

AGREEMENT

Between

PORTESCAP
AMERICAN PRECISION INDUSTRIES, INC.
(AN ALTRA COMPANY)

Portescap

and

UNITED ELECTRICAL, RADIO AND MACHINE WORKERS OF AMERICA
LOCAL 155



Effective
December 1, 2020
through
November 30, 2023

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INTRODUCTION

This Agreement dated as of December 1, 2020 is entered into by Portescap, American Precision Industries, Inc. (an Altra Company) at its operations in West Chester, Pennsylvania, hereinafter referred to as the "Company" and the International Union United Electrical, Radio and Machine Workers of America (UE) and its Local Union No. 155, hereinafter jointly referred to as the "Union."

AGREEMENT - TERM

The new Contract will be in effect from December 1, 2020 until 12:00 midnight on November 30, 2023. All language not modified in negotiations will be carried over to the new Agreement.

ARTICLE 1 - RECOGNITION

- 1.1 Pursuant to the certification of the National Labor Relations Board in case no. 4-RC-11020 dated September 3, 1974, the Company hereby grants to the Union the exclusive right of collective bargaining with respect to rates of pay, wages, hours of work and other terms and conditions of employment for all production and maintenance associates at the West Chester operation, but excluding all other associates, including office clerical, salaried associates, professional associates, guards and other supervisors, as defined in the Act.
- 1.2 Within the first two (2) working days, but in any event during the first five (5) working days from their date of hire, all production or maintenance associates shall be introduced to the Union steward representing their work areas by their supervisor. A listing of new hires will be submitted to the chief steward on a monthly basis. Such listing will contain names, dates of hire, job classifications, rates of pay and departments.
- 1.3 This Agreement is binding on the Company, its successors and assigns.

ARTICLE 2 - NO DISCRIMINATION

- 2.1 The Company will not interfere with, restrain or coerce its associates in the exercise of their right to become members of the Union, nor will the Company discriminate against any member of the Union because of such membership.
- 2.2 The Company agrees that it will not discriminate in the hiring of associates or during the tenure of their employment because of race, creed, religion, sex, color, national origin, age or otherwise as provided by state or federal law.
- 2.3 Solely for the purpose of uniformity of language in this contract, any use of the male gender "his" shall mean either gender.

ARTICLE 3 - NO SEPARATE AGREEMENT

- 3.1 The Company agrees not to enter into any other agreement or contract, written or oral, with its associates, individually or collectively, which in any way conflicts with the terms and conditions of this Agreement.

ARTICLE 4 - COOPERATION

- 4.1 The Union recognizes the responsibilities imposed upon it as the exclusive bargaining agent for the associates and realizes that in order to provide maximum opportunities for continuing employment, good working conditions and better than average wages, the Company must be in a strong market position, which means it must produce at the lowest possible cost consistent with fair labor standards.

The Union therefore agrees that it will cooperate with the Company and support it to assure a full day's work on the part of its members; that it will actively combat absenteeism and any other practice which restricts production, including the carrying out promptly of all reasonable instructions issued by supervisors regarding work assignments. Any complaints regarding the meaning of "reasonable" may, at the request of the associate, be brought to the attention of the area steward. In any event, the reasonable instructions shall be carried out expeditiously and the associate may use the grievance procedure to resolve any complaints. Any unsafe working conditions alleged by an associate shall be subject to the provisions of Article 36, Safety and Health, of this Agreement.

It further agrees that it will support the Company in its efforts to eliminate waste in production; conserve materials and supplies; improve the quality of workmanship; support the implementation of continuous improvement Initiatives; prevent accidents and strengthen good will between the Employer, the associate, the customer and the public.

ARTICLE 5 - UNION SECURITY AND CHECK-OFF

It shall be a condition of employment that all associates covered by this Agreement who are still members of the Union on December 1, 1981 shall remain members in good standing; all new associates hired on or after December 1, 1981 shall become and remain members of the Union in good standing on the completion of the first ninety (90) days of employment.

- 5.1 Effective March 1, 1982, it shall be a condition of employment that all associates covered by this Agreement and who are not or do not become members of the Union shall pay an agency fee to the bargaining agent in an amount equivalent to the uniform weekly Union dues.

No associate shall be discharged under this article unless the associate (1) receives written notice from the Union as to his failure to become a member or the amount of delinquent dues/agency fees he owes to the Union, as the case may be, and that his discharge will be demanded by the Union if he does not become a member or if such dues/agency fees are not paid within two (2) working days thereafter, as the case may be, and (2) promptly after such

demand for the discharge is made he receives written notice from the Company that he will be discharged for failure to join the Union or for failure to pay delinquent dues/agency fees, unless they are paid within two (2) working days thereafter, or unless the associate shows that he is not required to join the Union or does not owe such dues/agency fees, and (3) fails to make such showing or to join the Union or pay the dues/agency fees within the said two (2) working days.

- 5.2 The Company will deduct and pay to the Union the regular amount of Union membership dues established by the Union Constitution or By-Laws, or its equivalent in agency fees, from the pay on a weekly basis for each associate within the bargaining unit who voluntarily authorizes and directs the Company to make such deductions. In the case of a new associate employed in the bargaining unit after December 1, 1981, the Company will, if authorized to do so by the said associate, deduct from his first pay following said authorization the initiation fee payable to the Union. Each such authorization shall be in writing in the form prescribed in Appendix C attached hereto and shall be governed by the provisions thereof.

The Company will make payment to the financial officer of Local 155 of moneys collected on a monthly basis and will provide the Union with a monthly reconciliation.

The written dues/agency fees and initiation fee deduction authorization shall be in the form as set forth in Appendix C attached hereto.

- 5.3 The Union agrees that it will indemnify and save the Company harmless from any and all liabilities, claims, responsibilities, damages, or suits which may arise out of any action taken by the Company in accordance with the terms of this Article or in reliance upon the authorization mentioned herein.
- 5.4 There shall be no solicitation of associates for Union membership or dues conducted upon the premises of the Company during their working time or in working areas.

ARTICLE 6 - MANAGEMENT RIGHTS

- 6.1 The Company reserves all rights, powers, prerogatives and authority customarily exercised or exercisable by management at its discretion. The Union recognizes that except as expressly limited by the provisions of this Agreement, management possesses all rights, powers, prerogatives and authorities including, but not limited to, the right to manage its business generally; to direct and operate its business and property economically and efficiently; to direct all working forces; to hire, assign, promote, transfer, layoff, discipline and discharge its associates; to determine job content; to discontinue, consolidate or change any of its operations or organizations; to subcontract work; to determine the products to be made and the manufacturing methods, machinery and tools to be used; to determine the location, and number of plants, the scheduling of work assignments; and to establish reasonable work rules for associate safety and conduct and orderly operations of the Company. The Company has the right to implement and enforce its drug and alcohol policy and to modify it when required by state or federal law. Random testing will be performed as required by statute. The Company

agrees to discuss with the Union new customer requirements with regard to random drug testing before implementing such testing.

The Company's failure or disinclination to exercise any function reserved to it shall not be deemed a waiver of rights to exercise such function.

ARTICLE 7 - PROBATIONARY PERIOD

- 7.1 Associates shall be on probation for the first one hundred and fifty (150) calendar days of their employment. An associate may be terminated during this probationary period at the sole discretion of the Company and such termination shall not be subject to the grievance and arbitration procedures. Associates shall be eligible for benefits following ninety (90) days of employment. In a particular situation the probationary period may be extended by mutual agreement between the Company and the Union.

ARTICLE 8 - SENIORITY

- 8.1 Company seniority shall be defined as the length of continuous service in the employ of the Company, to be calculated after the associate has completed the probationary period beginning with the first date the associate reported to work.

In the case of associates who reported to work on the same day, the associate with the lowest associate number shall have the highest seniority.

Unless otherwise specifically stated in this Agreement, reference to seniority shall mean Company seniority.

- 8.2 DEPARTMENT FAMILIES

For the purpose of determining job classification seniority, departments shall be grouped according to relatedness and each grouping shall be known as a department family. The department families are described in Appendix A, attached hereto.

- 8.3 CLASSIFICATION SENIORITY

Classification seniority shall be defined as length of continuous service in any particular job classification within the department of the department family. For layoff purposes only, when an associate transfers to a new job classification, his classification seniority shall be equal to his Company seniority upon the successful completion of sixty (60) calendar days in the new job. In the event an associate is returned for any reason to a classification of work to which he was previously employed, he shall be credited with his past seniority in that classification and department, provided that he has not lost seniority pursuant to section 8.6 hereof.

- 8.4 LAYOFFS

In the event of indefinite layoffs, associates will be affected in order of the job classification seniority, provided that the most senior associates remaining in the job classification are qualified to perform the required work.

It is understood that the Company will make all job reassignments resulting from any work force reduction in the following manner:

- (1) The Company will first look to place the affected associate within his classification in his department within the same department family, based upon his Company seniority, provided the associate can perform the required work with five (5) days orientation and instruction, except where the associate bumps up he must be immediately qualified to perform the required work.
- (2) If no job of the same or higher labor grade can be filled within the aforesaid department, the associate may elect to displace the least senior associate within his classification on his or her shift or an alternative shift, in any other department within the same family, based upon his Company seniority, provided the associate can perform the required work with five (5) days orientation and instruction.
- (3) If no job can be filled within the same department family, the associate may elect to displace the least senior associate in any same or lower grade on his or her shift or an alternative shift, in a department in a different family based upon his Company seniority, provided he can perform the required work with five (5) days orientation and instruction.
- (4) Associates reassigned by the Company to a job resulting from the work force reduction will have five (5) full working days to demonstrate that they are able to do the new job. Associates who cannot perform the job reassignment satisfactorily will have the following options:
 - To fill an entry level job opening, or
 - To displace a probationary associate, provided the associate has the ability and skill to do the required work, or
 - To displace the least senior associate in labor grade 7 provided the associate can display his ability to perform the required work with ten (10) working days orientation and training. If the associate is unable to displace the least senior associate due to physical limitations, the associate shall be allowed to displace other associates in reverse seniority order from the least senior as necessary in order to be placed.
- (5) An associate who displaces another associate in this manner will have ten (10) working days to display his ability to satisfactorily perform the work. Failure on the part of the associate to demonstrate his ability to perform the work required will result in his being laid off with no further displacement rights.

