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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 objective of Fairfax is to 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.

**Shop Committee  
Local 31, UAW**

John Melton  
David Gamel  
Walt Wedow  
Owen Lewis  
Doug Bias Jr.  
David Feuerborn  
Paul Shipman  
Jeff Manning - President

**North America Car Group  
General Motors Corporation  
Fairfax Plant**

Michael Dulaney  
Don Rich  
Denise Mondock  
Thomas Meier  
Phil Johnson  
Pam Goodwin  
Shameka Owens  
Shawn Miller  
Nicole Misterka  
Jonathan McPike  
Doug Hill

**International Union, UAW**

R. D. Snow

## **AGREEMENT**

This agreement is entered into between General Motors Corporation, Fairfax Plant, hereinafter referred to as the Management, and Local No. 31, UAW, hereinafter referred to as the Union, this 20th day of May, 2008.

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 situations 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.

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## **GMS – Global Manufacturing System**

During the 2007 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 2007 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.

## **LOCAL SENIORITY AGREEMENT**

This Agreement is entered into this, 20th day of May, 2008, between the Fairfax Plant, hereinafter referred to as the Management, and the Shop Committee, Local No. 31, UAW, hereinafter referred to as the Union.

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 Corporation 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 or more employees establish a plant seniority date as provided in Appendix A,VII, A,2, attached to the 2007 National Agreement, the date established for each employee for vacation under Paragraph (190) of the 2007 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. 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 2007 National Agreement will have their names placed on the seniority list pursuant to Appendix A,VII, A,5, of the 2007 Agreement.

## **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 classification, by craft.

#### **D. Labor Committee**

Each Department shall have a Labor Committee consisting of the District Committeeperson and the Department Superintendent. This Committee will be responsible for the assignment of employees to teams 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 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 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), occupational group, 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 Recall 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.
- B.1. Employees laid off as a result of Section III A of this Agreement will be recalled 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 Personnel Department 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.

2. 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 occupational group and retain the employees with the greater skilled trades seniority or date of entry seniority in each group. Employees with insufficient seniority to be retained in their respective occupational group will be laid off from Division II, then as provided in Paragraph D of this section, and will be recalled in seniority order, except as provided herein.

### **D. Right of Waiver**

At the time of a permanent reduction-in-force in any skilled trades classification, employees being laid off will have the option, seniority permitting, of returning to the department and occupational group in Division I in which they had last established seniority, or signing a waiver.

### **E. Layoff and Recall Where Waiver is Signed**

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

### **F. 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.

**G. Limitations of Waiver**

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

**H. Waiver Form**

Any employee who elects to be laid off as provided above will complete and sign the waiver form provided by Management for that purpose, and an approved copy will be furnished to the employee.

**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) year's 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) year's 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.

**SECTION V**  
**PERIODS OF PART TIME**  
**OPERATION/JULY SHUTDOWN**

- A. During periods of shut down and part time operations not exceeding fourteen (14) working days, employees will be retained in the following manner:
  
- B. 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 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. It is understood that the fourteen (14) working days may be extended by mutual agreement between the parties. 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.

- C. Division II. Any work needing to be performed during downtime will be performed by the proper classification 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 group on the same basis as the team, then department-wide.
  
- D. Any reduction-in-force necessary following the expiration of the fourteen (14) days or any agreed to extension will be made in accordance with the applicable provisions of Section III of this Agreement.

- E. 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**

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 agreement, provided they are capable of performing the work.

## **SECTION VII - TRANSFER PROVISIONS (DIVISION I)**

- 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 Personnel Department 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. As permanent openings occur, the highest seniority employee capable of doing the work, with a valid application on file, will be offered the transfer.
  4. An employee transferred in accordance with this procedure will be assigned to a team by the Labor Committee.
  5. An employee who has been transferred and established seniority, or who has been offered a transfer and refused the transfer will not be eligible to reapply for another transfer until six (6) months have elapsed from the effective date of the transfer or refusal of an offer of transfer; however, the employee's second application remains valid.
  6. A transfer will be considered completed under these provisions at the time such transfer is offered and accepted for purposes of acquiring seniority and the employee will be given a copy of the acceptance. Actual transfers will be completed as soon as practicable. Untimely transfers will be addressed by Labor Relations Department.
  7. An opening will be considered permanent after it has been open twenty-one (21) calendar days or at the point it is known it will be open for twenty- one (21) days.
- D. The movement of employees between teams within a department will be the responsibility of the Labor Committee.

To assist the Labor Committees and to be aware of employee interest in 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 the employee. Inner department openings will be posted three (3) days; normally Thursday through Monday. 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 three (3) within a fifty-two (52) week period. 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 three(3) moves available.

E. The number of moves when filling a permanent opening shall be limited to two (2) whether by inner department transfer or Paragraph (63)(b). The transferring department shall fill the opening created by Paragraph (63) transfer by bid. The opening created by the bid will be filled by Management's discretion except no new hires will be placed in service departments while seniority employees have valid applications on file for those departments.

F. Employees desirous of performing vacation replacement duties will be selected in accordance with D and E above.

**Clarification: VII. E., If no additional labor is required in the department as a result of a permanent opening, then an inner department transfer would be used to fill the first and second opening. If additional labor as a result of the permanent opening is needed in the department, it will be filled by inner department transfer and then by Paragraph (63)(b). The transferring department shall exercise one bid prior to placement at Management's discretion.**

## **SECTION VIII - TRANSFER PROVISIONS (DIVISION II)**

- 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) 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) days they shall transfer their skilled trades seniority into the new skilled trades occupational group.
- C. Any open team member 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 jobs will be posted in the designated manner. Jobs will be posted Thursday through Monday and will be reviewed by the Labor Committee at the next meeting. Jobs will be filled by occupational groups by seniority. Management will furnish a receipt signed by the Group Leader. All jobs 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 filled under the same provisions. The third opening

shall be filled at Management's discretion. 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. These provisions do not apply to (63) (a) moves.

- D. Team Members will choose a job assignment within their team by seniority. It is further understood that employees may be temporarily reassigned to provide training, improve skills, provide assistance, support the team and remain proficient on equipment operations. If the potential for loss of production exists, it may be necessary for the employees to work outside the team for the purposes of sustaining production. Any concerns arising from this process will be reviewed by the manpower committee. It is understood that the selection of the job will occur only when a new employee bids into a team opening. Job reselection will not occur based on movement created by a shift preference.

## **SECTION IX - 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. Skilled Trades Changeover Period Extra Work When additional employees are required in the Skilled

Trades Department (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 Personnel Department. Employees desirous of such work who have filed for extra work shall be retained by seniority.

- C. 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.

**D. Cancellation and/or Modification**

This Agreement is subject to written notice of ratification to Management by the Local Union not later than the 21st day of May, 2008. After such notice of ratification is received from the Local Union, this Agreement will be effective May 22, 2008 as provided herein upon approval of the General Motors Corporation and the International Union, UAW. 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.

This agreement will continue and remain in effect through the term of the 2007 National Agreement, and will be modified, changed, or terminated only after either party notifies the other party in writing at least sixty (60) 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) 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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**International Union, UAW**

R. D. Snow

## LOCAL WAGE AGREEMENT

This Agreement is entered into between General Motors Corporation, Fairfax Plant, hereinafter referred to as the Management, and Local No. 31, UAW, hereinafter referred to as the Union, this 20th day of May, 2008.

