

# 2015 Local 602 Lansing Delta Township Contract Report

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Dear Brothers and Sisters,

The Shop Committee would like to thank all of you, for your support and patience during this time and inform you that we have concluded local negotiations with the Management staff at LDT. Every demand that was submitted was studied, investigated and addressed. Some of the demands were relative to the National Agreement and therefore could not be settled at the local level. Those concerns were moved to the National demands so they could be addressed in the proper forum.

The local demands turned in by the membership spanned several different topics. We heard our membership loud and clear and with the support of the entire committee body, we have worked diligently on those demands and achieved vast improvements in our contract, whether it was clarification, change, or adding language that you wanted. We restored contract provisions from previous contracts and made significant facilities improvements to enhance our lives at work.

We rejected managements attempts to take away work and gain more “efficiencies” off our backs.

Our persistence along with all of your support helped us to prevail during these negotiations and the Shop Committee looks forward to you reading this contract report. We believe that the successes we have bargained are just a beginning to what all of us can achieve through solidarity.

Local 602 Shop Committee

## 2015 Contract Highlights

Return of the Fitness Center and retention of the \$300.00 reimbursement. Pg 5

Fresh Food Markets in Body Shop and General Assembly. Pg 4

The Union won the ability for you to have your personal music preference on the line. We will now be able to use Bone conducting ear buds. Pg 5

Outside Bike paths to travel from building to building. Pg 5

The Union won heavy duty bikes to move tools for trades. Pg 69

Material driver initial break in time extended. Pg 52

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Added language to transfer agreement clarifying what constitutes a primary opening. Pg 42

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GM-Online Id's for all Skilled Trades People. Pg 69

Return of the last reduced local 602 Skilled Trades with return rights. Pg 69

Long term containment Jobs converted to permanent jobs. Pg 51

Reduced the number of days for Skilled Trades jobs to be filled. Pg 60

## Legend for reading the 2015 Contract Report

Black text is unchanged language from previous contracts.

Blue underlined language is new and will appear in the contract book unless designated as “Minute Language”.

Sentences or paragraphs that begin with the phrase “Minute Language” will not be published in the contract book.

~~Red strikethrough language is deleted language. Deleted language will not appear in the new contract book when published.~~

*Explanations are placed along with some of the new or deleted language. They start with “Note:” and are italicized.*

This report is organized in three sections:

1. Agreements, Memos or Demand settlements that effect everyone.
2. Production Specific agreements and demand settlements.
3. Skilled Trades Specific agreements and demand settlements.

We encourage everyone to attend one of the rollout meetings for this agreement so you can hear the explanations first hand or ask any question you might have.

If you need any help in understanding any of the agreements in this report please contact your elected representative.

## We successfully negotiated two Fresh Food Markets for our plant One in Body Shop and one in GA.

[Local Management agrees to work with the foodservice provider to install a cafeteria market outlet in the body shop area of LDT. \(LDT-U-2015-026\)](#)

[Management further agrees to install a Marketplace cafeteria in General Assembly. \(L.O.U. 10-23-15\)](#)

- Markets are open 24 hours a day 7 days a week.
- They carry fresh vegetables and fruit, salads, sandwiches, sodas, juices, snacks, sweets, baked goods, hot and cold coffee items, home made soups, sundry and first aid items.
- Inventories are updated and stock rotated daily to ensure freshness.
- Markets are self checkout, with several payment options.
- You can make requests to the vendor to carry specific items.
- The Markets are not meant to replace our cafeteria, they are to provide additional eating options at a greater convenience.

### SELECT

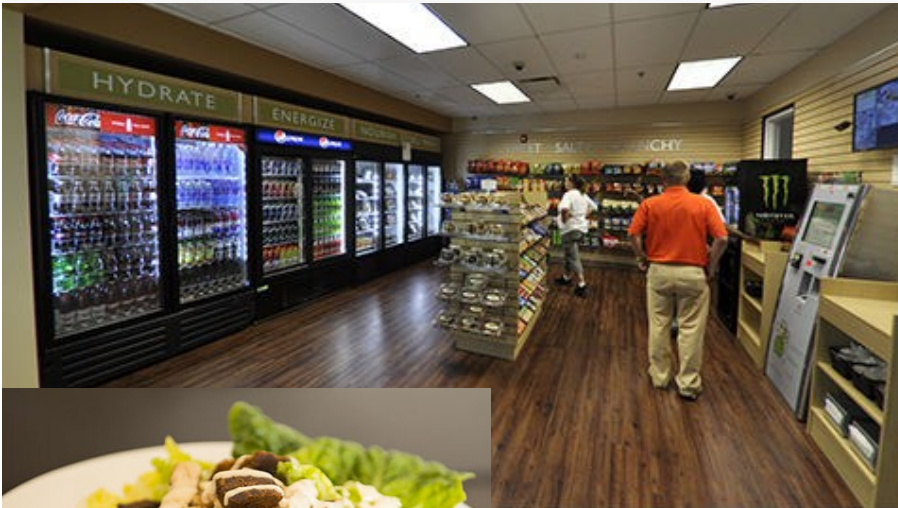
Browse our selection of more than 300 items at your leisure.

### SCAN

Scan your purchases using the barcodes or by choosing from a list of no-scan items.

### PAY

Use your debit/credit or Market card to pay. Market cards can be loaded on your smart phone with a variety of apps like CardStar.



*Note: The health of our members is a priority. We negotiated the return of the Fitness Center and retained our gym reimbursement of \$300.00. Our training center will be relocated to make room for the return of the Fitness Center.*

Management recognizes and shares the Union's interest in the wellness of all employees. In light of this, the LDT fitness center will be reestablished, furnished and maintained with equipment and will be made available for use by LDT hourly employees. (LDT-U-2015-023)

LDT Fitness Apparel Understanding— Regarding the topic of any and all clothing allowance related requests and demands during the 2015 Local Negotiations at LDT, Management will agree to the following. Any employee on roll on the date of ratification of the 2015 Local Agreement, including any temporary employees not otherwise eligible for any reimbursement, will be permitted to redirect up to \$100 of their 2016 fitness center reimbursement toward fitness related expenses. Employees must apply for this reimbursement through the Labor Relations department between January and March of 2016.