An employee who is displaced from his or her job may choose to take a layoff rather than bump to another position.

The associate will have a twenty-four (24) hour period to decide a bump/layoff. When a shift change is involved, the associate will have forty-eight (48) hours to make the decision.

An associate assigned to a lower grade shall be paid within the framework of the grade.

Employees who bump into a position more than two (2) labor grades lower than their current rate will, for a six (6) month period, be paid at the rate associated with two (2) labor grades

below their current rate.

The parties further agree that temporary layoffs caused by shortage of materials or other reasonable conditions may be made from time to time without regard to seniority, subject to the below conditions:

- a. Where other work is available employees will be placed in open positions for which they are qualified to perform the work.
- b. Where other work is not available the company will solicit volunteers from the affected work area to leave work on a no-point no-pay basis.
- c. If there are insufficient volunteers, the company will layoff employees in the affected area based on inverse seniority provided that the remaining employees can perform the required work.
- d. Employees from the affected work area can displace a probationary employee anywhere in the plant, provided they are capable of performing the work without training.
- e. No employee may be laid off without regard to seniority in excess of forty (40) hours per calendar year.

8.5 RECALL FROM LAYOFFS

Following a layoff, when the work force is again increased, the associate shall be recalled using the following criteria:

The most senior qualified associate shall be recalled.

Associates will not be recalled to a job in which they were found unqualified during the layoff procedure.

If after following the above procedures an open job still exists, then that job will be subject to the job posting procedure and those associates on the recall list will be given the opportunity to bid on that job.

Once an associate has been recalled to the work force, he shall have the right to return to that department from where he was originally displaced when work picks up in that department, provided the workload increase is not temporary as determined by the Company.

A registered letter mailed to the laid off associate's last known mailing address will constitute reasonable effort by the Company to re-engage the laid off associate. A copy of such letter will be sent to the Union.

When an associate is offered an opportunity of recall from layoff and rejects it for reasons other than (1) a disability as substantiated by a physician, (2) a transfer to a different shift, or (3) is offered a labor grade which is two (2) or more labor grades lower than the associate's labor grade at the time of layoff, he shall lose all further recall rights and his seniority shall be terminated.

8.6 LOSS OF SENIORITY

An associate's seniority rights shall be terminated for the following reasons:

- a) Voluntarily quits;
- b) Discharge for just cause;
- c) For associates with less than ten (10) years of service, layoff for a period of time equal to the associate's seniority at the time of the layoff up to a maximum of one (1) year. For associates with ten (10) or more years of service, layoff for a period of three (3) years;
- d) Retirement;
- e) Failure to report to work within four (4) calendar days after a notice to return to work from a layoff was mailed to the associate's last known address by registered or certified mail;
- f) Absent for three (3) successive working days without notice, unless a satisfactory reason to the Company is given by the associate in writing and signed by him, for the absence and prior lack of notification;
- g) Failure to report to work after the expiration of any leave of absence;
- h) Absence from work for more than twelve (12) months in a fifteen (15) month period, or in excess of the employee's seniority, due to non-occupational injury or illness;
- i) Absence from work due to occupational injury or illness for more than twenty-four (24) months, for associates with more than one (1) year of seniority. For associates with less than one (1) year of seniority, rights will be terminated after twelve (12) months of absence due to occupational illness or injury.

8.7 RETURN FROM PROMOTION

If an associate is moved by the Company to a job outside the bargaining unit the associate may, within one (1) year of the move, return to the bargaining unit with full Company seniority and classification seniority he had when he left the bargaining unit.

Associates moving outside of the bargaining unit shall not accrue additional seniority within the bargaining unit during the period outside the bargaining unit.

In the event an associate returns to the bargaining unit more than one (1) year after he had moved out of the bargaining unit, he shall be treated as a new hire, except that he shall retain his seniority for vacation purposes and his pension entitlement shall be determined by the applicable pension plans.

8.8 STEWARD SENIORITY

The chief steward, shop committee representatives, and other area stewards recognized pursuant to this Agreement shall, during their term in office, have preferential job classification seniority only for the purposes of layoffs and shall be the last to be laid off in their job classification or their family job group, provided they are able to perform the required work in the judgment of the Company within eight (8) hours of the new job assignment.

8.9 SENIORITY LIST

At the time of the execution of this Agreement the parties will approve a seniority list by Company and job classification seniority. During the term of this Agreement, the Company will post an up-to-date list every three (3) months. An associate and/or his Union representative has ten (10) days from the date of posting to grieve an error concerning the associate's seniority as posted. Failure to grieve within the ten (10) day period waives the associate's opportunity to grieve until the next posting, and during the three (3) month period the Company can rely on the accuracy of the list for all seniority issues pursuant to this Agreement. This list will include the associate's name, classification and seniority date.

The Union will be advised in writing of changes in associate job status, leave of absence or discipline within a reasonable time that the notice is given to the affected associate.

ARTICLE 9 - JOB POSTING

9.1 NEW CLASSIFICATION OR PROMOTIONS

In the event the Company decides that there is a need for a new job classification or that a vacancy exists in an existing job classification, the Company shall post the notice of said opening for bids by interested non-probationary associates for a period of three (3) working days. The Company will follow the same procedure for a second opening created by filling the first opening. If a third opening occurs as result of the filling the second opening, the Company shall have the right to fill it in any manner it deems appropriate. The Company shall notify unsuccessful bidders of the reason why they were not awarded the job within ten (10) working days after the appropriate posting period. Any posted opening which remains unfilled after ninety (90) days will be reposted for bid prior to any new employee being hired.

Nothing in this Agreement shall require the Employer to maintain a job classification which is obsolete or to employ any particular number of associates in a job classification if the workload doesn't require it. No job bids will be accepted after the appropriate posting period. The job posting shall state the job title, the rate of pay, the labor grade of the job classification, the number of openings and the job start date. Associates wishing to bid for the opening may do so in writing, by signing the forms provided by the Company.

The Company will fill the openings from among the acceptable bidders in accordance with the following criteria:

1. All posted job vacancies for labor grade 7 through 10 will be awarded based on seniority.
2. All posted job vacancies for labor grades 11 and above will be awarded based on the following criteria:
 - a) Successful past job experience on the same or similar job;
 - b) Acquired specialized schooling related to the job under consideration;
 - c) Record of discipline for safety, quality and productivity issues;

- d) When the above factors are substantially equal as related to the job under consideration, seniority will be the determining factor.

The associate's classification seniority shall accrue from the posted job start date. The associate awarded the position will be given the new rate of pay within ten (10) working days from the award date.

If a requisition is withdrawn prior to the job start date, the job posting will be retained for one (1) year.

All associates will be allowed a trial period not to exceed twenty (20) working days. If after the trial period the Company decides that the selected bidder has not demonstrated the ability to perform the job, they will be reinstated to their former position and the next bidder chosen to fill the position will be given the appropriate trial period. If there are no qualified bidders after the exhaustion of the above described bidding procedure the Company shall be free to fill the vacancy from outside. In the event the Company is not successful in hiring a qualified candidate from outside the business, the Company will reconsider associates who placed their names on the original bid sheet.

Associates who have received a disciplinary suspension for any reason shall be disqualified from submitting a bid on any posted opening for six (6) months.

The trial period may be extended at the discretion of the Company. Bids will be accepted for positions of a job classification whose rate is higher, the same as, or lower than the classification of the bidder.

An associate is limited to one successful bid in any one six (6) month period from the date the associate is permanently classified on the job. The successful bidder shall be paid the applicable rate for the trial period. This restriction does not apply to those who successfully bid on posted temporary jobs.

No associate in his probationary period shall be permitted to bid on a posted opening or transfer to another shift without the mutual agreement of the Company and the Union.

An individual who enters a trial period and elects to withdraw their bid prior to the beginning of the eleventh (11th) working day of the trial period may do so without the implementation of the six (6) month restrictions on bidding. An individual who elects to withdraw their bid after the beginning of the eleventh (11th) day of the trial period shall be restricted from bidding for six (6) months.

- 9.2 Job postings shall include openings for group leaders when the Company decides a lead person is necessary. It is recognized that lead persons may be selected by the Company on the basis on considerations including but not limited to leadership and instructional abilities, temperament, production capabilities, ability to work closely and smoothly with others, as well as considerations of seniority, skill and experience as a workman. Group leaders must successfully complete a trial period not to exceed thirty (30) days.

ARTICLE 10 - TEMPORARY TRANSFERS

10.1 The Union recognizes that the nature of the operation will create fluctuations in the work output required of the job classification. The Company has the discretion to temporarily assign associates to meet these work requirements. Associates temporarily transferred will be paid as follows:

- a) An associate employed twelve (12) or more months and who is temporarily transferred to higher rated a job classification shall be paid at the “over twelve month” rate of the higher rated job classification. An associate employed less than twelve (12) months and who is temporarily transferred to a higher rated job classification will receive the “less than 12 month rate” associated with the higher rated job.
- b) An associate temporarily transferred to a job classification whose rate is lower than his permanent classification shall retain his regular rate of pay.
- c) The Company shall notify the chief steward of the temporary transfers that exceed three (3) days.