1. 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.
2. The cost of living allowances provided for in the September 26, 2007 National Agreement are not included in the wage rates set forth in this Agreement.
3. The wage rates set forth in this Agreement shall be effective on the 15th day of October, 2007.
4. It is further agreed to that this Agreement is in full and complete compliance with Paragraph (100) of the September 26, 2007 National Agreement.
5. **Hiring Rates - New Employees**  
New employees shall be hired in accordance with the provisions of Paragraph (98) of the September 26, 2007 National Agreement.
6. **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 September 26, 2007 National Agreement.
7. **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.

8. **Merit Increases**

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

9. **Permanent Assignment of Employees to Work Paying a Higher Rate (other than Skilled Trades Classifications)**

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

10. **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.

11. **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.

12. This Agreement is subject to the approval of the personnel Staff of the Corporation 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 Personnel Staff and the International Union.

13. This Local Agreement is subject to written notice of ratification to Management by the Local Union not later than the 21st day of May, 2008. After notice of ratification is received from the Local Union, this Agreement will be effective as provided herein.

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R. D. Snow

**NORTH AMERICA CAR GROUP  
NORTH AMERICA OPERATIONS  
GENERAL MOTORS CORPORATION**  
**Negotiated Classifications and Wage Rates**  
**In accordance with the National Agreement**

**Division I**

Classification	<u>October 15, 2007</u>
Team Member Assembly	28.71
Team Leader Assembly	29.39
Team Member Stamping	28.76
Team Leader Stamping	29.41

- October 15, 2007 rates reflect the new 2007 COLA increase.

Entry level wages are based on the 2007 National Agreement

**SKILLED CLASSIFICATIONS**

Effective October 15, 2007

	Rate Minimum	Spread Maximum	Team Leader
Electrician	<u>32.55</u>	<u>32.75</u>	<u>33.43</u>
Millwright/Welder	<u>32.55</u>	<u>32.75</u>	<u>33.43</u>
Stationary Engineer	<u>32.55</u>	<u>32.75</u>	<u>33.43</u>
Painter/Carpenter	<u>32.55</u>	<u>32.75</u>	<u>33.43</u>
Gas and Electric Truck Repair	<u>32.55</u>	<u>32.75</u>	<u>33.43</u>
Pipefitter	<u>32.55</u>	<u>32.75</u>	<u>33.43</u>
Tinsmith	<u>32.55</u>	<u>32.75</u>	<u>33.43</u>
Tool Maker	<u>32.55</u>	<u>32.75</u>	<u>33.43</u>
Die Maker	<u>32.63</u>	<u>32.83</u>	<u>33.50</u>

- New wage rates with tool allowance became effective September 17, 2007.  
October 15, 2007 rates reflect the new 2007 wage rates plus the COLA increase.

## SHIFT PREFERENCE AGREEMENT

This Local Agreement pertaining to Shift Preference is entered into between General Motors Corporation, Fairfax Plant, hereinafter referred to as Management, and Local No. 31, UAW, hereinafter referred to as the Union, this 20th day of May, 2008.

1. The provisions of this Local Agreement to provide for 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) 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) 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:

- a. 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.
- b. Employees will be placed by the Labor Committee of the shift reporting to after honoring corresponding shift preferences on file.

- c. 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.
  - d. 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.
  - e. 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 1.d. above. However, in unusual circumstances these provisions may be waived by mutual agreement between the parties.
2. Hardship circumstances will be resolved by the Labor Committee for both shifts involved.
  3. 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.
  4. Any supplements to, modification of, change, or additions to this Agreement, as written and approved, must be subject to ratification of the Local Union and submitted to the Personnel Staff of the Corporation and the International Union for approval.

5. This Agreement is subject to written notice of ratification to Management by the Local Union not later than the 21st day of May, 2008. After such notice of ratification is received from the Local Union, this Agreement will be effective May 22, 2008, as provided herein upon approval of the General Motors Corporation and the International Union, UAW. 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.

This Agreement will continue to remain in effect through the term of the 2007 National Agreement and will be modified, changed, or terminated only after either party notifies the other party in writing at least sixty (60) 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) days after receipt of said notice, shall either accept or reject the proposal, or request a conference to negotiate the proposal.

**Shop Committee  
Local 31, UAW**

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David Gamel  
Walt Wedow  
Owen Lewis  
Doug Bias Jr.  
David Feuerborn  
Paul Shipman  
Jeff Manning - President

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## **TEAM CONCEPT**

During the 2007 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.

### **GENERAL GUIDELINES**

1. Everyone understands and supports team concept
2. Teams will generally consist of a Team leader and four (4) to ten (10) Team Members
3. Team Leaders and Team Members will be proficient on all jobs within their team
4. Regular rotation is essential to retaining proficiency on these operations
5. Team Flexibility Charts will be updated and posted on a regular basis
6. Team Leader meetings will be held weekly
7. Team Member meetings will normally be conducted weekly

7. Teams are expected to work together on a daily basis to support the entire organization in accomplishing its goals in quality, productivity, and cost.

## **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 parties

## **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, responsible for asking Team members to work overtime, 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 parties

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 RESIGNATION**

The parties have discussed in order for Team Concept to truly function as intended, additional training for everyone is necessary, especially Team Leaders. Team Leaders will be expected to successfully complete a jointly developed

training program. Team Leaders who feel they don't want to participate in the training requirements, or who no longer want to be a Team Leader, will have an opportunity to resign the Team Leader position.

A Team Leader may resign his/her position by submitting an application to Labor Relations. Following submission of the application, the departmental joint Labor 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 six (6) months.

Upon leaving the Team Leader position in Division I 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. 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 six (6) months from the time he / she physically leaves the Team Leader position. The seniority employee of the team, capable of performing the Team Leader duties, will act as Team Leader until the Team Leader position is filled.

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 for thirty (30) minutes each week at a time and day mutually established by the parties. Under present operating conditions, Team Meetings will be on Friday the first one-half hour following lunch period. It is understood that if there is not a Friday in the workweek, then the Team Meeting will be held on the last day of the workweek. 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 can not 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.

### **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.

To achieve these objectives, the parties have established rotation at a minimum of every 60 days to maintain proficiency. 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.

### **CLARIFICATION ROTATION/JOB ASSIGNMENT**

To ensure a reasonable level of flexibility is maintained by the workforce, the parties recognize the need to allow each team the unrestricted right to rotate on a more frequent basis than the minimum standard.

All Team Members will select a job in their team by seniority. Then all Team Members will have the right to choose whether they wish to rotate on jobs or lock down. All Team Members that choose to rotate will rotate with all Team Members that choose to rotate. Team Members that choose to lock down will lock down. It is understood that selection of jobs by seniority will occur only when new members enter the team or a reduction in force occurs within the team, excluding anyone assigned to the team for time and attendance only. It is also understood that this language includes all departments in Division I.

This will stay in effect until it is time to rotate in accordance with team rotation guidelines.

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

This Memorandum of Understanding entered into this 20th day of May, 2008, between Local Management of the Fairfax Plant and Local #31 UAW, for the purpose herein stated.

- 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 day operations.
  
- D. If either party desires to cancel, modify or change this Agreement, it shall at least sixty (60) days prior to the date when it proposes such cancellation, modification or change become effective give notice in writing of

the proposed cancellation, modification or change, to the other party. Within ten (10) working days after receipt of notice to modify or change this Agreement, a conference will be arranged to negotiate the proposal.