Also when launch jackets are purchased at LDT, Management will bid out the jackets and upon an equal or favorable business case, will source the jackets through a local UAW supplier.

The parties have agreed that bikes that are provided with proper lighting approved by H&S will be permitted to drive outside of the buildings and inside of the fence line on existing roads. (LDT-U-2015-004)

Management has an ongoing interest in maintaining the integrity of the existing and established disciplinary process. Management agrees to create and implement training for Group Leaders and Committee people on proper shop rule application. (LDT-U-2015-032)

Management will work with the Union to identify up to 8 locations to provide umbrellas for the break areas. (LDT-U-2015-044)

The Local parties are in agreement that personal listening devices that are not placed in the ear canal are permitted on the Plant floor. Any questions regarding permitted devices should be brought up for review with the Local Health and Safety Committee. (LDT-U-2015-046)

Management agrees to work with the Union to identify no more than 3 areas on the site to add ice machines or to add functionality to existing ice machines. (LDT-U-2015-066)

In the interest of orderly communications between supervision and employees, multiple supervision will be held to the necessary minimum. If a situation develops where an employee is disciplined as a result of conflicting orders from more than one supervisor, the situation will be investigated and corrected when brought to Managements attention. (LDT-U-2015-106)

Extraordinary circumstances are on a case by case basis and are handled through the ARM process identified in Document 8 of the National Agreement. Committeepersons are always encouraged to bring such concerns forward to Labor Relations as soon as possible for consideration. (LDT-U-2015-140)

The handling of available psychiatrists is outside the scope of local Management as are the timeframes allowed under S&A benefits processing. However, Local Management shares the interest with the Union on expeditious handling of mental health claims and offers to submit a joint letter to Benefits leadership to request help on this issue. Minute Language When circumstances of S&A involving Mental Health concerns arise, local Management agrees to work with the local Union on a case by case basis of joint resolution. (LDT-U-2015-035)

Decisions on whether to send people home due to medical related concerns are often complicated and require input from multiple parties. Therefore these matters are best handled on a case by case basis. When an employee is exhibiting significant objective symptoms of illness all parties will refer to medical for a final determination. (LDT-U-2015-100)

Management will continue to provide adequate medical coverage to meet the needs of the business. Employees who exhibit significant objective symptoms of illness or injury who require a ride to medical to avoid exacerbation of their condition will be provided transportation by plant security. Any issues experienced with proper medical coverage or available transportation methods to available medical services should be brought to the attention of the Local Leadership for review. (LDT-U-2015-099)

The GM workplace of choice initiative is a corporate program and not locally directed. However, Local Management agrees that in the event that the Workplace of Choice program is expanded to include hourly employees that they will participate in the program. (LDT-U-2015-081)

The parties agree that a Local 602 Health and Safety Trainer will be responsible for the ERT coordinator role. (LDT-U-2015-069)

Local Management agrees to comply with the call letter for the annual H&S conference jointly provided by the CHR. (LDT-U-2015-093)

As a result of this demand, Management has undertaken an extensive investigation of the air flow regulations and status of bathrooms at LDT. Management has found that all restrooms are equipped to handle proper air flow regulations per applicable code requirements. Management does commit to stay abreast of restroom ventilation concerns and to assure that air flow is meeting code. (LDT-U-2015-128)

Management agrees to allow all Health & Safety Trainers to use Union leave to attend Michigan Safety Conference. (LDT-U-2015-094)

Management will allow the joint selection process to be the guide for how to handle paper moves on a case by case basis. (LDT-U-2015-075)

**Preface:**

The parties recognize the value of the specially assigned hourly people and their contribution to the organization. The Union sees these types of jobs as great opportunities for our members and filling critical support roles for our teams. The guidelines for these positions are not covered in the local contract and in some cases are in conflict with certain provisions of our local agreement. Therefore it is appropriate to define the existence of these positions in our agreement and provide an outline of where they will diverge from certain areas of our local agreement.

Hourly non-traditional job assignments will be jointly created and governed by one of the following organizations: Key 4, Plant Quality Council, Department Quality Council, or Maintenance Joint Leadership Team.

The Guidelines for each position will include but are not limited to:

<u>Overtime</u>	<u>Pay rate (in line w/NWA)</u>
<u>Seniority and return rights</u>	<u>Performance reviews</u>
<u>Working hours</u>	<u>Trial periods</u>
<u>Transfer rights</u>	<u>Job responsibilities</u>
<u>Shift preference rights</u>	<u>Union Representation</u>
<u>Vacation process</u>	<u>Training requirements</u>
<u>Term of the position</u>	<u>Commitment period</u>
<u>Travel requirements</u>	<u>Prerequisites</u>
<u>Union obligations</u>	<u>Reductions</u>

Each set of guidelines will be living documents and changes by the joint parties as conditions warrant.

Selection—A joint selection process will be used for all of these positions. The Process will include:

- Posting Process
- Application Process
- Interview Process

This document settles demands LDT-U-2015-101 & 102

## GMS TEAM CONCEPT AGREEMENT

Note: The following changes are from (LDT-U-2015-156 & 151) unless otherwise specified

~~This Agreement is made and entered into September 24, 2012 by and between Lansing Delta Township Management, General Motors Corporation, hereinafter referred to as the Company, and UAW Local 602, hereinafter referred to as the Union.~~

~~Union and Management at the Lansing Delta Township facility/UAW Local 602 must continually strive for improvement in today's global automotive market.~~ The General Motors Global Manufacturing System (GMS) principles are not negotiable between the local parties and are included for reference purposes only. The items below are not all inclusive of GMS principles and are subject to change. However, we recognize that Lansing Delta Township is was an historic endeavor that will has become a General Motor's world-class facility in every part of the business, including team member relations, manufacturing processes, problem solving and teamwork. Our goal is to safely build the highest quality product(s) at the lowest price to exceed our customer expectations. We recognize we must establish a culture based upon beliefs and values that fully adopt and support the People System Principles of the Quality Network and global manufacturing practices GMS core requirements and the most current processes that make us successful. Failure to meet these challenges may jeopardize our ability to ensure the continued standard of living to which our employees, shareholders and suppliers have become accustomed.