The Company agrees that where a temporary transfer is needed, the Company will transfer the most senior associate who is qualified and available based on business needs who prefers the temporary transfer, or place the least senior associate who is qualified and available based on business needs in the temporary position. The Company agrees to post only those temporary job openings which it believes will exist for a period of thirty (30) days or more. All other temporary jobs will be filled by the Company without job posting. Temporary job openings which extend for ninety (90) calendar days or more shall be considered as permanent openings and shall be posted and filled according to the provisions of Article 9.

ARTICLE 11 - HOURS AND OVERTIME

11.1 This Article is intended only to set forth the basis of the workday and work week for the calculation of overtime. It is not to be construed as a guarantee of hours per day or week.

11.2 The standard work week shall consist of forty (40) hours to be worked on five (5) consecutive days in the period from Monday through Friday, inclusive.

11.3 The standard workday shall consist of eight (8) hours consecutive, except for an unpaid designated lunch period not to exceed thirty (30) minutes.

11.4 For the purpose of computing overtime payments, the work week shall be considered to begin 12:01 A.M. Monday morning.

11.5 It is recognized by the Company and the Union that payroll practices and the method of payment are not affected by this provision, and the Company will continue to pay consistent with its computerized payroll practices.

11.6 Shifts commencing between the hours of 6:00 A.M. and 9:00 A.M. shall be designated as the day shift. Shifts commencing between the hours of 3:00 P.M. and 6:00 P.M. shall be designated as the second shift. Shifts commencing between the hours of 11:00 P.M. and 2:00 A.M. shall be designated as the third shift. All other shift starting times will be by mutual agreement.

- 11.7 A rate of time and one-half shall be paid to associates for all time worked in excess of eight (8) hours per day or forty (40) hours in any regularly scheduled work week.
- 11.8 A rate of double time will be paid to associates for all time worked on the employee's seventh (7th) shift in a work week.
- 11.9 Overtime payments will not pyramid and will not be paid twice for the same hours.
- 11.10 The Union and its associate members realize that in order to meet schedules of production and shipments of materials, it may be necessary for associates to work overtime. At such times the Union and the Company expect the voluntary cooperation of all associates to satisfy such requirements. Where the Company requires overtime it will fill its overtime requirements by assigning associates on a voluntary basis starting with the associates who have the skill and the ability and normally do the work within the same job family. Associates who agree to work overtime will be expected to work the overtime unless they have a good and substantial reason for not working the overtime. The Company will continue to offer overtime, as it has in the past, on a fair and nondiscriminatory basis to those associates who normally do the work. The November 2020 Portescap West Chester Overtime Sign-Up Policy is incorporated by reference.

ARTICLE 12 – WAGES, SHIFT DIFFERENTIAL

- 12.1 The Company shall continue its present wage progression system except that all associates on the payroll shall receive wage increases based on the following schedule:
 - a) Effective December 1, 2020, a base wage increase of 2.50% will go into effect for all wage classifications and progressions.
 - b) Effective December 1, 2021, a base wage increase of 2.75% will go in effect for all wage classifications and progressions.
 - c) Effective December 1, 2022, a base wage increase of 2.80% will go in effect for all wage classifications and progressions.
- 12.2 The number of steps in the hourly wage progression table are as indicated in Appendix B. Progression steps will be automatic and will be based upon the completion of the specified periods of time set forth for each labor grade. New employees will be paid according to the appropriate labor grade start rates listed in Appendix B. After twelve (12) months of employment all employees will be placed at the top rate for their labor grade for all purposes.
- 12.3 An associate awarded a job involving an upgrade of up to two (2) grades shall receive the maximum rate for the labor grade he is upgraded to, provided that he has completed the wage progression in his former labor grade. An associate awarded a job involving an upgrade of more than two (2) grades shall receive the maximum rate for a two (2) labor grade increase and shall then progress at a twelve month interval until the maximum of the new labor grade is reached, provided he has completed the wage progression in his former labor grade. It is understood that in all cases the associate shall be paid at least the start rate for the new labor grade.

If the associate has not completed the wage progression in his former labor grade, he shall be

paid the corresponding progression step in the new labor grade; time spent in progression in the former labor grade shall be credited in the new labor grade.

12.4 New associates will be hired at no less than the minimum rate for the labor grade into which their job classification falls. The Company may hire new associates at a higher rate than the minimum rate.

12.5 All associates permanently assigned to the second shift and third shift will receive a shift differential of \$0.75 per hour. The shift differential will be included in the computation of vacation and holiday pay for all second and third shift associates. All associates hired on or before December 1, 2008 will retain a shift differential of 10% of their base pay when working on second and third shifts.

If a second shift associate is required to work temporarily a regular day shift schedule, this associate will receive shift differential for that time worked. These temporary assignments may not extend beyond a period of one (1) week, without further approval by the associate's supervisor. In any event, such temporary assignments may not exceed thirty (30) calendar days without permanent transfer of the associate. A permanent transfer must have the approval of the Production Manager and the Industrial Relations Manager, or their designee.

If the Company requests the temporary assignment of a second shift associate to the day shift, it will provide payment of shift differential during the period of the associate's assignment. First shift associates temporarily assigned to the second shift at the Company's request will receive shift differential for the period of the assignment.

Associates will not be paid shift differential for temporary transfers made at their own request.

Anyone whose shift begins on or after 12:00 noon or before 4:00 A.M. will be considered eligible for shift differential pay.

12.6 Upon the return from a leave of absence, an associate will receive the rate of pay that he was receiving when he received approval for his leave of absence plus any contractual increases. In addition, the associate's regularly scheduled progression step increase dates shall be extended in accordance with the following schedule:

- a) Less than 30 days leave of absence -
No change in progression step increase dates.
- b) 1 month leave of absence but less than 2 month leave of absence -
1 month extension of progression step increase dates.
- c) 2 month leave of absence but less than 3 month leave of absence -
2 month extension of progression step increase dates.
- d) 3 month leave of absence but less than 4 month leave of absence -
3 month extension of progression step increase dates.
- e) 4 month leave of absence but less than 5 month leave of absence -
4 month extension of progression step increase dates.

- f) 5 month leave of absence but less than 6 month leave of absence -
5 month extension of progression step increase dates.
 - g) Leaves of absences for 6 months or greater -
6 month maximum extension of progression step increase dates.
- 12.7 Associates who received a rate over the assigned labor grade for the job they perform shall be considered red-circled and shall receive all rate increases as accrued. These rates will be considered personal rates and will be eliminated when those associates are no longer in that job.
- 12.8 All group leaders shall be paid a minimum of two (2) labor grades above the associates they lead. Current group leaders paid at a higher rate than two (2) labor grades above the associates they lead shall retain their rate as a personal rate.

ARTICLE 13 - BREAK PERIODS

- 13.1 Associates will be allowed two (2) ten (10) minute break periods a day which will be scheduled by the Company at its discretion.

ARTICLE 14 - WASH-UP

- 14.1 Only those associates where it is required by their work will be granted up to five (5) minutes to wash-up.

ARTICLE 15 - CALL IN PAY

- 15.1 The Company agrees to provide four (4) hours of work or pay in lieu thereof if an associate is called in to work or permitted to come to work on his regularly scheduled workday. An associate will not qualify for this benefit unless the associate is willing to work on any related job function which the Company assigns. However, this section shall not apply if the Company is unable to operate due to an act of God, utility failure, major mechanical breakdown, fire, flood or any case beyond the control of the Company. In the event employees report to work without prior notice of plant closure and the plant is closed due to inclement weather, the employees who reported to work will receive a minimum of four (4) hours of work or pay in lieu thereof.
- 15.2 Associates who are called into work prior to the start of or after the close of their regular shift or when they are not otherwise scheduled to work will be guaranteed pay at time and one-half their regular hourly rate for such hours worked.

ARTICLE 16 - NEW JOB CLASSIFICATIONS

- 16.1 The parties agree to negotiate appropriate rates of pay for any new job classification established by the Company. If no agreement is reached within ten (10) days, the Company may put its rates

into effect subject to the provisions of the Grievance and Arbitration procedures.

- 16.2 If the Company assigns a labor grade of 1 through 6, inclusive, to the new job classification, the arbitrator shall not have authority or discretion to establish a rate greater than two (2) labor grades higher than the labor grade originally assigned by the Company. If the Company assigns a labor grade of 7 through 15, inclusive, to the new job classification, the arbitrator shall not have authority or discretion to establish a rate greater than one (1) labor grade higher than the labor grade originally assigned by the Company. Should the Company at any time establish a labor grade higher than 16, the arbitrator's authority and discretion shall be limited to a labor grade not more than one (1) labor grade above that originally assigned by the Company except that in no event may the arbitrator exceed the top labor grade established by the Company.
- 16.3 In the event a substantial change is made in the job elements of an existing job classification, the Company will consider assigning the senior qualified associate from the existing job classification to these new job elements; such assignments will also be based on the associate's availability and the work schedule of their department.

ARTICLE 17 - DISCIPLINE

- 17.1 The Company shall not discharge, suspend or otherwise discipline any associate without just cause. In all cases involving the discharge or suspension of any associate, except when a situation requires immediate discharge or suspension, the Company will immediately notify the associate and the Union in writing of his discharge or suspension and the reason thereof.
- 17.2 Associates who receive a written warning will receive a copy of that warning, a copy will be given to the Shop Steward, and a copy will be placed in the associate's personnel file. Each warning notice shall remain in effect for a period of twelve (12) months from the date of the occurrence upon which the complaint and written warning notice is based. After twelve (12) months the notice will be removed from the associate's file.
- 17.3 In cases of discharge, the Company and the Union chief steward, or his representative, and the affected associate, if available in the plant, shall meet prior to the effective date of discharge.