This Memorandum of Understanding is subject to written notice of ratification by the Local Union to be given to the Local Management not later than the 21st day of May, 2008. After such notice is received from the Local Union by Management, this Agreement will be effective as provided for herein upon approval of the General Motors Corporation and the International Union, UAW.

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## **EQUALIZATION OF OVERTIME**

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

1. In the interest of uniformity, a standard plant form will be used in each team. The name, clock number 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.
2. In posting overtime records on the equalization team sheets, the Team Leader will enter the total overtime or part-time pay hours charged for the pay period to the employees in their respective equalization team, and the cumulative total hours charged to date as of a given pay period ending date. When hours are charged to an employee's record the appropriate coding will be recorded on a work sheet for that employee for the date involved, designating the reason for charging the hours on the overtime record. The Group Leaders will make the system entries.

The number of hours of overtime offered each Team Member 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:

CODE "R" Offered and refused overtime.

CODE "A" To represent overtime worked.

CODE "L" Absent and leave of absence - If the leave of absence is twenty-one (21) days or less, the Team Member is charged with overtime that would have been offered if the Team Member had been present.

CODE "N" Non-Seniority Team Member charged with high hours of the equalization team upon entering that team.

CODE "T" Seniority Team Member transferred into an equalization team - charged with the average of hours in that equalization team.

(NOTE: It is understood that if the above codes are not compatible with a system's approach to overtime equalization that they may be changed by mutual agreement.)

3. Overtime hours offered 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 hours.
4. 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.
5. When hours are available to Team Members and they are absent or fail to work for any reason, or if they decline an offer of work, the hours available to the Team Members 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 14 days shall not be charged.
6. Team Members working on a continuous seven (7) day operation shall have their overtime equalized weekly. Scheduled absences shall first be covered by offering overtime 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.
7. Team Members on an authorized leave of absence in excess of twenty-one (21) 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.
  8. 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.
  9. 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.
  10. 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.

11. 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.
12. If a Team Member is offered overtime or extra work on another shift and is absent or refuses this work, they shall be charged these hours as outlined in Paragraph 3 of this Agreement.
13. Team Members assigned to replace absentees outside their equalization team shall have their overtime and extra work equalized in their regular team by classification.
14. Seniority Team Members or Team Leaders entering a new equalization team due to a departmental, group, shift or classification change 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.
15. Team Members assessed a disciplinary layoff will continue to be charged with hours available as though they were at work.
16. When Team Members are assigned or offered work 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 on that date on the overtime equalization record.
17. The equalization of hours stops at the time model change, inventory or plant rearrangement begins and does not start until all the Team Members in the equalization team are back to work excluding seven day operators.
18. 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 3 above) if he or she actually works the overtime or personally declines the offer of overtime.

19. 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.
20. 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.
21. It is understood that all overtime hours worked during the Summer Shutdown period will be charged in accordance with this section.

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## Overtime - Scope of Selection - Division I

1. 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.
2. Under current operating conditions, the following exceptions will be applicable:
  - a. **Dept. 10** (Stamping)  
Repair: Metal Finish – Team D, then Team B and C equally, then low hours team in group.  
Production: North Line – Team C, then low hours team in Group. Middle – Footprint line Team D, then low hours team in group.  
Blanker – Forklift: Team B, then low hours team in group.  
Die set: Team A, then low hours team in group.  
Containment activities warehouse, etc.: Low hours team in group.
  - b. **Department 11** (Body Metal)  
Group 01 from 03 and vice versa;, then Group 21 from Group 23 and vice versa. Augmentation for Final Process metal finish and fits will go through group 21 and 23, then department wide.
  - c. **Department 15** (Paint)  
To Final Process, Finesse will be covered by base department Finesse, Final Process Spot Repair by base department Spot Repair, Final painter by Clean Room operator.

d. **Department 50 (Material)**

Body Shop: To be equalized by team, by group, augmented by General Stores /Salvage.

L.C.L. Dock: To be equalized by team, by group, augmented by Trim.

Trim: to be equalized by team, by group, augmented by Chassis.

Chassis: to be equalized by team, by group, augmented by Trim.

General Stores/Salvage: to be equalized by team, by group, augmented by Body Shop.

Parts Chasers: To be equalized by parts chasers, augmented by Chassis, then Trim.

3. Additional employees for the Final Process team of a base department will be selected in accordance with Paragraph 1 above. It is understood that those employees augmenting Final Process during straight time will have superior rights to overtime prior to further augmentation.
4. Unusual situations such as overtime for employees on remote job assignments, etc., will be handled by Departmental Labor Committees.
5. Should conditions arise which make it impractical to carry out augmentation as explained, the circumstances will be reviewed with a Union Representative and efforts will be made to carry out such augmentation by another mutually satisfactory method.
6. It is understood that the above provisions are in full compliance with Paragraph 71 of the National Agreement.

### **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.

### **Vacation/Absentee Replacement Operators**

As a result of the decrease in team size and increase in number of Team Leaders, the vacation replacement pool will be maintained at six (6) percent for the life of the agreement.

### **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.

## **VACATION REPLACEMENT OPERATORS – OVERTIME**

### **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.

### **Material**

Employees assigned to vacation replacement activity 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.

## **MEMORANDUM - FINAL PROCESS & SPECIALIZED DEPARTMENT ASSIGNMENTS**

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:

### **FINAL PROCESS**

- Each Final Process team will retain its identity with the base department by remaining as an extension of that base department.
- 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.
- 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 30 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.

- 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.
- Shift preference will be from the team on one shift to the corresponding team on the other shift.

### **SPECIALIZED DEPARTMENT ASSIGNMENTS:**

- 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.
- Seniority Team Members within the department desirous of these jobs may make application to the Department Labor Committee.
- In the event a specialized department activity is eliminated, the younger seniority Team Members assigned to such activity will be removed by shift and reassigned by the Department Labor Committee.

**Shop Committee  
Local 31, UAW**

John Melton  
David Gamel  
Walt Wedow  
Owen Lewis  
Doug Bias Jr.  
David Feuerborn  
Paul Shipman  
Jeff Manning - President

**North America Car Group  
General Motors Corporation  
Fairfax Plant**

Michael Dulaney  
Don Rich  
Denise Mondock  
Thomas Meier  
Phil Johnson  
Pam Goodwin  
Shameka Owens  
Shawn Miller  
Nicole Misterka  
Jonathan McPike  
Doug Hill

**International Union, UAW**

R. D. Snow

## **DRIVERS IN FINAL PROCESS**

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.

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.

During periods of overtime, normal driving work shall first be offered 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 augmentors would be sent home prior to regularly assigned Final Process employees.

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

### **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.**

## **Team Leader Replacement**

Team Members who are assigned to the team on a permanent basis will be asked in line of seniority to replace the Team Leader, providing the replacement Team Member is capable of doing the work, for the specified period of time for which the Team Leader will be absent. The commencement of this replacement will take place on the first day of the permanent Team Leader's absence and will be continuous until the permanent Team Leader returns to work. In the event that the Team Members refuse the job, the selection would be made from the absentee replacement pool.

## **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 Supervisor to inform his/her employees when another member of Supervision will be responsible for the area.

## **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 30 minutes of the announced line time. In addition, under a three shift operation, line time notification will be given no later than 30 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 Union will be notified prior to such changes with an explanation as to why.

## **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.

It is Management's policy under current operating conditions to operate its snow removal equipment to ensure required clearance of company parking lots. 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 will be available in Plant Security for employees upon request.