In order to secure our future, it is understood that change is inevitable and as continuous improvements are made to our competitive manufacturing system, our processes will parallel these changes. The parties commit to continue to eliminate barriers and support ~~enablers~~ our teams in accordance with the living agreement concept.

~~We acknowledge that we will meet our customer driven quality and productivity requirements through the full participation and commitment of everyone. Accordingly, with safety, quality and cost as our focus, we mutually agree that a complete commitment to global manufacturing practices and Quality Network principles is our mutual goal. Team Concept is a critical component of our strategy.~~

### Training Qualified People

To ensure our people's abilities match with the expectation of effectively performing their roles and responsibilities through the GMS core requirements, the leadership commits to a jointly approved annual training plan that will be aligned to the business plan and based on the needs of our Team Members and Team Leaders as well as the Management staff. The parties will jointly establish a core curriculum for every department by classification, function, etc. The "Core Curriculum" will be reviewed and approved annually by the Plant Quality Council. The content will include but not be limited to; courses from GMS – including a GMS Orientation that includes People Involvement, Continuous Improvement, Built-in Quality, Standardization and Short Lead Time that will be jointly delivered.

Additional job specific training will also be included as part of the core curriculum for each job classification, function, etc. Team Leader training may also include any computer, technical and leadership skills required to effectively perform job assignments. All training reports and performance to plan will be jointly reviewed on a monthly basis at Plant Quality Council and any newly required training will be implemented at the next available opportunity.

The following processes impact our daily operations and will be trained to and followed unless the core requirements of GMS have been changed by the corporation.

## Business Plan Deployment

Business Plan Deployment (BPD) is an instrument that uses various tools and controls to manage or control our operation processes. It provides a method to organize the work area in such a way that people can continuously improve business results. Additionally, BPD indicates whether objectives are going well or are out of standard.

The BPD instrument allows employees to document, communicate, and escalate:

1. Safety concerns
2. Problem solving
3. Layered audits
4. Specific problems to individual teams

## Health and Safety

To ensure we protect the well-being of our employees through actions consistent with the belief that safety is our overriding priority, the Union and Management jointly commit to a robust health and safety leadership culture with effective implementation of:

1. Plant Safety Review Board
2. Safe Operating Practices
3. Safety Observation Tours
4. Incident Investigation/Notification
5. Tracking and Analysis
6. Employee Safety Concern Process

## Quality

Quality standards are measurable requirements for characteristics, which when satisfied, ensure the internal/external customer requirements are met. They clearly communicate a condition, dimension or value that must be achieved to satisfy customer, engineering, and regulatory requirements.

Quality standards are clearly communicated to the team member by:

1. Incorporating and referencing in standardized work documentation (JES/TIS).
2. Redefining when needed and applied using the proper process to inform team members.

## Continuous Improvement

An improvement process that creates and utilizes the mindset to understand the need and recognize and accept change in order to meet new business challenges and to support the ongoing effort to identify and eliminate waste.

Continuous Improvements will be established by:

1. Ideas or plans are discussed among all shifts and countermeasures are taken to assure effectiveness and lead-time consideration.
2. The current standard is revised to reflect the improvements. Revision logs should capture improvements.
3. Work distribution information (e.g. Visual Line Balance Wall) is available to see efficiency of workshops and / or CI opportunities.
4. When changes or placement of work occur Management commits to using each step of the jointly agreed upon short term and long term placement process. The utilization of the work change tryout

forms and material and/or tool movement forms will be completed before making any long term changes. (Demand LDT-U-2015-74)

### **Standardized Work**

Standardized work is the documented, current best method of work functions performed in a repeatable/standard method, sequence, which are agreed to, developed, followed, and maintained by the teams. This work can be divided into two types, Cyclic (repeatable sequence) and Non-Cyclic (standard method). To establish a repeatable, predictable method for standardized work, the following steps will take place:

1. Non-cyclic work and all cyclic work must be documented and standardized in the approved format.
2. All elements and detail of standardized work must be followed across all shifts/crews. (Demand LDT-U-2015-74)
3. Support groups (e.g. Health & Safety, Industrial Engineering, etc.) are responsible for assisting the teams in the creation of Standardized Work.
4. Natural owners of the work (e.g. production, material, maintenance, etc.) are responsible for involving their teams in the detail and writing of Standardized Work.
5. All documented standardized work must contain signatures (e.g. team leaders, group leaders, shift leaders, and authorized individuals, etc.) from all shifts/crews.

### **Andon System**

The Andon System is an operational floor process control system that can be activated manually or automatically to communicate the need for assistance when abnormal conditions occur, as well as to communicate other relevant information. This system empowers team members operations to prevent the occurrence or passing of defects to the next process and call for assistance when behind in work sequence or experiencing problems and drives support groups to go and see the problems on the floor and take action and communicate operational information under the following standards:

1. All employees involved in the Andon use must know and understand their roles and responsibilities. When a problem occurs, Andon should be used to get help.
2. The Leadership commits to support all Team Members when they use the Andon system. If the Team Member needs coaching on the proper use of Andon it will be done in a supportive manner.
3. Andon pulls should not be released until the problem is clearly communicated.

## Team Concept

Team Concept is a proven method of operation, which normally results in world-class safety, quality, productivity and team member relations. Team Concept improves job satisfaction and self-worth by defining the roles of team members and their leaders. Effectively implemented, Team Concept improves safety, quality and responsiveness by enhancing problem solving and continuous improvement efforts.