ARTICLE 18 - SHOP REPRESENTATIVES

- 18.1 The associates covered by this Agreement shall be represented in the plant by a shop committee and four (4) area stewards. Committeepersons and area stewards shall be non-probationary associates of the Company currently working. A written list of stewards and committeepersons shall be provided to the Company and only those persons of which the Company is notified will be recognized to the function pursuant to this Article.
- 18.2 In the sustained absence of a committeeperson or steward an alternate or substitute may be appointed by the Union, who shall notify the Company in writing of the appointment.
- 18.3 After securing permission from his or her supervisor and being released, the steward may be away from his regular assignment for a reasonable amount of time to handle specific grievances

as outlined in the Grievance Article. Stewards shall not abuse this privilege and the Company will not unreasonably withhold prompt permission. Upon entering a work unit different from his own, the steward shall first report to the supervisor in charge of the unit and make known the purpose of his being there.

- 18.4 The Company agrees to pay stewards their straight time hourly rate for the time spent handling grievances on the Company premises during the steward's regularly scheduled work shift.
- 18.5 The Union agrees that, during working hours on Company premises, its officers, shop committeepersons, stewards, representatives and members will not conduct Union business, except as specifically provided in this Agreement.

The Company agrees to release upon request at reasonable times members of the shop committee to discuss grievances with Company representatives at those steps of the Grievance Article where their participation is provided, and to pay them for such time away from their regular shifts at a straight time hourly rate.

If the release of a committeeperson has an adverse effect on the Company's operating needs, it will be deferred until alternate arrangements are made in the department affected. The Company will not unreasonably withhold the release of committeepersons.

- 18.5.5 The associate steward or shop committeeperson will be present at any disciplinary action.
- 18.6 The Union stewards and committeepersons shall be assigned to and perform their regular work.
- 18.7 The Union agrees that the size of the shop committee shall not exceed a limit of three (3) associates at one time.

ARTICLE 19 - UNION REPRESENTATIVES

- 19.1 A representative or representatives of the International Union shall have the right to enter upon Company property during the regular working hours for the investigation of grievances provided he:
 - a) Complies at all times with the Company rules and regulations;
 - b) Performs his business in a prompt manner and with the least possible interference with production or the work operations of any associate;
 - c) Secures permission from the Industrial Relations Director or another designated Company representative prior to conferring with any associate or investigating any work operation or process; and
 - d) Limits the number of associates with whom he confers to a necessary minimum as related to a specific occurrence.

ARTICLE 20 - GRIEVANCE PROCEDURE

20.1 Except as otherwise provided in Article 22 of this Agreement, should differences arise between the Company and the Union as to the meaning or application of any specific term or provision of this Agreement, an earnest effort shall be made to settle such differences as promptly as possible by utilization of the grievance procedure. No grievance shall be considered unless it is initiated within five (5) working days of the occurrence of the events known to the associate which give rise to the grievance, and unless it is processed in accordance with the procedures herein set forth.

Step 1 Between the associate who has a grievance and his immediate supervisor. The steward may also raise a grievance on behalf of an associate. The grievance to be considered must be put in written form, signed by the associate and presented to the supervisor, who will respond in writing within two (2) working days from the time the written grievance is presented. If still no satisfactory settlement is reached, the grievance will be appealed, in writing, to Step 2 within two (2) working days from the date of the supervisor's written response.

Step 2 Between no more than two company representatives, the chief steward and steward or shop committee person. These individuals shall meet to discuss and attempt to settle the grievance within two (2) working days of the date of receipt by the Company of the grievance appeal from Step 1.

Within three (3) normal working days of the Step 2 meeting, the designated Company representative shall deliver his written disposition of the grievance to the Union. If no satisfactory settlement is reached, the grievance to be further considered must be appealed to Step 3 in writing within five (5) working days of the date of the Step 2 written response.

The Union and the Company, by written mutual consent, may agree to bypass Step 2 of the grievance procedure. In such a case, the time provisions in Step 1 will control the submission of the grievance to Step 3.

The Union shall have the prerogative to initiate a grievance involving discharge or suspension at Step 3.

Step 3 Between no more than six representatives for the Company and for the Union no more than three (3) members of the shop committee, the chief steward, steward and a representative of the International Union. The parties' representatives shall meet within ten (10) working days of the Company's receipt of the Union appeal from the Step 2 response. The Company shall file its written answer to the grievance with the Union within five (5) working days following the meeting.

In the event the dispute shall not have been satisfactorily settled, the matter may be submitted by the Union to the impartial arbitrator selected in accordance with the Arbitration Article, provided the Union shall also notify the Company in writing within fifteen (15) working days after exhausting all previous steps of the grievance procedure.

20.2 The grievance must be initiated at Step 1 within five (5) working days after the event is known

by the associate which gave rise to the grievance, or it shall be deemed to have been waived by the aggrieved associate and the Union. Any grievances not appealed to the next higher step of the grievance procedure or to arbitration within the time limits specified shall be deemed to have been settled on the basis of the Company's last answer. Should the Company fail to comply with the time limit at any step of the grievance or arbitration procedure, the request of a grievance will be granted.

- 20.3 Each written grievance should set forth in an understandable fashion the facts giving rise to it, the section or sections of this Agreement alleged to have been violated, and the remedy or correction desired. Any appeal of a grievance should set forth in writing additional facts, if any, relied upon.
- 20.4 The time limits specified in this article and in the Arbitration Article may be extended by mutual agreement reduced to writing between Company and the Union. Upon written notice to the Company, the Union shall be entitled to an automatic extension of up to five (5) days of the aforementioned appeal time limits imposed upon it at each step of the grievance procedure; however, back-pay liability will not accrue during the period of this extension. In extenuating circumstances, if either the Company or the Union unintentionally misses a grievance response, filing, or appeal deadline, the timeframe will be extended five (5) days. This provision may be applied a maximum of three (3) times per year.
- 20.5 As used in this article, the phrase "working days" shall mean Monday through Friday, inclusive, holidays recognized by this Agreement excepted.

ARTICLE 21 - ARBITRATION

- 21.1 Within fifteen (15) working days after the filing of a notice of appeal to arbitration, the parties shall confer for the purpose of selecting an arbitrator. If the parties are unable to agree upon an arbitrator, they shall request from the American Arbitration Association a list of qualified arbitrators. The parties shall choose a single neutral arbitrator and proceed to arbitration in accordance with the rules and regulations of the American Arbitration Association.
- 21.2 Compensation and expenses of the neutral arbitrator shall be borne equally by the Company and the Union. The cost of a transcript of the hearing shall be borne by the party requesting a copy. Each party shall bear the cost and expenses of its witnesses.
- 21.3 At the time of submission of a grievance to arbitration, the filing party shall set forth in writing specifically the issue or issues to be submitted to arbitration. If the issue or issues cannot be agreed to by the parties, the original letter of grievance, together with the written decisions at each step of the grievance procedure and the Company and the Union's written appeals from those decisions shall be used and considered as the sole issue or issues of the case.
- 21.4 The arbitrator will render his findings and award in writing following the conclusion of the hearing unless otherwise agreed to by the parties. Such decision shall be final and binding.
- 21.5 The neutral arbitrator shall hear only one case at a time unless written agreement of the parties

is obtained for the submission of multiple grievances to the same arbitration.

- 21.6 Any grievance which has been referred erroneously to the arbitrator shall be referred back to the parties without decision.
- 21.7 The arbitrator shall not have the authority to modify, amend, add to, delete or fill in any gaps in the terms of this Agreement.
- 21.8 As used in this article, the phrase "working days" shall mean Monday through Friday, inclusive, holidays recognized by this Agreement excepted.

ARTICLE 22 - WORK STOPPAGES AND LOCKOUTS

- 22.1 During the term of this Agreement, there shall be no strikes, picketing, work stoppages, slowdowns or other disruption of work, including sympathy strikes, for any reason by the Union or by any associate, and there shall be no lockout by the Company.
- 22.2 No associate shall engage in activities which violate this article. Any associate who participates in or encourages any such activities shall be subject to immediate disciplinary action, including discharge.
- 22.3 The Union shall not sanction, aid or abet, encourage, condone, ratify or continue any strike, picketing, work stoppage, slowdown, or other activity disruptive of work in violation of the Agreement at any Company facility and shall, without delay, undertake to prevent or terminate any such activity.
- 22.4 In the event of an allegation of a sympathy strike action in violation of Sections 1 or 3 of this Article, either party may institute the following procedure:
 - a) The aggrieved party shall not be required to resort to the grievance or arbitration procedures of this Agreement. Rather, the aggrieved party may institute a special arbitration proceeding regarding such violation by written notice to the other party and to the Federal Mediation and Conciliation Service. Upon receipt of said written notice, the Federal Mediation and Conciliation Service shall immediately appoint an arbitrator who is a member of the National Academy of Arbitrators to hear the matter within twenty-four (24) hours after his appointment. The fee and other expenses of the arbitrator in this regard shall be shared equally by the Company and the Union.
 - b) Within twenty-four (24) hours of his appointment, the arbitrator shall notify the parties by written notice of the place and time he has chosen for the hearing. Said hearing shall be completed in one session. A failure of any party or parties to attend said hearing shall not delay the hearing.
 - c) The sole issue at the hearing shall be whether or not a sympathy strike action in violation of Sections 1 or 3 hereof has occurred or is occurring. The arbitrator shall have no authority to consider any matter in justification, explanation or mitigation of such violation. If the arbitrator does in fact find a violation, he shall issue a cease and desist order with respect to such violation and order such other relief as he may deem

appropriate to terminate such violation promptly.

- d) The award shall be served on all parties to this Agreement by hand or registered mail upon issuance by the arbitrator and shall be final and binding upon the Company, the Union and the associates. The award shall be issued in writing within three (3) hours after the close of the hearing and may be issued without an opinion. If any party desires an opinion, one shall be issued within fifteen (15) days, but its issuance shall not delay compliance with, or enforcement of, the award.
- e) Such award may be enforced by any court of competent jurisdiction upon filing of this Agreement and all other relevant documents referred to here and above. Prompt written notice of the initiation of such enforcement proceeding shall be given to the other party.