## **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 plant's regular payday (Thursday for first and second shift, Wednesday for third shift [Sunday night start]), 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.

Employees on approved leaves of absence who request to have their checks mailed to them at other than their home address will be accommodated upon request. Management stated that direct deposit shortages due to Management error brought to their attention by Friday are paid the following Monday.

### **Direct Deposit**

Direct deposit stubs will be distributed to participating employees in the plant on their regular pay day.

### **Cold / Wet Weather Gear**

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

### **Footwear**

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

### **Damaged Clothing**

When damage to employee's personal property is attributed to work performed and the employee is free of negligence, the employee will be fairly reimbursed. The Corporation is not responsible for wear or damage which is not the fault of the Corporation or if an employee elects not to wear protective clothing.

### **Clothing Allowance**

All active employees as of the 1st day of each calendar year in the years 2009, 2010, 2011 will be entitled to receive a two hundred dollar (\$200.00) clothing allowance. Furthermore employees returning from an approved leave of absence will become eligible upon their return to active status. It is understood that this payment will be subject to applicable taxation. It is also understood between the parties that the actual payment date will be determined between the parties.

### **Vacations**

1. A vacation application period will be established in compliance with Paragraph (202h) of the National Agreement.
2. The number of employees granted vacation time off during the same period will be limited to 12% of the Group Leader's group with no more than two (2) per team during the period of time the GM / UAW National Agreement allows temporary employees to be utilized (Appendix A X), for hunting season and Thanksgiving week (generally the last three (3) weeks of November). Other periods during the calendar year will be 8%.
3. 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.

4. 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 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.
5. The above provisions are applicable to both Division I and Division II employees. Division II will be granted vacation by craft, by team.

### **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.

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 a 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. In event the Medical Department does not excuse the employee from work due to illness, and the employee still chooses to leave the plant, the employee will be informed of their responsibility for providing substantiation for the reason.

### **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.

### **Blood Tests**

Any employee given a blood test in the plant will upon request be advised of the outcome of the test any time after 24 hours following the receipt of the results by the plant. In regard to the Medical Department personnel assigned to take the blood samples in connection with such blood tests, the present practice will be continued, as a matter of Management policy as discussed between parties.

### **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.

### **Hearing Protection - Fitted**

Fitted earplugs will be provided for employees who request them. Worn or damaged earplugs will be replaced at no cost on a one-for-one exchange basis. Lost earplugs will be the responsibility of the employee. The matter of fitting for the earplugs will be on the employee's time.

### **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 weeks notice is provided.

### **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.

### **Team Leader Leaving 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 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 the agreed upon team center and personal space per the discussions with the Shop Committee and plant staff. These items will be repaired and/or replaced as needed.

### **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. It is understood that the installation and maintenance of mats is the

responsibility of employees using them. 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 not cost to the employee. The larger wire frames will be provided to employees when warranted due to physical characteristics at the discretion of the Safety Store optician. Additionally, Management will provide a larger selection of frames.

### **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. It is understood that such placement may be to non-traditional assignments.

### **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.

### **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.

### **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, production considerations 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.

Based upon the foregoing, it is mutually agreed that a training model will be established to meet the requirements within each department based upon the recommendation of the departmental Labor Committee with the approval of the Plant Manager and the Shop Chairperson or their respective designees.

When training needs arise, the Labor Committees should submit their request stating the training desired, the purpose of the training, the training objectives, the desired content, the number of employees to be trained, the number of resources required, and the duration of the training program.

Other training activities may be mutually developed as specified by the terms of the 2007 National Agreement.

### **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.

### **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.

### **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 five (5) miles per hour.

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

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

## **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.

## **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.

## **PAINT DEPARTMENT ITEMS**

### **Clean-up Time**

Settled on the basis of Management's statement of policy that under current operating conditions, as production schedules permit, the clean room and prime booths will stripped out beginning six (6) minutes prior to reliefs, lunch and end of shift. Employees directed to hand spray out of necessity before first break, between first break and lunch, or between lunch and the end of shift shall be paid six (6) minutes per shift at straight time for each event that the clean room and prime booths are not able to be stripped out. It is understood that the time paid per shift as cited above shall be excluded from weekly measured working time for the purpose of any Federal or State law relating to minimum wages, hours of work and overtime compensation.

## **Coveralls**

Two-piece coveralls will be made available in the Paint Department.

## **Skuk Spacing - Paint**

Settled on the basis that Management will maintain six 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.

## **Salvage Rework Group**

Management states that for Shift Preference and Section III of the Local Seniority Agreement the following will apply to employees assigned to the Salvage and Rework activity.

1. Shift Preference will be from the Salvage team on one shift to corresponding Salvage team on another shift.
2. For reduction-in-force, said employees will have the option of flowing to corresponding Salvage team on another shift or to the department on the same shift, seniority permitting.

Material received that requires rework in the plant will be performed by bargaining unit employees. Deviations from the foregoing will be reviewed in advance with the Chairperson of the Shop Committee. Any problems in this regard brought to Management's attention will be handled in an expeditious manner.

## **Sludge Pit Cleaning**

The water level will be dropped quarterly. The system will be cleaned using the hose system. The frequency of the cleaning will be re-evaluated on an annual basis.

### **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.

### **Restroom Cleaning**

All Production restrooms will have the urinals and commodes cleaned and the floors mopped for each production shift, prior to lunch. Restrooms will be cleaned on a regular basis during down times. 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 on a daily basis.

### **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.

### **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.

### **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.

## **Take Shelter - Training**

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

## **Training - Material Department**

Management stated that 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.

## **Rework and Salvage**

It is the salvage department's responsibility to "rework" all parts within the plant. However, any salvage not on the production line or ready to be used will be returned to the vendor for repair.

## **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.

### **Conveyor 90**

Repair adjacent to 90 Conveyor will be limited to major spills, and the Union will be notified prior to such repairs being made.

### **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.

### **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.

### **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.

### **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.

### **Time and Attendance**

All employees will be required to ring in.

### **Plant Doors**

It is Management's policy under current operating conditions to have the north and south entrance doors open at the beginning of each regular production shift, during the shift lunch period and at line time. The north door is opened for the beginning of the third shift, during lunch and at line time for the third shift.

### **Call-In Numbers**

Under current operating conditions employees are required to call-in his/her absence by telephoning 1-800-222-8889. This is the automated calling system that is presently in effect. This system also assigns a confirmation number to the caller. Bonafide 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.

### **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.

### **Transportation**

It is Management's policy that company vehicles will be made available to employees traveling on company business.

## **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 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.

- B. 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.

C. 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          | 6. Tinsmith                    |
| 2. Carpenter           | 7. Pipefitter                  |
| 3. Electrician         | 8. Tool Maker                  |
| 4. Stationary Engineer | 9. Gas & Electric Truck Repair |
| 5. Diemaker            |                                |

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 or more of the vacated classifications will be considered as time worked in their new classification in applying Paragraph E. 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.

**F. Overtime Equalization and Augmentation**

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. It is understood that replacement tradepersons will assume the available hours of those they are replacing Monday through Friday only. When work is planned which temporarily requires the augmentation of the team which would normally perform the work, this work will be offered to the proper tradesperson in other teams in the sequence listed below by overtime. If it is necessary to solicit the department, selection will be by seniority order. Errors in augmentation will be remedied by the offer of like hours to the affected party. The issue will be tracked by the Manpower Committee until resolved.

