

ARTICLE XXIII

PAY SYSTEMS AND PROCEDURES

Section 1 - Local Wage Agreement

TBD - Economics

Section 2. Direct Deposit

In order to provide the convenience of immediate availability, added safety and significant efficiencies the parties have agreed that upon ratification of the 2015 agreement, all payroll drafts will be electronically deposited into each employee's account at his/her designated financial institution on Friday of each week. Additionally, all pay stubs will be mailed to the employee's address of record. Employees who do not provide the necessary information to implement the direct deposit process will have their payroll draft mailed to their address of record.

This Agreement provision supersedes any and all local agreements or practices regarding the method of and/or timing of payroll draft delivery.

Section 3. PAYCHECK STUB INFORMATION

Year-to-date totals of deductions for Credit Union will be shown on the employee's pay stub. In addition, the employee's job code will be shown on the pay stub.

Section 4. PAYMENT OF BEREAVEMENT PAY

It is the Company's policy to pay employees shall for Bereavement Pay in the following week's paycheck, provided all required forms are properly completed and submitted to the appropriate Company managers no later than 9:00 p.m. on Monday of the week following the last day of absence. The forms may be copied so that the employee may retain a receipt.

Section 5. PAY SHORTAGES/ OVERPAYMENT

Pay shortages due to Management error, of four (4) pay hours or more will be handled in the following manner:

- Management will notify the Payroll Department of the shortage.
- Payroll will immediately prepare a check with the employee's normal tax deductions

- The check will be available to the employee and the plant at the end of the next work day (excluding weekends and holidays).

OVERPAYMENT

Employees who are aware that they are in receipt of an overpayment are expected to notify their supervisor promptly. The recovery of these overpayments will be administered in accordance with state laws.

These types of recoveries will be limited to a maximum of fifty dollars (\$50) per week unless authorized by the employee.

All deductions will be authorized by the employee prior to being withheld from their paycheck. There will be a minimum of one (1) week notice.

Section 6. GRIEVANCE SETTLEMENT PAYMENTS

Grievance settlement payments will be paid within two (2) weeks from the date of the final written decision. The amount of the settlement, less required deductions will be included on the pay stub

Section 7. SHIFT PREMIUM

The parties agree that a night shift premium will be paid on night shift earnings, including overtime premium pay, for time worked on shifts scheduled to start in accordance with the following chart:

<u>Shift Start Time</u>	<u>Shift</u>	<u>Premium</u>
On or after 6am and before 8am	A-Shift	None
On or after 2pm. and before 6pm.	B-Shift	2.5%
On or after 8pm. and on or before 12am.	C-Shift	5%

Once an employee's regularly scheduled start time assigns them to, A-Shift, B-Shift or C-Shift they will receive the designated premium for any hours worked prior to or after their shift. This shift designation and the assigned premium will remain in effect for company paid training, travel or event purposes.

Management

date

12-1-15

Union

date

12-1-15