22.5 The procedures contained in Section 4 hereof shall be applicable only to alleged sympathy strike actions alleged to be in violation of Sections 1 or 3 of this article.

ARTICLE 23 - ASSOCIATE BENEFITS

23.1 All existing associate benefits have been the subject of negotiations leading to this Agreement. Unless expressly included in this Agreement, no associate benefits arise under this Agreement, and the Company is not obligated in any manner whatsoever to provide any benefits not expressly set forth in this Agreement.

ARTICLE 24 - BEREAVEMENT PAY

24.1 When a death occurs in the immediate family, i.e. spouse, parent, children, or grandchildren, an associate will be excused five (5) normally scheduled days of work with pay. When a death of a stepparent, or parent or stepparent of current spouse, stepchild, son-in-law, daughter-in-law, brother or stepbrother, sister or stepsister, grandparents, brother-in-law, sister-in-law, foster parents and foster children occurs, an associate will be excused three (3) normally scheduled days of work with pay. When a death of an aunt, uncle, niece or nephew of an associate occurs, the associate will be excused one (1) normally scheduled day of work with pay. Proper documentation of the family relationship must be provided in order to be eligible for this benefit.

ARTICLE 25 - JURY DUTY

25.1 Any associate who is called to and reports for jury duty shall be paid the difference between his jury duty payment and his regular pay for each day partially or wholly spent in performing jury duty, if the associate otherwise would have been scheduled to work for the Company and does not work. The Company's obligation to pay an associate for performance of jury duty under this section is limited to a maximum of fifteen (15) days in any calendar year. In order to receive payment under this section, an associate must give the Company prior notice that he has been

summoned for jury duty, and must furnish satisfactory evidence that jury duty was performed on the days for which he claims such payment. However, an associate is expected to report to work for the remainder of any day that he or she is on jury duty when the associate is released from such duty and capable of returning to work before 11:00 A.M.

ARTICLE 26 - HOLIDAYS

26.1 The following holidays will be observed for the calendar years 2020, 2021, 2022, and 2023:

2020

Christmas Holiday	December 24, 2020
Christmas Day	December 25, 2020

2021

New Year's Day	January 1, 2021
Martin Luther King, Jr. Day	January 18, 2021
Good Friday	April 2, 2021
Memorial Day	May 31, 2021
Independence Holiday	July 2, 2021
Independence Holiday	July 5, 2021
Labor Day	September 6, 2021
Columbus Day	October 11, 2021
Thanksgiving	November 25, 2021
Thanksgiving Holiday	November 26, 2021
Christmas Holiday	December 23, 2021
Christmas Holiday	December 24, 2021

2022

New Year's Day	January 3, 2022
Martin Luther King, Jr. Day	January 17, 2022
Good Friday	April 15, 2022
Memorial Day	May 30, 2022
Independence Day	July 4, 2022
Independence Holiday	July 5, 2022
Labor Day	September 5, 2022
Columbus Day	October 10, 2022
Thanksgiving	November 24, 2022
Thanksgiving Holiday	November 25, 2022
Christmas Holiday	December 23, 2022

Christmas Holiday

December 26, 2022

2023

New Year's Holiday

January 2, 2023

Martin Luther King, Jr. Day

January 16, 2023

Good Friday

April 7, 2023

Memorial Day

May 29, 2023

Independence Day Holiday

July 3, 2023

Independence Day

July 4, 2023

Labor Day

September 4, 2023

Columbus Day

October 9, 2023

Thanksgiving

November 23, 2023

Thanksgiving Holiday

November 24, 2023

Christmas Day

December 25, 2023

Christmas Holiday

December 26, 2023

- 26.2 All associates will be entitled to one (1) Personal Holiday/Sick Day of their choice. No advance notice or request shall be required for the use of this day. However, under no circumstances shall requests for retroactive approval be granted.

All associates with at least one (1) year of service shall be entitled to one (1) additional Personal Holiday/Sick Day. No associate or associates shall use these days in a concerted action resulting in work stoppage, slowdown or any other activity disruptive of work in violation of this Agreement. An associate may elect to be paid in lieu of one (1) or both Personal Holidays at any time during the current calendar year.

Employees will receive their two (2) personal days on their anniversary dates.

- 26.3 Associates otherwise eligible and who qualify under this article for holidays must work the scheduled workday before and the scheduled workday after the holiday unless excused by the Company for good reason. Absences due to illness will only be considered a good reason by the Company if the associate provides a physician's note to their supervisor immediately upon their return to work, which documents that the associate was treated by the physician on the day of the absence.

- 26.4 First shift associates under this provision shall receive eight (8) hours' pay for each of the holidays specified above, computed at their regular straight-time hourly rate. Second shift associates shall be paid at their regular straight-time hourly rate plus the applicable shift differential.

- 26.5 Associates who work on any of the above holidays shall be paid time and one-half the straight-time hourly rate for all time worked in addition to the payment provided for in this Article.

- 26.6 The Company will provide holiday pay for those holidays celebrated during the first five (5) working days of an associate's approved medical leave of absence, provided acceptable medical

verification is submitted to the Company.

ARTICLE 27 - VACATION

- 27.1 Vacation shall be awarded on the associate's anniversary date of hire. The vacation year is defined as the twelve (12) months following the associate's anniversary date of hire. Associates who have earned vacation may request their vacation at any time during the vacation year.
- 27.2 An associate is eligible for vacation as set forth in Section 27.4 below if he has been paid for a minimum of 1800 hours during the vacation year. Associates who have been paid for less than 1800 will receive vacation in proportion to the schedule below in the same ratio that their hours worked bear to 1800 hours.
- Any associate who retires, leaves for the armed forces or is laid off by the Company for lack of work shall receive pay for the proportional part of the vacation to which they otherwise would have been entitled to if they had been working as of their anniversary date, provided the associate provides thirty (30) days advance notice of his or her intention to retire.
- 27.3 An exception to the above requirements will be made in the case of leave of absence for illness and disability. In such cases, up to and including six (6) months during the vacation year will not be considered as lost time. Time loss in excess of six (6) months will result in a proportionate reduction in vacation pay.
- 27.4 Associates shall receive vacation in accordance with the following schedule:
- | Years of service as of
Company anniversary date | Earned Vacation Days |
|--|---|
| 6 months | 3 (to be used before 1 year of service) |
| 1 - 4 Years | 10 |
| 5 Years | 15 |
| 10 years | 20 |
| 20 Years | 21 |
| 27 Years | 22 |
| 28 Years | 23 |
| 29 Years | 24 |
| 30 Years | 25 |
| 35 Years | 26 |
- 27.5 The Company will post a vacation bidding procedure. The Company will approve vacation in accordance with the needs of the operation. If the Company cannot approve all vacation bids for a specific period of time, the Company will give priority to the vacation bids of the associates with the greatest Company seniority.
- 27.6 The Employer must respond within one (1) week to employee vacation requests.
- 27.7 An associate shall receive vacation pay at his straight-time hourly rate for the pay period

immediately preceding the vacation period plus any applicable shift differential, provided that an associate affected by a layoff who bumps into a lower rated job shall receive vacation pay computed either at their hourly rate for the pay period immediately preceding the vacation period or an average rate earned during the period May 1 to April 30, whichever is higher.

- 27.8 If a holiday or holidays fall during an associate's vacation, the associate, if he has given prior notice to the Company, shall be entitled to extend his vacation a comparable number of days or upon the associate's request, and on the sole discretion of the Company the associate may be granted additional time off at a later date.
- 27.9 Vacations must be taken in the year when they are due unless permission is granted by the Company.
- 27.10 Associates assigned to a group leader classification shall be eligible for a "forty hour guarantee" and as such shall receive forty (40) additional hours of pay. Such payment shall be made by January 15th of the following year. Pay will be at the group leader's regular hourly rate. If the associate enters the position before Jan 1st, pay will be prorated for the months in the position.

ARTICLE 28 - WEEKLY DISABILITY BENEFITS

- 28.1 An associate who has satisfactorily completed his probationary period and who is granted a leave of absence due to sickness or accident shall be eligible to receive sixty six and two-thirds percent (66 2/3%) of his weekly base earnings per week for a period of twenty-six (26) weeks up to a \$1000 maximum per week.
- 28.2 This benefit will be payable as of the first (1st) day of the associate's leave if the leave is due to a non-work related accident, and the benefit will be payable beginning as of eight (8) calendar days after the start of the leave if it is due to sickness.
- 28.3 Associates on medical leave of absences shall be eligible to receive weekly disability benefits for Company observed holidays which are celebrated during the sixth (6th) and successive workdays of their medical leave of absence, provided acceptable medical evidence is submitted to the Company.
- 28.4 The Company offers voluntary associate paid Long Term Disability Insurance at rates established by the corporation each year, with a benefit of sixty percent (60%) of monthly salary.

ARTICLE 29 - LIFE INSURANCE

- 29.1 The Company agrees to provide life insurance coverage for all non-probationary associates on the active payroll in the amount of \$50,000, or one-and-a-half (1.5) times their annual base salary as elected by the associate.
- 29.2 Associates may elect to participate in any of the voluntary life insurance benefits offered to salaried employees on the same terms as offered to salaried employees.
- 29.3 The above coverage will be continued until the end of the month in which an associate is laid off

for lack of work.