Underbody=U/B, Framing=Framing, Door, Hood and Fender = DH&F, Body Shop Stamping=Stamp, Central Engineering=C/E, Department Wide = Dept., General Assembly=G/A, Body Shop=Body, Paint=Paint, CNTE= Controls Electrician, Conveyor Control Room Electricians= CCRE

1. U/B - Framing - DH&F – CNTE- CCRE-Stamp - C/E - Dept.
2. Framing - DH&F – CNTE— CCRE-U/B - Stamp - C/E - Dept.
3. DH&F – CNTE— CCRE-U/B - Framing - Stamp - C/E - Dept.
4. Stamp - Body - C/E - Dept.
5. Paint - C/E - G/A - Stamp - Body - Dept.
6. G/A - C/E - Paint - Stamp - Body - Dept.
7. C/E - by Team in the department in which the work is being performed - Dept.
8. Augmentation within Central Engineering shall take place in the following order: Main Shop, Construction, Tech Training, PSS, QNPM, Predictive.

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.

- G. Employees classified Small Tool Repair shall continue in that activity in Fairfax while being listed as part of Tool Maker. However, for reduction-in-force, shift preference and equalization purposes, employees formerly classified Small Tool Repair shall be grouped apart from Tool Maker.

Additional labor requirements for Small Tool Repair shall be filled by Tool Maker employees who will be trained accordingly.

- H. The parties mutually agree that those employees formerly classified Air Conditioning Instrument Repair will continue in that activity at Fairfax with duties as outlined in the Skilled Trades General Job Descriptions while being listed as Electrician. For reduction-in-force, shift preference, and equalization purposes, employees formerly classified Air Conditioning Instrument Repair will be grouped apart from Electrician. Additional labor requirements for Air Conditioning Instrument Repair will be filled by Electricians who will be trained accordingly.

**Shop Committee  
Local 31, UAW**

John Melton  
David Gamel  
Walt Wedow  
Owen Lewis  
Doug Bias Jr.  
David Feuerborn  
Paul Shipman  
Jeff Manning - President

**North America Car Group  
General Motors Corporation  
Fairfax Plant**

Michael Dulaney  
Don Rich  
Denise Mondock  
Thomas Meier  
Phil Johnson  
Pam Goodwin  
Shameka Owens  
Shawn Miller  
Nicole Misterka  
Jonathan McPike  
Doug Hill

**International Union, UAW**

R. D. Snow

## **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.

### **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**

Upon retirement, death or Total and Permanent Disability, each tradesperson's negotiated toolbox will be released for removal from the plant to the appropriate party.

### **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.

A scooter is currently assigned to Painter/Carpenter and hilo is available in the Main Shop.

### **Maintenance Crib**

Management will staff the Maintenance Crib with two (2) full time tradespersons on each production shift. Crib attendants will be replaced by the same craft.

### **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.

### **PSS - Overtime**

Management stated that Plant Support Services / Board Repair will be scheduled Body Shop Department line time.

### **A/C - Non-production Hours**

Resolved on the basis that under current operating conditions if the temperature is forecasted to be 80 degrees Fahrenheit or above when employees are scheduled to work, air conditioning will be provided.

### **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.

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.

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

1. Safety shall be #1 priority at all times. Cross training and flexibility for emergencies and special conditions shall be provided.
2. 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.
3. 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 1993 National Agreement.

4. 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.

5. 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. Catwalk railing, stairs, overhead piping, and trusses are Sanitation work.
6. All Skilled Trades may utilize assigned mobile equipment in the performance of their work, consistent with plant safety rules and the 5MPH in plant speed limit. This includes fork trucks, scooters, platform trucks, cranes, tow tractors, mobile lifts, etc.
7. 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.
8. 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.
9. Should unanticipated issues arise due to changes in the workplace, equipment, productivity, and technology unanticipated by the descriptions, the Labor Committee will resolve them.
10. 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. Garage personnel will perform all rigging and hoisting for their work. 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.

11. 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 tin shop equipment for fabrication will be fabricated by Tanners and installed by the using trade. 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.

12. 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**

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.

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 Tool and 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, simulator and Ingersol.

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. Tool room-related tools and machines such as wire E.D.M. conventional E.D.M. cutter grinder, Cincinnati mill, surface grinder, lathe, press, radial drill, monarch and all future additions will be maintained by the proper crafts as outlined in the Skilled Trades Guidelines.
11. When a hydraulic pump needs to be changed out, fitters 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.
  - A. Maintain, repair, alter improve and/or revise dies, die components, templates, handling devices and components required by the stamping operator to produce quality products.
  - B. 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.
  - C. 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.
  - D. 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, doppin tooling, suction cups and components belong to Diemakers from centering station/preload through press.

14. Diesetters are 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, power bus, conduit, and trolley duct to all electrical installations in any of the plant's buildings.
2. Substations and associated equipment will be maintained by plant Electricians. Under current operating conditions, Electrician's will be responsible for handling and transporting high voltage breakers.
3. 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.
4. Electricians may use any mobile equipment, or hand or power tools associated with job performance.
5. Electricians will maintain and repair all electric motors, brakes, clutches, and may install or remove any electric motors less than 2 HP except DVT clutches.
6. Electricians will maintain and install all batteries and chargers except for batteries assigned to Garage mechanics and batteries changed by others using battery-powered devices associated with their jobs, such as flashlights, drills, etc.
7. Install all electric panels. Millwrights will do special rigging if needed, with an Electrician to assist. If Millwrights rig the panel, they will transport and anchor it.

8. Installation, maintenance, and cleaning of plant lighting is Electrician's work. Drop cords and temporary lighting, such as strings of lights used for oven cleaning, require an Electrician for repairs; but not for bulb replacement or installation in the temporary area.
9. Maintenance and repair of piggyback A/C units on electrical panels will be by Pipefitters and Electricians in the area team.
10. Cleaning all electrical panels or changing all filters on them is Electrician's work if the panels are normally serviced by them.
11. Electricians will repair and maintain emergency generating equipment and associated wiring and panels. Garage mechanics will continue to maintain the fuel-powered equipment driving the generator.
12. 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, A/C Electricians, Portable Tool and Tool Makers, and Diemakers.
13. 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's work. It is understood electricians will have access to all necessary databases to perform their work.
14. 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.

15. Electricians will do their own excavating for their craft work. This includes backfilling, re-concreting, and finishing.
16. 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 repairs will be done by Electricians.
17. 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.
18. 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.
19. 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.

20. Electricians to silver solder own gun arm inserts.
21. Mig wire replacement is the responsibility of Electricians.
22. New installation or repair of all proximity switches is Electrician's work.
23. Electrical repair of torque monitoring boxes will be done by Electricians.

Management shall maintain six (6) Controls Electricians in the Body Shop. In addition there shall be one (1) full time Controls Electrician on each production shift in General Assembly. Laptops will be "Refreshed" on the same schedule as engineers. This function shall continue as currently being performed in other areas of the plant.

24. The programming of C-Flex, other than the Shim Screen, will be the responsibility of the Electrical craft.
25. 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.

### **ELECTRICIAN - STAMPING**

In addition to guidelines, it will be the responsibility of the Electricians for the maintenance of limit proximity switches, sensors, electric eyes and all mounting brackets for electrical components, including uploading, downloading and trouble shooting 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.

Tool room-related tools and machines such as wire E.D.M. conventional E.D.M. cutter grinder, mill, surface grinder, lathe, press, radial drill, monarch and all future additions will be maintained by the proper crafts as outlined in the Skilled Trades Guidelines.

