand new techniques and procedures that pertain to the shop and related training of the apprentices in this division. Union representatives to accompany Management's representative when attending meetings regarding related training at local educational institutions. The Union representative will be paid for time spent attending such meetings.

#### I. APPRENTICE COMMITTEE MEMBERS - MANAGEMENT EXPERTISE (T.A.)

The Union expressed concern that the Management members of the Local Apprentice Committee did not possess sufficient skilled trades knowledge or experience to adequately discuss Apprentice training concerns. The Company advised the Union that the Local Apprentice Committee will contain a Management member who has skilled trade experience. Problems in this regard may be brought to the attention of the Industrial relations Manager by the Local Union for review and correction, as necessary.

#### J. APPRENTICE TESTING AND THE LOCAL APPRENTICE COMMITTEE (T.A.)

The Corporation agreed that the Union members of the Local Apprentice Committee would be informed of Local Management's Apprentice testing procedure. In this regard, the Union members of the Local Apprentice Committee are to be advised of the location, date and time that Apprentice selection tests are to be administered. Where tests are given on a regularly scheduled basis, the Union members will be advised of this schedule. In addition, and as soon as is practicable, a meeting should be arranged with the Union members of the Local Apprentice Committee, in which the Union members are to be informed of the procedures followed in administering the Apprentice tests. In this regard, the Management representative will explain each of the tests and the instructions given when the tests are administered. Further, a Union member of the Local Apprentice Committee will sit in on testing sessions.

#### K. Facilities for Union Members of Local Apprentice Committee (T.A.)

The Company agreed to provide the Union members of the Local Apprentice Committee with a desk, chair and the necessary resources to perform legitimate clerical duties.

#### L. Air-Conditioning & Refrigeration Control & Maintenance (T.A.)

The work of employees in the Electrician classification includes the maintenance of refrigeration units associated with liquid chillers and other equipment including motors, pumps, compressors, evaporators, heat exchangers, valves, vessels, controls, sensing devices, fans, diffusers, filters, grills, economizers, strainers, registers, etc., at or on air-conditioning and

refrigeration units. Employees working in this classification are required by Environmental Protection Agency mandate (Federal Clean Air Act, Appendix D to Subpart F, 40 CFR, and Part 82) to be certified as a Technician. In accordance with such requirements, Employees so certified shall be allowed to perform silver or soft soldering on vessels carrying refrigerant. It is agreed that heating is not included in this classification.

**Section 6. MA8J/TD9J Roles and Responsibilities**

A. During the week, MA8J/TD9J's will perform all team leader duties and be charged overtime hours in their respective trade. On the weekend, if no team leaders will be utilized, the MA8J/TD9J's, provided they are low, will be offered overtime in their respective trade. (T.A.)

These working team leaders will support the skilled trades team through items such as; being visible on the production floor, performing equipment repairs when needed, analyzing indirect material for effectiveness, assisting in allocating proper parts for equipment, analyzing PM effectiveness, promoting 5S/housekeeping tactics, and analyzing downtime reports for recommended improvements. (T.A.)

1. Planning (T.A.)

1. Ensure completion of work order packages
2. Ensure accuracy of account charges
3. Verify parts are kitted
4. Ensure projects are completed on time as scheduled
5. Estimate trade hours
6. Use resources, other trades, engineering, past history
7. Spot check progress on planned jobs and provide feedback
8. Hold and organize meetings on specific projects
9. Coordinates workable backlog for schedule

2. Job Assignments (T.A.)

1. Assist Supervisor when needed in relaying job assignments to trades
2. Help manage work flow and coordinate manpower

3. Support and Implement Planned Maintenance Activities (T.A.)

1. Schedule PP/M jobs within the week
2. Coordinates PP/M schedule, manpower, equipment availability

4. Screen All Work Orders (T.A.)

1. Assist when needed when ordering material – parts, supplies, equipment
2. Assist when needed to close previous weeks work orders
3. Assist when needed to ensure accuracy of account charges

1. Keep skilled trades supervisors informed – job status, absenteeism
2. Expedite – getting down jobs up, assigning people, contact engineering
3. Communicate across shifts
4. Communicate with engineering
5. Update maintenance information center
6. Use computer to update records
  - i. Equipment uptime
  - ii. PP/M capabilities
  - iii. Process capabilities
  - iv. Project schedules, etc.
6. Use computer to update records
  - i. Workable backlog
  - ii. Estimated hours
  - iii. Job Status
  - iv. Daily Schedules
  - v. Input and close out work orders

#### B. Communication (T.A.)

1. Assist in identifying training needs
5. Provide technical support
6. Provide vendor support
7. Other trades
8. Lead the introduction of statistical tools within the trades
9. Assist in coordinating NPS workshops in skilled trades areas

#### A. Training (T.A.)

The Local Joint Apprentice Committee will develop the necessary training programs so that those employees classified with an "E.I.T.S." can become Journeyman/women. Such training may include the requirement to attend classes at Delta College or some other agreed to location. In such an event employees attending such classes will be paid their hourly rate while in attendance at school. Management further agrees to pay for books and tuition for these classes. If a class is failed employees will still be required to successfully complete the class but attendance will be on their own time and they must pay their own tuition. (T.A.)