ARTICLE 30 - GROUP BENEFITS

- 30.1 All associates covered by the terms of this Agreement will be eligible to participate in the Altra corporate benefits program as outlined below:
- a) Associates may elect coverage from the medical plans provided by the Company to its non-represented associates in each year of the Agreement. Associates will pay the same weekly contributions to the plan they select as is charged to non-represented associates. These contributions will be made on a pre-tax basis through payroll deduction.
 - b) Each associate who participates in the corporate benefits plan shall have the opportunity to contribute to a pre-tax flexible spending account.
 - c) In the event the Company offers a PPO plan (e.g. the 80/20 PPO plan), associates who participate in such a plan will also contribute supplemental after tax deductions into the West Chester Union Employee Medical Fund, which will be used to reimburse associates who experience out-of-pocket medical expenses in accordance with the co-insurance and deductible provisions of the plan. (All reimbursements will be based on in-network benefit levels.) Based upon the funding level at the end of each year, the parties may elect to discuss changes to either the amount of the supplemental contributions and/or to the reimbursement levels. The Company agrees to supply funding information to the Union at the end of each year.

The Company will reimburse associates from this fund for their annual deductibles and co-insurance incurred for the term of this Agreement (all reimbursements will be based on in-network benefit levels). Any changes to the administration of this reimbursement benefit will be determined by the Company.

At any point if the fund has a negative balance, the Company assumes no liability for that negative balance and it will be the Union's/associate's responsibility to reconcile the account.

In the event the Company ceases to offer a PPO plan, the West Chester Union Employee Medical Fund will be terminated and the funds distributed to employees as determined by the Company and the Union.
 - d) The Altra dental plan (currently Cigna Dental) and the Altra vision plan (currently VSP) will also be offered as an option.
 - e) The Company will make available to all employees any voluntary benefit plans offered to salaried employees on the same terms as offered to salaried employees.
- 30.2 The Company, after notice to the Union, reserves the right to change insurance carriers/ administrators as well as plan benefits, provided these changes are applicable to the benefit plans offered to non-bargaining associates. Any annual changes made to the existing Altra corporate PPO plan (including the termination of such plan), to the Dental or Vision plans or to

any other plan offered under this Article will automatically apply to associates covered by this Agreement provided such changes also apply to Altra's non-bargaining associates.

ARTICLE 31 – RETIREMENT PLANS

31.1 AMERICAN PRECISION INDUSTRIES, INC. HAROWE DEFINED BENEFIT PENSION PLAN

The defined benefit pension plan was frozen April 30, 2003. Employees hired before that date are the plan participants.

31.2 ALTRA UNION RETIREMENT SAVINGS PLAN

The Company will for the term of this Agreement offer the Altra Corp. & Subsidiaries Retirement & Savings Plan which includes a Company contribution of three percent (3%) of the associate's annual eligible compensation, and a company matching contribution of \$.50 for every \$1.00 that the associate contributes up to the first six percent (6%) of the associate's eligible compensation. Associates are fully vested in the company contributions and matching contributions after three (3) continuous years of service. There is no waiting period for an associate to contribute his or her own wages to the plan, however eligibility for the three percent (3%) Company contribution and Company matching funds will begin after one (1) full year of employment.

ARTICLE 32 - PERSONAL LEAVE OF ABSENCE

- 32.1 The Company, based upon the needs of the operation and for good and sufficient reason, may grant personal leave time off without pay to associates with more than six (6) months of continuous service.
- 32.2 The Company, within its sole discretion, may grant Short Term Leave of from one (1) week to one (1) month without pay, or Long Term or Extended Leave of from one (1) month to a maximum of six (6) months without pay.
- 32.3 Request for time off shall be governed solely by the Industrial Relations Director, and shall be made as far in advance as possible. Although a written request and approval is preferred, oral permission may suffice in cases of emergency.
- 32.4 Request for Short and Long Term Leaves must be presented in writing thirty (30) days before a Long Term Leave and one (1) week before a Short Term Leave. Each requested leave will be judged on its own merits, and the final approval will be left to the Industrial Relations Director who will grant or reject the request in writing.
- 32.5 If an extension on a leave is required, a written request must be presented or mailed to the Industrial Relations Director. Requests for Short Term extensions must be received by the Industrial Relations Department no later than two (2) working days prior to the return date. Requests for Long Term extensions must be received no later than seven (7) working days prior

to the return date. Requests must be approved in writing by the Company before becoming effective.

- 32.6 Failure to return to work on the agreed date will be considered a voluntary termination.
- 32.7 For persons on Long Term Leave (over one (1) month), group insurance ceases thirty (30) days after the start of the leave. The associate may continue group insurance coverage only by specifically requesting to do so and paying the premiums. In such cases, the associate must request and receive approval to assume the premiums from the Industrial Relations Director before the start of leave.
- 32.8 Accrual of vacation ceases the day the leave begins. At that time the associate is expected to take all earned vacation pay. The date of return from leave thereafter becomes the "anniversary" by which vacation accrual is computed.
- 32.9 Except where specifically set forth in this Agreement, the provisions of this Agreement control concerning benefit coverage, accrual of vacation and notice requirements to the Company.

ARTICLE 33 – FAMILY MEDICAL LEAVE OF ABSENCE (FMLA)

- 33.1 Eligible associates may apply for FMLA leave under the terms of the Company's FMLA policy. Associates who are not eligible for FMLA leave and who have satisfactorily completed their probationary period are eligible for a leave of absence due to personal illness or injury.
- 33.2 Associates are required to contact the Personnel Department on the first day of absence to report the intended medical leave and expected duration. Associates must submit a completed 'Medical Leave Request Form' to the Personnel Dept. within eight (8) working days, accompanied by medical documentation substantiating the leave. Associates will be required to exhaust fifty percent (50%) of available paid leave prior to taking unpaid FMLA leave. Requests for extension of a current medical leave must be received in writing or by telephone to the Personnel Dept. no later than two (2) working days prior to the date of return to work. This request must be further supported by the request being submitted on the same medical leave request form, accompanied by medical documentation substantiating the extension. This documented extension request must be submitted as quickly as possible, and no later than eight (8) working days from the time requested.
- 33.3 Open jobs resulting from associates going on leave of absence for personal illness or injury may be filled by a new hire or temporary transfer of a permanent associate not to exceed thirty (30) days, or permanent transfer of a permanent associate via the established posting and bidding procedure.
- 33.4 Associates returning from leave of absence for personal illness or injury will be reinstated to the job held prior to going on leave provided: (1) they are previously qualified in the job classification, and (2) the Company is in receipt of written medical evidence of their ability to return to work five (5) working days prior to their return date; otherwise the provision of the Company-Union Agreement covering layoffs will apply.

- 33.5 Associates on medical leave of absence due to a work-related accident or illness will be paid by the Company for time lost during the initial waiting period, up to a maximum of seven (7) calendar days. Such compensation will be in the amount of the prevailing Workman's Compensation insurance rate and will be provided by the Company only in cases where the Company's insurance carrier is not liable for such benefits.
- 33.6 Company payments toward hospital/surgical or HMO coverage will continue for up to a maximum of a total of sixteen (16) weeks in any calendar year when an associate is absent from work due to a personal illness or injury and/or under the terms and conditions of the Family and Medical Leave Act of 1993. Associates desiring to continue their medical/surgical or HMO benefits beyond this sixteen (16) week period may do so by paying the COBRA premium rate to the Company under provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985.
- 33.7 It is agreed that nothing in this Agreement shall prevent the Company from fully complying with all of the provisions of the Family and Medical Leave Act of 1993 (FMLA). For purposes of computing the twelve-month period during which an eligible associate may take leave under the FMLA a "rolling" twelve-month period will be used, which means the twelve (12) months immediately preceding any date when the associate wishes to take FMLA leave. To the extent that any of the terms of this Agreement are inconsistent in any situation with the rights of any associates or the obligations or rights of the Company under FMLA, such terms of this Agreement shall be deemed modified in order to permit the full exercise of the associate's and the Company's rights and obligations under the FMLA. The time period of any paid leave available under this Agreement which is of compatible nature with leaves called for by the FMLA shall be considered to run concurrent with the time period for any leave required by the FMLA.

ARTICLE 34 - LEAVE OF ABSENCE FOR UNION BUSINESS

- 34.1 Any associate elected or appointed to a full-time office in the Local or International Union shall be granted an unpaid leave of absence for the duration of such leave of absence, however the associate shall accumulate seniority up to a maximum of two (2) years. Upon returning from such Union business, the associate shall return to the classification the associate left. If work in this classification is not available, the associate will be given similar work in the division, seniority permitting, provided that such associate makes written request for employment within thirty (30) calendar days after such Union business is completed.

ARTICLE 35 - LEAVE OF ABSENCE FOR ACTIVE MILITARY DUTY

- 35.1 A military leave of absence for an associate who has enlisted in, been drafted by or has other active obligated service requirements with the Armed Forces of the United States shall be handled solely in accordance with the requirements of federal law. Before any question for military leave will be considered by the Company, the associate must furnish a certified copy of his military induction papers or official military orders.

ARTICLE 36 - SAFETY AND HEALTH

- 36.1 The Company and the Union agree to cooperate in establishing a work place, in compliance with state and federal safety laws and regulations, free from recognized safety and health hazards. Associates will be required to comply with reasonable posted health and safety rules. Failure to comply with these rules may result in disciplinary action.
- 36.2 The Safety and Health Committee, comprised of three (3) associate representatives and three (3) Company representatives, will meet monthly during the term of this Agreement to review and report on safety and health conditions. The committee will make recommendations consistent with state and federal safety laws and regulations.
- 36.3 An associate shall report to his supervisor any safety hazard in his area of responsibility. If there is a question of possible imminent danger or severe injury, the foreman and Union safety committee person should immediately discuss the problem and if in their opinion a true imminent danger exists, then the associate or associates involved shall be assigned other duties until the problem can be rectified.
- 36.4 If there is a question as to the validity of a complaint, then the Company Director of Operations shall be called. An associate who refuses to work because of an alleged unsafe condition in his work area shall punch out his time card until the matter is resolved. He will be paid for the time lost if it is determined that his complaint was valid.
- 36.5 For the purpose of this section, definitions are to be interpreted in accordance with applicable federal and state laws.
- 36.6 The Company agrees to provide for the availability of trained first aid persons during all shifts and, further, to provide notice to associates of the means of access to be used for first aid treatment.
- 36.7 In the event of an industrial accident or illness the chief steward, Company safety committee member and the department supervisor will be summoned to the scene of the accident for an investigation to establish the cause. The supervisor will file a written report based on the results of the investigation, a copy to be submitted to the Union and the Company no later than five (5) working days from the date of the accident.