### **A/C ELECTRICIAN\***

\*Former A/C personnel that have been transferred into the Electrician classification will form a team for A/C. This team could include other Electricians as well.

It is realized that under the team concept type approach now used at the Fairfax structure that the scope of work historically assigned to the members of Air Conditioning classification will be reduced. The scope of work to be assigned to these Skilled Trades in this particular team will include the operation and maintenance of all general building ventilation equipment, both heating and cooling modes, along with building perimeter heating. This includes door heaters, rail door heaters, space heaters of gas heat and steam heat, such as Modine-type at truck docks, office area roof-type units, and satellite offices which have ceiling-mounted package cooling and heating units. This includes the package-type Liebert units with rooftop air cooled condensers used by EDS, CMM Room, and Conveyor Control Room on mezzanine. Some of these may be on a call basis, but it is hoped that they will be accessible to us for PM inspections.

The operation and maintenance of the above-mentioned units includes the following:

1. Instrument controls, PLC and related equipment replacement, calibration, and cleaning of controls associated with equipment.
2. Troubleshooting and PM of this equipment with aid as needed from other Team Members whose expertise may be required.
3. The charging, cutting, and preparation of tubing, soldering, brazing, or sweating of tubing with regards to direct refrigeration systems and any control tubing.
4. Use hand tools, scales, micrometers, testing and measuring devices, such as wet and dry bulb thermometers, anemometers, velometer, leak detectors, etc.
5. Maintenance and repair of gas burner heat source associated with building and office heating equipment.
6. Checking, adjusting, lubricating, and maintenance of air dampers of auto type and their actuators as used on HVAC houses. A/C Electrician does all PM related to their trade, which includes the lubrication of fans and motors.
7. Checking, adjusting, maintaining, and operating of low pressure boiler (steam or hot water) when used as a heat source for space heat, such as the one in the Administration Building. This does not include any water heaters for utility purposes.
8. Original installation and major equipment modifications will be done by applicable trades.
9. Electrical maintenance and repair where safety and training allow.
10. As A/C people phase out due to attrition, the Shop Committee reserves the right to rewrite guidelines for A/C people.

## **GAS AND ELECTRIC TRUCK REPAIR (MOBILE EQUIPMENT REPAIR)**

1. All new mobile equipment will come through the garage to be checked out and plant number assigned to it. Garage personnel will be afforded the opportunity to review the purchase or transfer of garage equipment.
2. All repair, troubleshooting upkeep on all gasoline, diesel, and electric mobile equipment owned, leased, or long-term rental by General Motors, including Premier equipment and General Motors owned specialized equipment used by Plant Security.
3. Repair engines in compressors, pumps, welders, and similar equipment on portable units.
4. Garage personnel will review any modification to or purchase components for mobile equipment prior to modification.
5. Garage will clean and maintain upkeep on all batteries, cables, and connectors.
6. Mobile Equipment Repair does all PM's related to their trade.
7. Mobile Equipment Repair maintains their area parts room and orders through the garage personnel.
8. Mobile Equipment Repair will tow, haul, or transport mobile equipment in need of repair if equipment cannot be operated or transported in a safe or normal manner.
9. Mobile Equipment Repair will repair, troubleshoot, make adjustments, and maintain all engine-driven lawn and yard equipment.
10. Mobile Equipment Repair will install all on-board battery chargers on equipment covered under this classification.
11. Mobile Equipment Repair will connect and disconnect batteries from mobile equipment chargers when battery is removed from vehicle, except for repair by Electrician.

12. Mobile Equipment Repair repairs all tires on mobile equipment.
13. Mobile Equipment Repair will repair all hydraulic hoses, pipes, tubes, cylinders, or rams on mobile equipment or fixtures attached to them.
14. Mobile Equipment Repair will replace and repair any broken glass on any mobile equipment.
15. Mobile Equipment Repair will troubleshoot and maintain all back-up emergency generators, gas or diesel engines.
16. Mobile Equipment Repair personnel will change the battery in the AGV die machine - 2-36 volt industrial fork truck battery.
17. Repair air conditioners on mobile equipment.
18. The water level in batteries used in tuggers will be checked by the operator as part of the operator's check list. Batteries requiring water will be filled by the garage. Disabled equipment will be handled pursuant to No. 8 of the Gas and Electric Truck Repair Guidelines.

### **MILLWRIGHT**

1. Remove, replace, repair, and install structural steel necessary to complete a job. This includes metal fabrication with materials greater than 10 gauge in thickness, which require welding or for structural purposes.
2. Maintain, install, repair, and adjust all power doors (excluding adjustment pertaining to Electricians).
3. Construct and install metal fencing, metal tables, and metal grates and grout pertaining to work performed by the trade.
4. 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.

5. 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).
6. Repair, maintain, and adjust all raising bridges, elevators (maintained by Maintenance), hoist cables, dock revelers, and mechanical repairs.
7. Maintain, install, remove, relocate, and replace all balancers, air balancers and bridges. Portable Tool to maintain Zim air balancers.
8. 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.
9. 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. Office furniture will be moved by Sanitation.
10. Repair and modify body carriers and skid frames and other types of body parts carriers with the exception of details requiring tooling.
11. Maintenance, repair, adjustment, and replacement of all drive motors, belts, pulleys, sprockets, speed reducers, drive chains, sheaves, ball screws, rack-on-opinion-type conveyors, and underbody lifts necessary to the operation of the conveyor.
12. 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.

13. Repair of metal storage racks, bins, containers, sheaves, and crib when welding or remodifying is required.
14. All moving of damaged bodies from conveyor lines; this does not include paint repair.
15. Install, fabricate, maintain, repair, and adjust all guards in and around all machinery and equipment and install guardrails.
16. Millwrights will remove, repair, and maintain trolleys, except those carrying electrical current, which belong Electricians.
17. Maintain, replace, repair, and adjust mechanical variable speed drives, pulleys, and reducers.
18. Core drilling will be done by Millwrights for their work. Other crafts will do it regarding their work.
19. Replace bearings, sheaves, and shafts on building heaters and other HAVOC equipment, including balancing of fans on 2 HP and larger motors This does not include bearings in electrical motors.
20. Responsible for transporting, mounting, anchoring, positioning, and repair of mechanical components on robots, such as bearings, glass shafts, and drive belts.
21. Responsible for installation and repair of padding on all carriers.
22. Perform structural repairs to snow plow, salt spreaders, and Maintenance vehicle tailgates and front and rear bumpers when Millwrights build them. All other repairs to these items will be performed by the industrial truck mechanics.
23. Sawing, breaking up, excavating, removal of concrete, earth, sand, rock, and other rip/rap as needed to perform work belonging to the Millwright classification. Also the setting of rebar, pouring floors, pits, machinery bases, etc. Also mixing and pouring of machine grout for each craft.

24. Responsible for the installation, repair, and maintenance of fabricating machinery, such as shear, break, ironworkers, bench grinders, and drill press. This does not include the equipment used by Tool Makers or the electrical components of said machinery.
25. Installation and repair of mechanical clutches, including all posidine bracket clutch assemblies.
26. 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.
27. 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.
28. Inspect, repair, and maintain all mechanical overhead cranes of all sizes, including blocks and cables on them.
29. 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.
30. AC/DC transformers on weld guns and all transformers that require rigging for removal and installation is Millwright work.
31. Racks on which maintenance items are stored shall be erected, disassembled and transported by the Millwright craft.