~~In order for Team Concept to be successful, the manufacturing environment must be visibly based upon the principles of teamwork, mutual trust and respect. We commit to one another that the Lansing Delta Township Assembly will demonstrate that people are the most important resources of the Company. For this to occur, labor and management will work together as members of the same team. Should differences or misunderstandings occur they would be resolved through full and open communication. We have taken a dramatic, yet evolutionary step forward, in our joint effort to fully implement the supportive environment outlined in the Quality Network and GM Global Manufacturing System.~~

Team members will function in small groups as the owners and operators of the production process to share common tasks, support each other, and achieve common goals ~~through continuous improvement by the processes below:~~

~~Following are current guidelines for teams:~~

1. Teams are established and functional.
2. Teams are sized to allow adequate performance of the Team Leader in support of Team Members - Generally consist of four (4) to six (6) members (size based upon geography, like work, and roles and responsibilities defined below) Ratio includes repair and absentee replacement coverage.
3. Goals are established, reviewed, and achieved.
4. Teams will meet on a ~~frequent basis~~ predetermined schedule but are subject to change due to production issues. (Demand LDT-U-2015-138)
5. Responsibilities are defined, written, communicated, and understood.
6. All employees are responsible for assuring Best People Practices:

- |   |  |
|---|--|
| <del>-Safety</del>                                      | <del>-Problem Solving</del>  |
| <del>-Quality</del>                                     | <del>-Multi-Skills</del>   |
| <del>-Waste Elimination</del>                           | <del>-Routine Maintenance in accordance with PMP<sup>®</sup></del> |
| <del>-Pull system</del>                                 | <del>-Communications</del>   |
| <del>-Quantity</del>                                    | <del>-Ergonomics</del>   |
| <del>-Assist in achieving attendance expectations</del> | <del>-Process control (Andon/ error proofing)</del>                |
| <del>-Inspection</del>                                  | <del>-Standardized Work</del>                                      |
| <del>-Cost Reduction</del>                              | <del>-Repair</del>   |
| <del>-Workplace organization</del>                      | <del>-Training</del>   |
| <del>-Data and Records Tracking</del>                   |  |

7. Team Members are qualified on jobs in their Team using the approved JIT Certification process.

8. Team Members are responsible for ensuring multi-skills through training and job rotation. Team Leaders coordinate rotation within their Team.

9. Employees are engaged and committed to the importance of coming to work.

10. Team Leaders are available to perform their own responsibilities the majority of the time. When Team Leaders are not available to perform their work it is the Group Leader's responsibility to make every attempt to support the team.

### **PRODUCTION TEAM MEMBER ROLES AND RESPONSIBILITIES**

#### **SAFETY:**

##### **~~All Team Members~~**

- Know and follow all safety rules and safe operating practices (SOPs).
- Take 2 before engaging in any non-standard task.
- Identify and immediately address unsafe acts and conditions, ~~near misses and participate in preparing near miss reports.~~
- Use PPE, tools, equipment and ergo assists properly.
- Participate in safety walks, safety talks and safety checks.
- Assist others in following safe work practices.
- Perform 5S tasks and maintains work-place organization.

##### **~~Skilled Trades Team Members~~**

##### **~~In addition to All Team Members R&Rs:~~**

- ~~Perform pre job planning.~~

#### **PEOPLE:**

##### **~~All Team Members~~**

- Understand and follow the vision, mission and demonstrate values daily, treat all with trust and respect.
- Participate in training.
- Actively participate in team meetings and problem solving.
- Practice good two way communication.
- Maintain versatility on all jobs in the team, follow rotational pattern and sign rotation log.
- Understand and contribute to team business plan goal attainment (SPQRCE).
- Take lead role on implementing one team SPQRCE category.
- ~~Maintain 100% attendance (on the job on time).~~
- Participate in TM evaluation process.

### ~~Skilled Trades Team Members~~

~~In addition to all Team Members R&Rs:~~

- ~~• Demonstrate customer focus through supporting the operator by attending production team meetings and participating in CIP.~~
- ~~• Assist production in problem solving.~~

### QUALITY:

#### ~~All Team Members~~

- Understand/know location of product quality standards and support attainment daily (feedback/forward out of standard conditions).
- Understand Andon and respond promptly to resolve out of standard conditions.
- Understand and regularly utilize problem solving. Correct the root cause.
- Adhere to/improve process control requirements (QCOS, process control checks, etc.).
- Follow standardized work (both cyclic and non-cyclic) per the appropriate documentation.
- Assist in continuous improvement of standardized work.
- During line stop, always complete standardized work sequence before leaving job.
- Provide information during layered audit.
- Understand and use the problem escalation process (alert TL, GL, etc.).
- Check quality of first part.
- Work to establish run/hold norms with team leader and group leader.

### ~~Skilled Trades Team Members~~

~~In addition to the Team Member R&Rs:~~

- ~~• Develop and know standards for equipment and machinery repair and operation.~~
- ~~• Understand/complete all required tasks and documentation.~~

### RESPONSIVENESS:

#### ~~All Team Members~~

- Always ensure work station and tools are ready prior to start of production (PMP, quality, process validation checks, material assists) and take corrective action when required.
- Know established standards for work station (safety, quality, standardized work).
- Ensure visual controls are posted.
- Understand and utilize reorder system (material pull system) when part inventory (direct/indirect) is at a minimum.
- Report all part inventory that is over the maximum (material TMs).
- Complete PMP tasks as scheduled.
- Participate in start of shift, team and CIP meetings.

- React to/escalate out of standard conditions (Andon, line stop, material low stock, etc.).
- Provide input to improve material presentation method.
- Ensure scrap and non-conforming parts are set aside in the proper place to be processed.
- Assists with first response to interruptions (equipment, material, etc.).
- Utilize back up equipment and procedures.

### **Skilled Trades Team Members**

~~In addition to the Team Members R&Rs:~~

- ~~• Initiate ordering parts for planned jobs/breakdowns.~~
- ~~• Document parts consumption from POU in Maximo.~~
- ~~• Performs scheduled maintenance (PM) tasks.~~
- ~~• Support training production operators in safely performing PMP.~~
- ~~• Complete project tasks/ maintenance activities.~~
- ~~• Participate in production team meetings in area assigned (investigate and resolve problems raised by production).~~
- ~~• Support production operator and process.~~
- ~~• Correct out of standard conditions, breakdowns and performs equipment and machinery repair.~~

## **COST**

### **All Team Members**

- Actively contribute to the CI of SPQRCE to attain goals.
- Regularly participate in waste elimination and CIP problem solving activities.
- Understand energy, supplies and part cost (direct and indirect materials) and strive to minimize waste.
- Report scrap, damaged tools and equipment to TL.
- Turn off fans, lights, etc., when not in use.