ARTICLE 37 - BARGAINING UNIT WORK

- 37.1 For the purpose of preserving job opportunities covered by this Agreement, no managers, supervisors, foremen or any other associates not covered in this Agreement will perform work normally and customarily performed by members of the bargaining unit covered by this Agreement, except in the following instances:
- a) Demonstrating to and instructing an associate who is present;
 - b) For trouble-shooting and analysis;
 - c) In the development of new or revised procedures;

- d) Demonstrable emergencies;
- e) The taking of inventory;
- f) In the absence of qualified bargaining unit associates, after all reasonable efforts to secure such qualified personnel have been exhausted;
- g) By mutual written agreement between the Company and the Union shop committee.

These exceptions will not be used for the purpose of depriving associates of normally available work, excluding overtime.

ARTICLE 38 - BULLETIN BOARDS

- 38.1 The Company shall install a bulletin board for the posting of notices of Union meetings, business appointments, social and recreational activities. All notices must be signed by the designated Union representative and approved by Industrial Relations before being posted promptly.

ARTICLE 39 - NOTIFICATION OF PRODUCT LINE MOVEMENT OR PLANT SHUT DOWN

- 39.1 The Company will follow all local, state and federal laws on notification of product line movement and/or plant shutdown. The Company will notify the affected associates and the Union of the possibility of such action, including but not limited to complying with the WARN Act, as may be amended from time to time, that requires employers to provide sixty (60) days' notice under certain circumstances.
- 39.2 In the event of a closure of the plant, associates who are actively working as of the date the plant closure is announced will be eligible for severance benefits as described below, based on the following conditions:
1. Associates must remain employed through the date of plant closure.
 2. Associates will sign a separation agreement and release document on a form prepared by and satisfactory to the company.
 3. An associate's seniority terminates upon acceptance of severance pay.

A transfer of operations, where associates are offered comparable employment, which increases an associate's one-way commute by twenty (20) miles or less, will not constitute a plant closure.

The Company will provide severance pay at one (1) week of pay per year of service for employees above two (2) years seniority, with a maximum of twenty-four (24) weeks. Employees with less than two (2) years of service will receive a minimum of two (2) weeks of severance pay.

ARTICLE 40 - SUBCONTRACT WORK

- 40.1 The Company will review future subcontracted work. Only that work that is economically,

delivery and quality feasible to the satisfaction of the Company will be subcontracted. Work that already is subcontracted will be reviewed to these same parameters. In an effort to maintain an open line of communication, the Company and the Union committee will meet once a quarter to review the status of subcontracted work in the machine shop.

ARTICLE 41 - CROSS TRAINING

- 41.1 In order to fully utilize the workforce due to variations of workload, the Company has created a cross training program. Non-probationary associates who wish to be actively considered for cross training shall sign up one (1) time per calendar year for department family only training (level 1) or for training both in and outside of their department family (level 2).

Associates may down grade to level 1 or remove their name from the list one (1) time during the year.

When a cross training opportunity occurs, the Company will select the senior qualified associate who is available based on business needs from the list. "Qualified" for purposes of this article means the associate has the basic capability to learn and perform the work and has a satisfactory record for quality and productivity. In the event that no associate on the list is available, the Company shall require any available probationary associate or the least senior available associate to fill the cross training need.

In the event an associate is unable to satisfactorily learn and perform the duties of the cross training assignment, he or she will be disqualified from that assignment. Failure of an associate to try to learn the job to the best of his or her ability will result in removal from the cross training list for a period of twelve (12) months. The parties hereto agree, however, that no associate who tries to the best of his/her abilities shall be disciplined or discharged for his or her inability to perform a job assignment while cross training.

Associates who have received a disciplinary suspension for any reason within the six (6) months prior to a cross training opportunity will not be selected for cross training.

ARTICLE 42 - DURATION

- 42.1 This Agreement shall continue in full force and effect until 12:00 midnight, November 30, 2023, and from year to year thereafter, unless written notice of desire to terminate or modify this Agreement is given by either party to the other by registered or certified mail at least sixty (60) days prior to the then current expiration date of this Agreement.
- 42.2 This Agreement may be extended from time to time beyond its expiration date by mutual agreement of the representatives of the Company and the Union.
- 42.3 IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this 1st day of December, 2020,

**Portescap
American Precision Industries, Inc.**



Sara Altman
HR Director



Heather Daiello
HR Generalist



Loic Lachenal
General Manager



Gary Simpler, Attorney
Shawe & Rosenthal, LLP

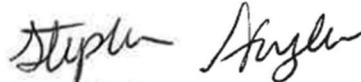
**United Electrical, Radio and
Machine Workers of America, Local 155**



Sean Robinson
Portescap Chief Steward



Johnny Krider
Portescap Shop Committee



Steve Hughes
Portescap Shop Committee



Pete Patel
Portescap Shop Committee



Tara McCauley
International Representative

**APPENDIX A
DEPARTMENT FAMILIES**

ASSEMBLY Dept. #65	MACHINING Dept. #46	TECH. SERVICES Dept. #21	SUPPORT SERVICES Dept. #40
AC Motors Brushless DC Motors Motors Rotor Stator	Machine Shop	Customer Returns Electrical Test Quality Control	Maintenance Shipping & Receiving Stockroom

Included in the above departments:

Assembly Techs	CNC Programmer	Electrical Test	Custodial
Assembly Operations	Gear Setup	Group Leaders	Group Leaders
Group Leaders	Grinder ID/OD Sub	Inspectors	Maintenance
Production Technicians	Group Leaders	Mechanical Instrument	Stockroom Attendant
Utility Inserter – Assembly	Honer	Tech.	Technicians
Auxiliary Functions: Assembly Tech/Op	Machine Operations	Technicians	
D.I. Clean	Machinery	Tool and Gage	
Etching/Labeling	Setup & Operate		
Paint and Print	Setup/CNC Cell		
Process Operator	Operator		
	Setup CNC Operator		
	Utility Setup Machine		

**APPENDIX B
HOURLY WAGE PROGRESSION TABLES**

December 1, 2020 - November 30, 2021

LABOR GRADE	NEW EMPLOYEE	NEW EMPLOYEE 12 MONTHS OR CURRENT EMPLOYEE
7	\$ 19.30	\$ 20.91
8	\$ 19.84	\$ 21.28
9	\$ 20.21	\$ 21.70
10	\$ 20.57	\$ 22.15
11	\$ 20.96	\$ 22.59
12	\$ 21.33	\$ 23.06
13	\$ 21.76	\$ 23.46
14	\$ 22.16	\$ 24.05
15	\$ 22.60	\$ 24.57
16	\$ 23.03	\$ 25.10
17	\$ 23.46	\$ 25.61
18	\$ 23.91	\$ 26.15
19	\$ 25.20	\$ 26.34
20	\$ 26.34	\$ 27.49
21	\$ 27.49	\$ 29.79
22	\$ 28.00	\$ 30.55
23	\$ 28.56	\$ 31.06
24	\$ 30.92	\$ 34.37
25	\$ 36.64	\$ 40.08
26	\$ 38.01	\$ 41.48

**APPENDIX B
HOURLY WAGE PROGRESSION TABLES**

December 1, 2021 - November 30, 2022

LABOR GRADE	NEW EMPLOYEE	NEW EMPLOYEE 12 MONTHS OR CURRENT EMPLOYEE
7	\$ 19.83	\$ 21.49
8	\$ 20.39	\$ 21.87
9	\$ 20.77	\$ 22.30
10	\$ 21.14	\$ 22.76
11	\$ 21.54	\$ 23.21
12	\$ 21.92	\$ 23.69
13	\$ 22.36	\$ 24.11
14	\$ 22.77	\$ 24.71
15	\$ 23.22	\$ 25.25
16	\$ 23.66	\$ 25.79
17	\$ 24.11	\$ 26.31
18	\$ 24.57	\$ 26.87
19	\$ 25.89	\$ 27.06
20	\$ 27.06	\$ 28.25
21	\$ 28.25	\$ 30.61
22	\$ 28.77	\$ 31.39
23	\$ 29.35	\$ 31.91
24	\$ 31.77	\$ 35.32
25	\$ 37.65	\$ 41.18
26	\$ 39.06	\$ 42.62

**APPENDIX B
HOURLY WAGE PROGRESSION TABLES**

December 1, 2022 - November 30, 2023

LABOR GRADE	NEW EMPLOYEE	NEW EMPLOYEE 12 MONTHS OR CURRENT EMPLOYEE
7	\$ 20.39	\$ 22.09
8	\$ 20.96	\$ 22.48
9	\$ 21.35	\$ 22.92
10	\$ 21.73	\$ 23.40
11	\$ 22.14	\$ 23.86
12	\$ 22.53	\$ 24.35
13	\$ 22.99	\$ 24.79
14	\$ 23.41	\$ 25.40
15	\$ 23.87	\$ 25.96
16	\$ 24.32	\$ 26.51
17	\$ 24.79	\$ 27.05
18	\$ 25.26	\$ 27.62
19	\$ 26.61	\$ 27.82
20	\$ 27.82	\$ 29.04
21	\$ 29.04	\$ 31.47
22	\$ 29.58	\$ 32.27
23	\$ 30.17	\$ 32.80
24	\$ 32.66	\$ 36.30
25	\$ 38.70	\$ 42.33
26	\$ 40.15	\$ 43.81

**APPENDIX C
UNION AUTHORIZATION**

To: AMERICAN PRECISION INDUSTRIES, INC./PORTECAP

Date:

"I hereby authorize and direct AMERICAN PRECISION INDUSTRIES, INC./PORTECAP or any successor or assign to deduct from my pay an amount equal to monthly membership dues or agency fees, as well as initiation fee as applicable, in Local 155 of the United Electrical, Radio and Machine Workers of America (UE), and to pay the same on my behalf to the said Union in payment of my membership dues/agency fees and initiation fee, if any. Unless and until notified by me in writing to the contrary, you may rely on representations by the said Union as to the amount of said dues/agency fees and initiation fee.