32. Balancing of fans is Millwright work.

33. All mechanical repairs to C- Flex units is Millwright work; this includes Wrist Changes.

### **MILLWRIGHT – STAMPING**

Millwright will be responsible for the mechanical maintenance of all pressline equipment and will maintain transfer rails to bolsters. Crane maintenance and repair, and maintenance of scrap conveyor is included; also, repair air hydraulic cylinders as described in main plant guidelines. Maintaining and repairing of the bolster, bolster plate and die extension belongs to the Millwrights. Bench or barrel repair of all cylinders, except air and nitrogen cylinders on dies, is Diemakers work.

Primary responsibility of the destackers will belong to the Millwrights; also, replacement of suction cups will belong to the Millwrights.

Oldstrom: from the extractor up will belong to the Millwrights. The arm belongs to the Diemakers.

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.

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 prebender will be maintained by the proper craft.

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.

Tool room related tools and machines such as wire E.D.M., conventional E.D.M. cutter grinder, lathe, press, monarch and all future additions will be maintained by the proper crafts as outlined in the Skilled Trades Guidelines, including presses.

## CARPENTER

The primary function of this classification is to use wood and wood substitutes to construct buildings, walls, and production aids, and help maintain the real estate.

1. The making and setting of all forms. The setting, adjusting, clamping, and transferring of all forms for concrete.
2. The building of scaffolds, the framing and making of all trestles, ladders, derricks, made of only wood or the wood part thereof.
3. The preparing, fitting, and construction of all framework when same is of wood or of other like material. The covering of same with flooring, sheathing shingle, etc. The making and installing of grounds for plaster, either wood or metal. All wood furring strips and bases for sheet metal work.
4. The setting and caulking of all frames, windows, doors, and fire doors hung in openings either wood or metal (except heavy iron or powered), including laminated glass or plastic. The hanging of all doors (except heavy iron or powered).
5. The making, handling, and setting of all frames sash, doors, blinds, trim, store, and other fixtures manufactured in planing mills, cabinet shops, stair shops, and all other wood or wood substitute working factories. (For example, laminated plastics, fiberglass, etc.) The making and putting on of all trim and finish when the same is of wood or a substitute for wood. The installing of permanent building furniture. Putting on of all building hardware (for example, locks, hinges and door tracks, etc.). Installing insect screens and weather strips. The installing of plastic, rubber, asphalt, tile, and similar materials.
6. Maintenance of office furniture.
7. Frame and hang pictures, signs, banners, etc., and construction of excluding all metal.

8. Building and repair of all wood furniture, racks, benches, cabinets, platforms, ramps, mercury truck bench and table tops.
9. Storing and unloading all material involved in our line of work.
10. All concrete forms and installation of same. Patching and resurfacing of floors done with plastics or any other type of patent floor patching.
11. Lay out and erect office walls and partitions Hauserman & Frame.
12. Any transportation and construction of wood crating leaving the plant.
13. Maintenance of all roof sheathing, roofing, all roof repair and the roofing applied thereto when done by bargaining unit. Minor patching of roof leaks which does not involve the roof membrane and can be accomplished though the use of cold materials shall be assigned to Carpenter classification. Replacing of roof treads which cannot be accomplished through cold patching and requires contracting shall result in Carpenters being recalled for the duration of such assignment.
14. Hammer handles, maple pounding blocks, solder paddles, solder blocks, and such used in production,
15. Upholstery and padding of racks, chairs, trim stools, etc., where nailed. or tacked to equipment, upholstery of all seats on mobile equipment.
16. Installation of all lavatory accessories, towel, soap, toilet paper dispensers, ashtrays, etc.
17. Any cutting or fitting of Plexiglas.
18. Plastic curtains prepared by Carpenters, assembled and hung by Millwrights when assembled on metal header; assembled and hung by Carpenters when attached to wood header.
19. Cut and install fiberglass floor, grates.
20. Painting and/or taping of all structural components such as walls, floors, beams, etc., including boundary

lines for aisles, parking spaces, restricted areas, canteen areas, gondola areas, safety cross hatch areas, all production fixtures and containers exclusive of minor color coding, will be done exclusively by Division II Carpenter craft.

Adhesive tape and decals including preprinted labels used in production areas to designate locations for workbenches workspace (footprint), disposal containers barrels and gondolas may be affixed to the floor by either Division I or Division II employees.

21. Color coding of all balancers, guns, etc., when practical.
22. Staining of all wood.
23. All signs requiring measured spacing of painted or stick-on lettering, numbers and/or symbols will be done by Division II Carpenter craft. Management will train and maintain two carpenters across the shifts proficient in the making, laminating, and computer generation of building signs.
24. Cleaning and preparing equipment for painting, except mobile equipment.
25. All glazing, cutting, installing glass in wood or metal.
26. All pasting of posters, etc., that are installed to wood, plastic, etc.
27. All painting in Powerhouse, walls, pipes, floors, ceiling, and machinery equipment, except for minor touch- up.
28. Preparing and painting of skuks, skids and carriers.

### **PIPEFITTER**

1. 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. Install, repair, and maintain all pumps, including Pogo Pumps and Barrier Coat Pumps, except those handled by Division I, such as cleaning and suction pumps.

3. Install, maintain, and repair valves, PR valves, pipeline traps, condensate pumping stations, 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. Adjustment of valves and regulators pertaining to their craft will be done by Tooling 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. Install, maintain, and repair all drinking fountain components, except electrical components.
7. Install, maintain, and repair of plumbing fixtures in plant production areas, kitchens, restrooms, and office areas. Maintain and repair walk-in coolers, ice machines, serving lines in cafeteria, except electrical components.
8. Install, remove, and repair insulation associated with Pipefitting trade.
9. Maintain and repair fire sprinkler system, excluding electrical components, and Halon systems when contracted.

10. Install and maintain all air-operated paint agitators with air-driven motors.
11. 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.
12. 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.
13. Under current operating conditions, barrel or bucket changing will continue as it is being performed.
14. 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.
15. Operate and maintain acetylene and oxygen facilities, making all necessary repairing and replacing of torches, hoses, regulators, and devices used with acetylene and oxygen and other compressed gases. This does not preclude Millwrights, Tool Makers, and Diemakers from changing bottles pertaining to their craft.
16. Operate, maintain, and repair urethane equipment related to craft.
17. Responsible for hoisting, positioning, or setting from own trade and operation of mobile and hoisting equipment for own trade.
18. Pipefitters will do all of their sweating of copper pipe with soft solder and the use of sill floss welding and including repair of water coolers. Pipefitters will be assigned pipe welding normally performed by that trade.
19. Install pipes, sewers, or drainage piping under floor. The Pipefitter, will cut concrete, excavate trench, and after installation, replace same.

20. Install, maintain, and repair gas, steam, or hot water unit heaters, hot water tanks, gas regulators to heating units, A/C coils, and all A/C piping, coils to hot water unit heaters, and all piping with above items.
21. Repair, install, and maintain welder water pumps and roof-mounted cooling tower and chemical treatment merit of welder water tank, and cooling tower.
22. 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.
23. Maintenance and repair of cooling units, peculiar to electronically controlled equipment to be performed by Pipefitter and Electrician, depending on nature of problem.
24. Messenger vacuum system is maintained, and repaired by Millwrights, Pipefitters, Electricians, and Tanners.
25. The removal and reinstallation of water savers is recognized as a pipefitting activity, with wiring performed 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**

Will be responsible for all pipe tubing and hose-related items in Stamping Plant except as indicated elsewhere. The following duties will be performed by Pipefitters:

1. Change oil and filters on hydraulic units.
2. Repair hydraulic pumps and valves.
3. Maintain trapon systems (repair and replace blocks and tubing).
4. Fill washer tanks and change filters on clearing and peabody washers.