1. Maintain and improve storage for equipment and spare parts
2. Eliminate excess inventory – standardize parts
3. Order material
4. Request for shippers

#### 5. Maintain Spare Parts(T.A.)



**Section 7. Warranties**

The parties agree that in order to provide the opportunity for our Skilled Trades to learn how to keep such equipment operating effectively, management, when feasible, will make an effort to assign UAW-Nexteer employees to work with vendors during installation, servicing and progressive training arrangements both on and off site. (T.A.)

**Section 8 TRANSFERS/PROMOTIONS**

A. TA Whenever the Company determines that a permanent vacancy exists for a bargaining unit job classification and there are no employees laid off greater than 180 calendar days from the plant where the opening exists, seniority employees(s) may apply for a transfer (See Chart A below). However, before a transfer is finalized, employees must be capable of performing the essential functions of the job.

1. The Company will post newly created positions. The posting will state the job classification, department, job description and the date and time the bid will be removed.

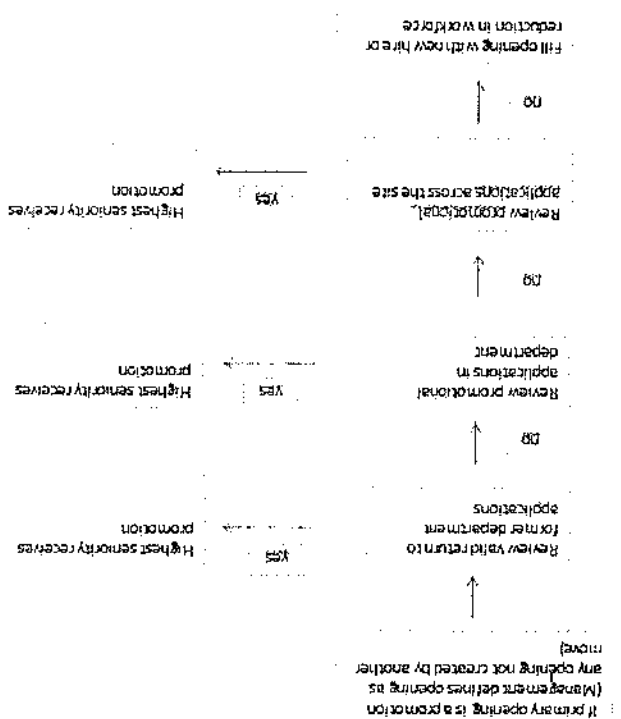
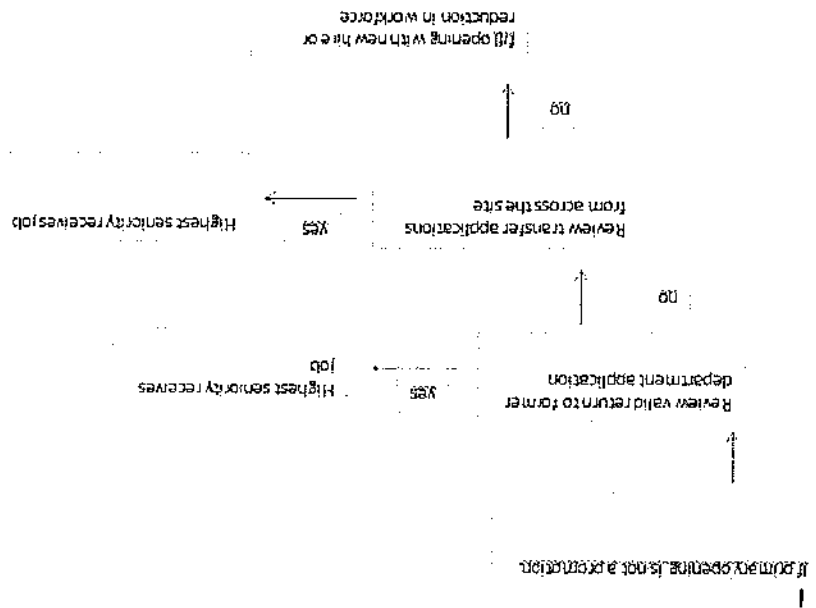
2. Eligible employees may make application for the opening with the Human Resources Department.

B. Filling Vacancies. Whenever it is determined that a permanent vacancy exists for the bargaining unit and there are no qualified employees laid off > 180 days or displaced from the site where the opening exists, seniority employees may apply for a transfer (See Chart A below).