### **Skilled Trades Team Members**

~~In addition to Team Member R&Rs:~~

- ~~• Improve PMs, job plans and maintenance documentation and processes to eliminate waste.~~
- ~~• Work to eliminate machine downtime and improve equipment and machinery performance.~~
- ~~• Utilize predictive technologies.~~

## **ENVIRONMENT:**

### **All Team Members**

- Know and follow ISO environmental policy.
- Actively participate to conserve our natural resources and reduce our environmental waste.
- Participate to reduce, recycle and reuse energy, air, water and materials in the team, group and plant.

## PRODUCTION TEAM LEADER ROLES AND RESPONSIBILITIES

### SAFETY:

#### ~~All Team Leaders~~

- Set example by knowing and following all safety rules and safe operating practices (SOPs).
- Take 2 before engaging in any non-standard task.
- Identify and immediately address unsafe acts and conditions. ~~, near misses and take lead in preparing near miss reports.~~
- Audit team areas and lead the continuous improvement of workplace organization and 5S tasks.
- Set example by using PPE, tools, equipment and ergo assists properly and train TMs to use properly.
- Set example by leading safety walks, safety talks and performing safety checks. Follow up on employee safety concerns.
- Always is aware of unsafe work conditions/practices and uses proper escalation process to train anyone not acting safely and demonstrate how to be safe.
- Take action on all unsafe conditions and implement corrective procedures.
- Train all TMs on safety procedures, including evacuation and take shelter.

#### ~~Skilled Trades Team Leaders~~

~~In addition to All Team Leaders R&Rs:~~

~~Sets example by leading pre-job planning.~~

### PEOPLE:

#### ~~All Team Leaders~~

- Understand and follow the vision, mission and demonstrate values daily, treat all with trust and respect.
- Coordinate training for TMs.
- Lead start of shift and team meetings (prepare agenda) and lead problem solving activities.
- Maintain communications with the team, group, departments and cross shift members.
- Know the jobs in own Team – be certified in ~~at least~~ two adjacent teams where practical.
- Update operator certification and rotation charts.
- Assist in developing rotation schedules according to the guidelines based on TM input.
- Train (using JIT process), coach and support TMs.
- ~~Support 100% attendance~~— Fill in for absent TMs.
- Lead Team in accomplishment of business plan (SPQRCE) and BPD review (update level 5 BPD charts).

- Coordinate Team tasks with Group Leader when line is down (5S, PMP).
- Participate in TL evaluation process.
- Assist in covering the group leader [with production issues](#).

### **Skilled Trades Team Leaders**

~~In addition to the Team Leaders R&Rs:~~

- ~~• Departments will determine the process which will give the team leaders a window of opportunity to accomplish their duties, i.e., communication to their team members, inputting weekend work to the planner, kitting, and whatever else is deemed necessary to support team members and plant floor operations.~~

### **QUALITY:**

#### **All Team Leaders**

- Understand/know location of product quality standards, support and educate TMs to attain daily (feedback/forward out of standard conditions).
- Train TMs to understand the proper use of Andon and respond promptly to resolve out of standard conditions, making repairs while line is running if possible.
- Understand and regularly lead Team problem solving activities – both informal and formal. Correct the root cause.
- Assist TMs to adhere to/improve process control requirements (QCOS, process control checks, etc.).
- Develop and continuously improve standardized work with TMs across all shifts (lead line balance). Ensure quality key points are documented. Coordinate methods across all shifts before implementation to ensure most recent process is posted.
- Participate in/perform layered audits.
- Understand and use the problem escalation process (alert GL, etc.).
- Perform quality checks and mutilation checks as required (QCOS, QFQs, etc.).
- Maintain mutilation policy (clothing, gloves, covers, follows standardized work procedures, etc.).
- Identify out of standard conditions. Ensure proper repairs are made, work the line back, making any necessary repair to the process where the defect originated. Perform root cause analysis to determine corrective procedures. Standardize and communicate corrective procedures to other shifts. Follow up as needed.
- Work to establish run/hold norms with team member and group leader.

### **Skilled Trades Team Leaders**

~~In addition to the Team Leaders R&Rs:~~

- ~~• Assist TMs to support production in problem solving.~~
- ~~• Help TMs to use Maximo effectively.~~
- ~~• Help TMs understand/complete all required tasks and documentation.~~
- ~~• Coordinate CI of Maximo tasks to eliminate waste.~~

## RESPONSIVENESS:

### All Team Leaders

- Primary responsibility is to support the needs of their team members.
- Ensure TL work station and tools are ready prior to start of production (PMP, quality, process validation checks).
- Know established standards for work stations (safety, quality).
- Verify TMs are utilizing reorder system (material pull system) when part inventory (direct/indirect) is at a minimum.
- Ensure visual controls/displays are posted and understood by TMs, provide guidance for improvements.
- Ensure rack labels are accurate and easily seen by TMs.
- Ensure PMP tasks are completed as scheduled. Utilize back up equipment and procedures to ensure all are operable and can sustain production.
- Verify standardized work and procedures are in place and followed to maximize uptime. React to out of standard conditions (Andon, line stop, material low stock, etc.); acquire maintenance support as needed.
- Ensure non-conforming material and scrapped parts are processed daily.
- Lead implementing GMS by example. Look for opportunities to improve.

### Skilled Trades Team Leaders

~~In addition to the Team Leaders R&Rs:~~

- ~~• Plan and schedule work orders/tasks for Team.~~
- ~~• Coordinate PM/repair assignments.~~
- ~~• Follow standardized work.~~
- ~~• Develop standardized work for maintenance activities with TMs.~~

## COST:

### All Team Leaders

- Actively lead the Team in the CI of SPQRCE to attain goals.
- Lead CI for throughput improvement (TIP) and PMP.
- Lead Team waste elimination and CIP problem solving activities to attain SPQRCE goals.
- Understand energy, supplies and part cost (direct and indirect materials) and strive to minimize waste.
- Report scrap, damaged tools and equipment to GL daily.
- Ensure parts, tools, consumables, and PPE are available.