5. Maintain spray guns on peabody.
6. Replace barrels of pre-lube oil when needed.
7. 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.
8. Pipefitters will empty sump on bolster and cooling reservoir on machine tools and pump out all reservoirs.
9. Pipefitters will be responsible for the initial installation of piping, hosing and valves, except as otherwise noted.
10. Pipefitters will fabricate hoses for dies, installation by Diemakers.
11. Initial installation or complete rehousing of air hoses on dies.
12. Pipefitters will fabricate and install hoses for fingers, incidental repairs by Diemakers.

Tool room-related tools and machines such as wire E.D.M. conventional E.D.M. cutter grinder, mill, surface grinder, lather, press, radial drill, monarch and all future additions will be maintained by the proper crafts as outlined in the Skilled Trades Guidelines.

### **STATIONARY ENGINEER**

1. In the Powerhouse, Stationary Engineers have all responsibilities for:
  - a. Everything inside the Powerhouse proper except pipe over 8". On pipe over 8", Stationary Engineers may remove and replace package and gaskets. If a valve or pipe over 8" requires removal for repair, Pipefitters will perform removal in association with Stationary Engineer.
  - b. Powerhouse cooling tower and cooling tower pump house equipment inside these buildings.
  - c. Propane systems, including unloading, maintenance, and operation.

- d. Boiler fuel oil-unloading, maintenance and operations of tanks and associated equipment.
- e. Gas metering equipment.
- f. Fire protection ground level storage tanks and associated equipment.
- g. Stationary engineers are to rebuild all pumps in-house, with management supplying the necessary equipment.
2. The wastewater treatment building, grit separator building, the process fluids tank farm and pump house will be operated and maintained by the Stationary Engineers. In the event of a major breakdown in these areas other crafts may be required to assist in performing work, with the intent that the necessary repairs be performed in the most expeditious manner.
3. Electrical work other than instrumentation will be performed by an Electrician. Repair and calibration of gauges and instruments can be done by both the Stationary Engineers and the Electricians. Stationary Engineers may do minor touch-up painting. Painting other than touch-up will be performed by Painters.
4. Powerhouse personnel will not utilize the Main Shop equipment.
5. Augmentation, if required, will be from the Main Shop.
6. Installation of new systems will be done by the crafts other than Stationary Engineers.
7. All items in the trestle are excluded from the ECB, with the exception of the main 35# steam valve located in the trestle near the Powerhouse.

### **TINSMITH**

To use their knowledge to create from sheetmetal, 10 gauge or lighter, anything needed to aid production, transport materials, or control air and water flow.

1. Assembling, fabrication, erecting, and reassembly of all metal shelving, cabinets, desks, etc. Hang all metal signs.

2. All sheetmetal work consisting of 10 gauge or lighter metal. Manufacture, fabrication, welding, assembling, handling, erecting, application, adjusting, alteration repair, dismantling, reconditioning, testing, and maintenance of all sheetmetal work where tools and machinery of the trade are required, including panels and large conduits for Electricians.
3. Maintain and repair messenger vacuum system along with other appropriate skilled trades crafts.

### **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. An example is the electrical troubleshooting of the Claymill full body pierce station by Electricians.
2. Performs necessary heat treating that pertains to tools, jigs, and fixtures.
3. Tooling has responsibility for:
  - A. 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.
  - B. Lays out and builds precision tools, jigs, tooling gauges, apply fixtures, and indexing fixtures. Installs, repairs, modifies, and maintains the same.
  - C. As part of the Dimensional Control activity Tool Makers will print and distribute reports, download datamytes, upload data and load scantron charts.
4. 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.

5. Repair, construct, disconnect, maintain, and adjust cylinders when they are an integral part of the tooling fixtures. This also includes assembly hemming systems.
6. Use of any welding equipment necessary to perform work of the trade.
7. Tool Makers can cycle equipment for fixture tune-in and repair if in a safe and effective manner.
8. 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.
9. 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.
10. Maintenance and construction of shuttle and robot gripper details that locate and position parts will be done by Tool Makers.
11. 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.
12. Shop machine work on robot clutches will be performed by the Tooling Department.
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.

## PORTABLE TOOL REPAIR

1. Handle all paperwork for incoming and outgoing power tools.
2. 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.
3. Maintain power tool equipment inventory and their associated parts inventory.
4. 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
5. Power tool personnel shall 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 the electrical group. 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.
6. Fill power tool and inline oilers.

7. Sharpen production standard twist drill bits as needed.

### **CONDUCT IN THE WORK PLACE**

1. 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.
2. Smoking will be allowed except in designated nonsmoking areas and inside the product.
3. Eating will be allowed except inside the product or in other areas where it would adversely impact the quality of the product.
4. Reading will be allowed in the work place during non-working periods.
5. 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.
6. Lining up at entrances before the designated quitting time is not allowed.
7. 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 Corporation 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 EAP Services and Balance of Shift Plus <u>1 week Unpaid Time Off</u>
4	Fourth	Balance of Shift Plus 2 week <u>Unpaid Time Off</u>
5	Fifth	Balance of Shift Plus 30 Day <u>Unpaid Time Off</u>
6	Sixth	<u>Termination of Employment</u>

#### **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 (District Committeeperson and Group Leader)
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 days (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 clock card of another.
3. Repeated failure to ring own clock card.
4. Using another's identification card, or permitting another to use your identification card 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 (currently inactive).
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 demmonstration 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 - For Employees Entitled to 46 Minutes Relief on a Two Production Shift Schedule**

1. For Regular 8.0 Hours Schedule:  
Morning Relief (1st Relief) - 23 Min.  
Afternoon Relief (2nd Relief) - 23 Min.
2. For Schedules Over 8.0 Hours, the Afternoon Relief  
Periods Are As Follows:

<b>Hours</b>	<b>2nd Relief</b>	<b>3rd Relief</b>
8.1	24 min	0
8.2	24 min	0
8.3	25 min	0
8.4	25 min	0
8.5	26 min	0
8.6	26 min	0
8.7	27 min	0
8.8	28 min	0
8.9	28 min	0
9.0	23 min	6 min
9.1	23 min	6 min
9.2	23 min	7 min
9.3	23 min	7 min
9.4	23 min	8 min
9.5	23 min	9 min
9.6	23 min	9 min
9.7	23 min	10 min
9.8	23 min	10 min
9.9	23 min	11 min
10.0	23 min	12 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	22 min	6.4	14 min
7.8	22 min	6.3	13 min
7.7	21 min	6.2	13 min
7.6	21 min	6.1	12 min
7.5	20 min	6.0	12 min
7.4	20 min	5.9	11 min
7.3	19 min	5.8	10 min
7.2	18 min	5.7	10 min
7.1	18 min	5.6	9 min
7.0	17 min	5.5	9 min
6.9	17 min	5.4	8 min
6.8	16 min	5.3	7 min
6.7	16 min	5.2	7 min
6.6	15 min	5.1	6 min
6.5	14 min	5.0	6 min