This authorization and direction shall continue in effect and be irrevocable for succeeding periods of one (1) year from the date hereof unless a written revocation is received by the Company and Local 155 of the United Electrical, Radio and Machine Workers of America (UE), from me by individual certified mail, return receipt requested, within the ten (10) day period prior to the end of any such one (1) year period. Such revocation shall be effective on a weekly basis following the week in which termination or revocation occurs."

Clock Number

Department Number

Steward

Date of Hire

Associate Signature

Street Address

City State Zip

Phone

**APPENDIX D
LABOR GRADES**

Labor Grade 7
Assembly Technician
Junior Process Operator
Labor Grade 8
Assembly Technician
Inspector
Junior Stator Technician
Labor Grade 9
Assembly Technician
Labor Grade 10
Assembly Technician
Process Operator
Labor Grade 11
Custodian/Junior Maintenance
Incoming Inspection Assistant
Junior Process Inspector
Materials Assistant
Labor Grade 12
Final Assembly Inspector
Junior Machine Operator
Junior Operations Assistant
Line Leader
Mechanical Inspector
Materials Handler
Senior Process Operator
Senior Stator Technician
Senior Utility Inserter
Shipping/Receiving Technician
Labor Grade 13
AC Assembly /Honing Technician
Labor Grade 14
Customer Return Technician
Production Technician
Roving Auditor
Senior Machine Operator
Senior Process Inspector
Senior Quality Inspector
Senior Utility Technician BLDC
Training Technician

Labor Grade 15
Maintenance
Senior Shipping/Receiving Technician
Labor Grade 16
Group Leader AC
Group Leader Inspection
Materials Review Board Technician
Senior Shipping/Receiving Technician
Setup/Operator
Labor Grade 17
Labor Grade 18
Group Leader DC
Labor Grade 19
CNC Setup/Operator
Labor Grade 20
Senior CNC Setup/Operator
Labor Grade 21
Group Leader Secondary Operations
Master CNC Setup/Operator
Master Setup Secondary Operations
Senior Maintenance
Labor Grade 22
Labor Grade 23
Group Leader Master CNC Setup/Operator
Labor Grade 24
Senior CNC Setup/Operator/Programmer
Labor Grade 25
Master CNC Setup/Operator/Programmer
Labor Grade 26
Group Leader CNC Setup/Operator/Programmer

APPENDIX E
ASSEMBLY TECH PROGRESSION
LABOR GRADE 7-10

Name _____

Current Labor Grade _____

Instructions: Circle the number of points associated with each job you have training records for. Then, add all circled numbers to get your total points.

DC Sub-Assembly (4)

- 1 End Bell
- 2 Gearhead (2pts)
- 1 Housing / Etch
- 5 Soldering Cell (5pts)
- 1 Rotor Build
- 2 Rotor Balance (2 pts)
- 4 If you circled all DC Sub-Assemblies

DC Final Stations (6)

- 1 String, Crimp, Etch
- 1 Build
- 1 Tune
- 1 End Bell Press
- 2 Fill (2pts)
- 1 Drill & Pin
- 1 Test
- 1 Pin Press, Pinion Gear
- 1 Online Weld Setup
- 3 If you circled at least 5 operations in DC Final
- 3 If you circled all DC Final Stations (if you circle this one, you should also circle the one above it)

National Optronics (1)

- 1 National Ops GH
- 1 National Ops Assembly
- 1 Soldering
- 1 If you circled all Nat Ops

Nut Runner

- 1 Motor Assembly
- 1 Tune / Test

AC Assembly (6)

- 1 AC Housing Assembly
- 2 AC GH Assembly (2pts)
- 1 AC Motor Assembly
- 1 AC Test
- 3 Safety Wiring (3 pts)
- 1 Soldering
- 1 Fill
- 6 If you circled all AC Assembly

Sound Test (1)

Machine Operations (3)

- 1 Rotor Grind
- 1 Molding
- 1 Balance Set-Up
- 1 Honing
- 3 If you circled all Machine Operations

Shared Stations

- 1 Operate Online/Offline Welder
- 1 Offline Weld Setup
- 2 Bead/Sand Blasting (2 pts)
- 1 Impregnation
- 1 Bearing Pressing

Parker Assembly (4)

- 1 Gearhead
- 1 Housing
- 1 Printing
- 1 Build
- 1 Test
- 4 If you circled all Parker

If you got this many points...	Then you will be this Labor Grade...
0-6 points	7
7-10 points	8
11-17 points	9
18 points & up	10

Total Points circled _____	Proposed new LG _____
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Notes: Associates qualified to perform all stations in a grouped category will earn bonus points equal to the number indicated next to each group name.
 An initial 3 bonus points will be awarded to associates who know a minimum of 5 operations in the DC final line. That bonus will then increase to 6 in the event that the associate successfully passes audits on the remaining stations in the DC final line.
 Prior to upgrade, the training content forms must be completed by an authorized trainer and the associate must be audited to demonstrate proficiency.
 Training and upgrades will be based on the needs of the business. As the business changes, this outline is subject to change.
 Some jobs are classified as Machine Operator roles. When an associate performs the work of a Machine Operator, he/she will be paid accordingly.

**APPENDIX F
MACHINE SHOP PROGRESSION
LABOR GRADE 12 – 24**

CNC					Non-CNC				
Machine	Level	Score	Level	Score	Task	Level	Score	Level	Score
Star SV	Operate	6	Set Up	21	Lathe (Nose Turn)	Operate	1	Set Up	1
Star SR	Operate	10	Set Up	19	Gear Hobb	Operate	1	Set Up	1
Tsugami T3	Operate	8	Set Up	17	ID Grinder	Operate	1	Set Up	1
Shaft Haas	Operate	5	Set Up	9	Honer	Operate	1	Set Up	1
Mori Seiki	Operate	18	Set Up	21	Shaper	Operate	1	Set Up	1
Hardinge T42	Operate	7	Set Up	19	Cantan (Line Bore)	Operate	1	Set Up	1
Haas Mini Mill	Operate	14	Set Up	10	Drill Press	Operate	1	Set Up	1
Sharp	Operate	16	Set Up	11					
Miyano 1	Operate	18	Set Up	16					
Miyano 2	Operate	11	Set Up	18					
DC Final Mill	Operate	5	Set Up	8					
Quest	Operate	8	Set Up	11					

Guidelines

- 1) Associate will need to prove competence prior to being awarded a labor grade increase.
- 2) Training and upgrades will be based on the needs of the business. As the business changes, this form and its requirements may also change.
- 3) Points for operating a machine do not count as points towards setting-up a machine. Once proficiency in setting up a machine has been proven, the points will be awarded.
- 4) New hires brought on as set-up operators or CNC set-up operators have until the end of their probationary period to earn the points required to maintain the set-up labor grade. If not proficient after the probationary period, the associate may be downgraded to machine operator.

Machine Operator (LG 12 – LG 14)

To progress from Labor Grade 12 to Labor Grade 14 a total of 25 points is required. Expectations of a LG 14: must be able to (but not limited to) inspect parts and make offsets and adjustments without help.

Set-up Operator (LG 16)

Perform all the duties of LG 14 plus the following requirements:

Associate must be able to set-up a manual mill and lathe in the machine shop unassisted within a reasonable time frame (+/- 15% of the time listed in the system or by a qualified senior set-up person). This includes but is not limited to replacing and setting tools, collets, fixtures, and completion and inspection of first piece. Willing to train and help others. Keep equipment and area clean and organized. Work closely with planner and supervisor to meet department goals.

CNC Set-up Operator (LG 19)

Perform all the duties of LG 16 plus the following requirements:

Associate must be able to set-up CNC machines totaling 21 points. Must be able to complete full set-up unassisted within a reasonable time frame (+/- 15% of the time listed in the system or by a qualified

senior set-up person). This includes but is not limited to replacing of tools, collets, spindle liner, indicating fixtures, center height adjustments, loading of programs, and completion and inspection of 1st piece.

Senior CNC Set-up Operator (LG 20)

Perform all the duties of LG 19 plus the following requirements:

Associate must be able to set-up CNC machines with a point value totaling 31 points. Must be able to complete full set-up unassisted within a reasonable time frame (+/- 15% of the time listed in the system or by another qualified senior set-up person) and ability to troubleshoot problems.

Master Set-up Secondary Operations (LG 21)

Perform all the duties of LG 16 plus the following requirements:

Associate must be able to set-up manual machines unassisted with a total of 7 points within a reasonable time frame (+/- 15% of the time listed in the system or by a qualified senior set-up person). Works with supervisor and planner to meet daily and weekly goals.

Master CNC Set-up Operator (LG 21)

Perform all the duties of LG 20 plus the following requirements:

Associate must be able to set-up CNC machines with a point value of 61 points. Able to read and comprehend programs and perform simple edits. Pro-active approach to problem solving and dealing with issues.

Technical Lead (LG 24)

Perform all the duties of Master CNC Set-up Operator LG 21 plus the following requirements:

Leads by example and mentors fellow employees. Considered a go-to person by peers and supervisor. A willingness to mentor and to train operators and other set-up associates. Assist in continuous improvement and 5S in the cells.