## **Skilled Trades Team Leaders**

~~In addition to Team Leaders R&Rs:~~

- ~~• Participate in activities with Team to analyze (Maximo data) and improve maintenance task efficiency and machine and equipment performance.~~

## **ENVIRONMENT:**

### **All Team Leaders**

- Know, follow and help TMs follow the ISO environmental policy.
- Encourage and promote good behaviors to team members to actively participate to conserve our natural resources and reduce our environmental waste.
- Lead Team activities to reduce, recycle and reuse energy, air, water and materials in the Team, Group and Plant.

## **SKILLED TRADES TEAM MEMBER ROLES AND RESPONSIBILITIES**

### **SAFETY:**

- Perform pre-job planning.
- Know and follow all safety rules and safe operating practices (SOPs).
- Take 2 at start of every job.
- Identify and address unsafe acts and conditions immediately.
- Use PPE, tools and equipment.
- Participate in safety talks and performing safety checks.
- Perform 5S tasks and maintains work place organization.

### **PEOPLE:**

- Understand and follow the vision, mission and demonstrate values daily, treat all with trust and respect.
- Participate in training.
- Actively participate in team meetings and problem solving.
- Practice good two way communication.
- Assist production in problem solving.
- Support level 5 BPD objectives.

### **QUALITY:**

- Understand CMMS and respond promptly to resolve out of standard conditions.
- Respond to all Non Conformance quality issues.
- Assist in continuous improvement of standardized work.
- Provide information during layered audits.
- Understand and use the maintenance problem escalation process, as outlined in the Local Agreement
- Develop and know standards for equipment and machinery repair and operation.
- Complete all required maintenance tasks and understand documentation.
- Consistently troubleshoot and correct the root cause.

## **RESPONSIVENESS:**

- Ensure scrap and non-conforming parts are set aside in the proper place to be processed.
- Initiate ordering parts for planned jobs/breakdowns.
- Document parts consumption from POU in CMMS.
- Performs scheduled maintenance (PM) tasks.
- Complete project tasks / maintenance activities.
- Support production operator and process.
- Look for and correct out of standard conditions, breakdowns and performs equipment and machinery repair.
- Generate corrective maintenance work orders in the CMMS.

## **COST:**

- Actively contribute to the CI of SPQRCE to attain goals.
- Regularly participate in waste elimination and CIP problem solving activities.
- Turn off fans, lights, etc., when not in use.
- Improve PMs, job plans, STS, TIS, maintenance documentation and processes to eliminate waste.
- Work to eliminate machine downtime and improve equipment and machinery performance.
- Utilize predictive technologies.
- Understand POU and strive to minimize waste.

## **ENVIRONMENT:**

- Know and follow ISO environmental policy.
- Actively participate to conserve our natural resources and reduce our environmental waste.
- Participate to reduce, recycle and reuse energy, air, water and materials in the team, group and plant.

## **SKILLED TRADES TEAM LEADER ROLES AND RESPONSIBILITIES**

## **SAFETY:**

- Set example by knowing and following all safety rules and safe operating practices (SOPs).
- Take 2 before performing any job.
- Identify and address unsafe acts and conditions immediately.
- Audit maintenance areas and lead continuous improvement of workplace organization and 5S tasks.
- Set example by using PPE, tools, equipment and train TMs to use properly.
- Set example by leading safety walks, safety talks and performing safety checks. Follow up on employee safety concerns.
- Train all TMs on safety procedures, including evacuation and take shelter.
- Set example by leading pre job planning.

## PEOPLE:

- Understand and follow the vision, mission and demonstrate values daily – treat all with trust and respect.
- Maintain communications with the team, group, departments and cross shift members.
- Train (using JIT process), coach and support TMs.
- Fill in for absent TMs.
- Department Teams will determine the process which will give the team leaders a window of opportunity to accomplish their duties, i.e., communication to their team members, inputting weekend work to the planner, kitting, and whatever else is deemed necessary by the Team to support plant floor operations.
- Lead Team in accomplishment of business plan improvements (SPQRCE) and BPD review (update level 5 BPD charts).

## QUALITY:

- Understand CMMS and respond promptly to resolve out of standard conditions.
- Respond to all Non Conformance quality issues.
- Assist in continuous improvement of standardized work.
- Understand and use the maintenance problem escalation process, as outlined in the Local Agreement
- Develop and know standards for equipment and machinery repair and operation.
- Participate in/perform layered audits and coach TMs in deficiencies.
- Support mutilation policy (clothing, gloves, covers, follows standardized work procedures, etc.).
- Perform root cause analysis to determine corrective procedures. Follow up as needed.
- Assist TMs to support production in problem solving.
- Help TMs to use CMMS effectively.
- Help TMs understand/complete all required tasks and documentation.
- Coordinate CI of CMMS tasks to eliminate waste.

## RESPONSIVENESS:

- Plan and schedule work orders/tasks for Team.
- Coordinate PM/repair assignments.
- Follow standardized work.
- Develop standardized work for maintenance activities with TMs.
- Lead implementing GMS by example, look for opportunities to improve.

## COST:

- Participate in activities with Team to analyze CMMS improve maintenance task efficiency and machine and equipment performance.
- Lead CI for throughput improvement (TIP) and PMP workshop.
- Understand energy, supplies and part cost and strive to minimize waste.
- Ensure parts, tools, consumables, and PPE are available.

## ENVIRONMENT:

- Know, follow and help TMs follow the ISO environmental policy.
- Encourage and promote good behaviors to team members to actively participate to conserve our natural resources and reduce our environmental waste.
- Lead Team activities to reduce, recycle and reuse energy, air, water and materials in the Team, Group and Plant.