Chart A:

C. Transfer Procedure, TA

\*Secondary openings that are created by an employee who was already Specialized or Semi-Skilled, will be backfilled by an employee that has a valid application on file that is eligible for a promotion to a Specialized or Semi-Skilled position. The backfill for that opening will be filled by a reduction in workforce or a new hire.



E. Employees may be removed from the semi-skilled and specialized positions, (Major Machining, Transfer machining, and Cold Header departments) if employees are unable to attain proficiency within 90 days from entry into the department. Employees removed

D. The provisions of this Article shall not prohibit temporary employment or transfers made necessary by the absence of regular employees on a shift. TA

6. All applications on file will be deleted when an employee is promoted to another position.

5. Secondary openings will be filled by paperwork if the opening is for a semi-skilled and specialized position and it is a promotional opportunity for the employee. The backfill for that opening will be filled by a reduction in force or a new hire.

4. All initial openings will be treated as primary openings, Return to Former Department applications will be granted first, if there are no RTFD applications on file, the highest applicant from within the department will be selected for the opening. In the event that there are no applications on file from within the department, the opening will be filled with the highest applicant on-site.

3. When an employee's valid application for transfer is to be honored, the employee will be notified of such transfer. If an employee is not on the active roll or is on the active roll but has applied for sick leave, with their paperwork pending, the employee will be bypassed for the transfer.

Employee transfers in February and transfers again in October, employee will be eligible for another transfer in the following October.

a. Example:

2. Employees will be allowed two (2) moves per rolling twelve (12) month calendar year.

b. Paper Applications/Deletions must be signed and dated by a member of Management and forwarded to the Hourly Employment Office.

a. Applications/Deletions may be made electronically through the in-plant kiosks as the primary method, or on a paper application as a secondary method.

1. Employees will be allowed up to four (4) transfer applications on file at any time. If the limit is exceeded, the oldest application on file will be removed. All employee moves are effective on the Monday of each week. Applications for transfers and deletions are required to be turned in one week prior to the move.

that have been in the position for more than 30 days will be assigned to an open job on-site. (T.A.)

F. When Management contemplates the need to remove an employee from the above classifications, wherever possible, they will notify the Shop Committeeperson as soon as practicable, but in any event far enough in advance to discuss the evaluation of said employee before any action to remove the employee is taken. Additionally, Management will provide the Shop Committeeperson with the employee training matrix. (T.A.)

G. In the event it is necessary to reduce employees from a department, employees will be removed their respective classifications in line with their seniority displacing employees with less seniority. Employees displaced from their department will be placed on available jobs in the plant. In applying this procedure, if it is necessary to reduce the total number of people in the plant, the least senior employees in the plant will be transferred to an available job at the site. It is understood that employees involved must be physically capable of performing the jobs. (T.A.)

H. Employees who are transferred from a department as a result of the provisions of the Agreement shall immediately carry plant-wide seniority into the department to which they are transferred. (T.A.)

I. When it becomes necessary to move an entire department from one plant, to another plant, employees who are assigned to the job will move with the job. (T.A.)

1. When something less than a complete department is moved, employees in the affected department who can do the job may volunteer to move with the job. Such volunteers with the most seniority will be afforded the opportunity to move with the job. (T.A.)

2. When something less than a complete department is moved within the plant, employees in the affected department who can do the job may volunteer to move with the job. Such volunteers with the most seniority will be afforded the opportunity to move with the job. If there are no volunteers, the employee assigned to the noted job will displace the least senior employee within the employee's department and the least senior employees in the department will be moved with the job. When it is necessary to move support groups, inspectors, etc., with the move, the least senior employee within the respective department who can do the job will be the employee transferred provided there is not a volunteer in the respective department who can do the job will move with the job. (T.A.)

#### J. Movesheet Corrections

In the event that a move was made error, the move will be corrected if within 30 days from the error occurring. (T.A.)

Section 9. TEMPORARY TRANSFER PROCEDURE OF EMPLOYEES (TWENTY-EIGHT (28) Calendar Days) ("TAG") (TA)

When a need for temporary help arises in an area, the following procedure will be implemented:

A. The area/plant requiring additional help will establish how many employees are needed and thereafter notify the other areas/plants.

B. Those areas/plants that can provide help will temporarily transfer employees in the following order:

1. Solicit volunteers by seniority order. Proficiency will take priority.
2. If additional employees are still needed, send the lowest seniority.

The sending area/plant will initiate a notification which will be given to the Human Resources Representative, employee and Shop Committee person involved, as far in advance as possible. The notification will state the plant, shift, start and return dates. If it becomes necessary to retain employees in excess of twenty-eight (28) days, circumstances regarding the extension of the temporary transfer will be reviewed and mutually agreed upon at PJAC at the receiving plant/area, prior to such assignment being extended.

12/10/15  


12/10/15  