## **Selection of Production Team Leader**

- Basic criteria will be utilized for the selection of team leaders. To fill openings, team leader applicants will be selected from valid 63(a)1 applicants in seniority order from those employees who have successfully passed the selection process. If no 63(a)1 applications are on file, 63(a)2 applicants will be selected from those employees who have successfully passed the selection process. Once selected, team leaders will receive the appropriate training based upon the needs analysis information.
  - a. When openings for team leaders occur in the End of Line Repair group and no valid E.O.L. 63(a)1 applicants exist, the low seniority E.O.L. repair team member from the assessment list, will be assigned to the team leader opening.
  - b. Team Members of Metal Finish and Door Fit only that have passed the team leader assessment will be solicited in seniority order to fill Metal Finish and Door Fit Team Leader openings. If no one accepts the position, it will be posted according to the Local Transfer Agreement. (LDT-U-2015-141)
- Interested applicants will be assessed using a comprehensive assessment program. This jointly agreed to assessment is to ensure candidates have the fundamental skills and capabilities to be successful.
- Employees who do not pass the assessment will be provided needs analysis feedback from the assessment process. Such employees will be encouraged to take their own initiative to obtain the necessary skills and abilities through the utilization of the jointly administered training programs/systems. Once such skills and abilities are obtained, such employees will be able to reapply for the team leader classification.

## Selection of Skilled Trades Team Leader

Specific criteria will be utilized for the selection of Skilled Trades team leaders.

Applicants will be selected as follows:

- From voluntary applicants within the department on the shift by seniority, who have already passed the assessment process.
- From voluntary applicants within the department on the shift by seniority, pending successful completion of the assessment process.
- Pending Team Leader assessments will be no longer than 120 days.
- Employees who do not pass the assessment will be provided needs analysis feedback from the assessment process. If desired such employees will be offered the opportunity to develop the necessary

skills and abilities through the utilization of the jointly administered training process. Once such skills and abilities are obtained, such employees will be able to reapply for the team leader position.

(LDT-U-2015-156)

### **Team Leader Reassessment**

When concerns arise relative to the inability of a team leader to effectively support the team or fulfill the Team Leader Roles & Responsibilities, the following process will be utilized:

- 1). When a team has concerns regarding the performance of their team leader, the issues will first be addressed by the group leader of that area, who will promptly investigate and address the issues, looking for a positive resolution, and allowing the team leader ~~sufficient time~~ 30 days to correct the issue. (LDT-U-2015-091)
- 2). If the above concerns cannot be promptly resolved by the group leader, it is the responsibility of the group leader to contact the JRT (2-member Joint Review Team) to review the concerns and begin the team leader reassessment process.
  - a.) Team members may also initiate this process by submitting in writing a petition, signed by at least 60% of the team members, which sets forth specific allegations regarding the area in which the team leader is deficient in the Team Leader Roles & Responsibilities. This petition should be given to the group leader who then submits it to the JRT within 48 hours.
- 3). Within one (1) week of the notification, the JRT will jointly interview the team leader and all team members within his/her team to understand the concerns.
- 4). After the interview process, the JRT and group leader will develop a thirty (30) day documented plan focused on correcting the performance of the team leader and addressing team concerns. This document will be reviewed with the team leader and committee representative, as well as the expectation for improvement and/or resolution of the concerns. The group leader will monitor the team leader's performance during this thirty (30) day period.
  - a). If the JRT determines at the conclusion of the interview process that a thirty (30) day plan will not correct or address the concerns present in the team, they can begin immediate de-selection of the team leader and communicate this decision to the Department Quality Council.
  - b). The Department Quality Council will identify an ongoing list of available department resources from which the JRT can call upon during the thirty (30) day plan to provide coaching as needed.
- 5). Immediately upon the conclusion of the thirty (30) day review period, the group leader will meet with the JRT to determine if progress has been made relative to the documented plan. ~~If necessary, a~~ Additional interviews will be conducted with ~~the team leader and~~ team members to determine if concerns have been resolved. (LDT-U-2015-125)
- 6). The JRT will review the information with the Department Quality Council and make the final determination if de-selection of the team leader is warranted based on the documentation. If a Department Quality Council meeting is not already scheduled within the week, a special meeting will be scheduled.
- 7). The group leader and shift leader of the area will immediately communicate the decision to the team

leader in question and contact the manpower coordinator for reassignment if necessary.

- 8). Team leaders who successfully complete the thirty (30) day documented improvement process and retain their positions as team leaders will be on a six (6) month probationary period. In the event that the de-selection process is reinitiated within this six (6) month period, the team leader will not be eligible for the thirty (30) day documented improvement process and will be immediately considered for removal by the Department Quality Council.

Once it has been determined that a team leader should be de-selected, that individual cannot be considered for a second team leader assignment until all of the following conditions are met:

- 1). Twelve (12) months have passed since his/her placement on another (non-team leader) assignment.
- 2). The team leader has completed the training plan that has been prescribed. This training is to be completed on the individual's own time. The training plan is based upon the deficiencies that led to the Team Leader Reassessment decision.
- 3). Successful completion of a joint team leader assessment process.

If de-selection occurs, the employee will fill an available team member departmental opening or bump the low seniority team member in the department. If the employee is de-selected a second time, he/she will not be eligible for any future team leader openings.

[When a de-selection of a Skilled Trades Team Leader occurs, the displaced team leader will be placed in the department on the shift they currently hold. \(LDT-U-2015-156\)](#)

### **Job Rotation**

All teams will participate in job rotation. Teams will establish the frequency of rotation at designated time intervals from [breaks and lunches 2-hours](#) to daily. The only exception to rotation would be in those special rare situations where it is counterproductive [or ergonomically unsafe](#) to rotate jobs as determined by [the team and Management or](#) the Area Quality Council. ([LDT-U-2015-118](#))

### **Continuous Improvement Shops**

In accordance with the Global Manufacturing Systems Guide, production team members will have the ability to develop and build assist/line side devices, which they are capable of building in a safe manner. The purpose of these devices is for organizing and modifying workstations as part of the initiative of team ownership and continuous improvement. Training of team members will be provided where appropriate. Skilled trades team members will be assigned to work with Production team members to perform elements of this work where specialized skills are required.

### **Team Meetings**

It is understood that each team will address issues directly related to the business of the team. When [unexpected](#) circumstances arise that are outside of these guidelines, teams are expected to seek solutions to meet the needs of the people and business. In addition, all team actions must be in compliance with the provisions of the Local and National Agreements. Accordingly, it is recognized that group leaders are members of their teams and should provide guidance in these areas.

Team meetings must primarily be product/process related. Meetings may be held during regular hours

or overtime. Attendance at team meetings is mandatory during regular hours. Attendance during overtime hours will be on a voluntary basis, unless business conditions warrant. The shift shop committee person and management must mutually agree upon meetings required outside of the parameters of Plan A Memorandum of Understanding, in the National Agreement.

Team meetings will be focused on achieving the goals and objectives of the ~~people~~ [Team](#) and the business. Accordingly, items to be discussed during team meetings are to include discussion about responsibilities that directly affect the team's objective of producing a quality and cost effective product in the safest manner, such as:

- People
- Safety
- Communications
- Quality
- Responsiveness
- Cost
- Standardized Work
- Workplace Organization
- Problem Solving
- Routine Maintenance (PMP)
- Achieving Attendance Expectations
- Data and Record Tracking
- Training
- Team Member Recognition

### **Housekeeping**

Each team member is responsible to keep their team area clean, which includes sweeping, mopping (when not a safety issue), and general cleaning of the Team Room Area and in certain circumstances cleaning of other designated areas.

## MEMORANDUM OF UNDERSTANDING PLACING TEAM MEMBERS/LEADERS WITH RESTRICTIONS

“All Restrictions must be issued by Plant Medical.”

Team members must rotate to all operations within the team that do not violate current restrictions. Team member must be physically able to rotate to a minimum of two operations within a team for permanent placement. In teams with online and offline operations, employees must be able to rotate to at least one online and one offline or two online operations.

Team leaders and ARM pool team members with permanent restrictions may not qualify for placement as a team leader or ARM pool member and will be placed following the team member placement guidelines below.

~~Team members will be placed using the 6 step ADAPT Process, as outlined in the National Agreement. The ADAPT Team is responsible for placing and/or removing all restricted team members and their disposition is final. Mem-~~  
bers may be placed using the ADAPT process as outlined in the National Agreement. Whenever possible, ADAPT will attempt to place no more than two restricted people in one team without violating a person's seniority rights to hold a job. (LDT-M-2015-002)

Permanently restricted team members will be permanently placed, as a team member, in the lowest seniority team, within their restrictions, in the following sequence:

1. In their current department, on their current shift.
2. In their current department, on another shift.
3. In another department on their current shift.
4. In another department on another shift.

Restricted skilled team members will be permanently placed following the above process but, will remain in their non-interchangeable occupational group.

The ADAPT Team will make written request, to the group leader, if reasonable accommodation is suggested to assist in placing restricted team members. The ADAPT Working Committee, as outlined in the National Agreement, will evaluate the feasibility and assist in the implementation of reasonable accommodations.

The ADAPT Team may place a team member on a single operation within a team temporarily, only if no permanent placement can be found. Team members may be placed on a single operation for less than two weeks if additional placement time is needed or longer if a team member is on disability leave or other scheduled absence. Team members placed on a single operation do not establish seniority rights in a team where placed temporarily. If the employee is placed on a single operation within a team, the ADAPT Team will track and review placement of these team members, on a weekly basis, for permanent placement. If a permanent placement cannot be accomplished team members will be placed in the Transitional Work Center, if work is available or on disability leave, due to no job available within their restrictions (NJAWR).

~~The ADAPT Team will report monthly all placement activity to department shift leaders and shop committee.~~

### **Temporary Restrictions:**

Temporary restrictions are defined as: restrictions issued by Plant Medical for a period of 120 days or restrictions issued for less than 120 days that are continuously renewed for a period of 120 days. All team members and team leaders, with temporary restrictions, will be temporarily placed by the ADAPT Team. The ADAPT Team will work with the department(s) to find short term placement opportunities including: employees on scheduled absence (leave of absence, vacation, etc.), containment, repair and other short term placement opportunities for duration of their restrictions. Upon the expiration of a temporary restriction, the team member/team leader will be returned to their team. If the restrictions become permanent, they will be placed following the permanent placement guidelines.

Note: The production and Skilled Trades Seniority agreements were separated in our new agreement to make it easier to see which paragraphs apply to Production or Skilled Trades.

## LOCAL PRODUCTION SENIORITY AGREEMENT

1. This Agreement is entered into this ~~31st day of July 2012~~, TBD Day of Month 2015 between General Motors Company, Lansing Delta Township Assembly Management and the Shop Committee of Local 602, International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, as representing the production employees as defined in the National Agreement.

### PURPOSE

2. The purpose of this Agreement is to establish a procedure governing the seniority status and regulating the order of recall and layoff of employees of the General Motors Company, Lansing Delta Township Assembly, in conformance with the terms of the seniority section of the National Agreement between General Motors Company and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, U.A.W. Nothing in this Local Agreement is to be construed as changing or modifying in any manner the provisions of the seniority section of the National Agreement.

### ESTABLISHING SENIORITY

~~3. All non-skilled employees will be referred to as production employees. All skilled employees will be referred to as skilled trades employees.~~

Note: The paragraph above was deleted due to the separation of the Production and Skilled Trades Seniority agreements.

3. ~~4.~~ Employees shall acquire seniority as provided under the applicable provisions of the National Agreement between General Motors Company and the U.A.W.

4. ~~5.~~ Seniority shall be by non-interchangeable occupational groups within the specifically defined departments listed below. The attached seniority groupings are a part of this Agreement.

Body
Paint
Gen. Assm.
Quality
Material

5. ~~6.~~ Production employees holding seniority in the same occupational group and having the same plant seniority dates, except as provided in Appendix A of the National Agreement, will be laid off as identified in (a) through (d) below.

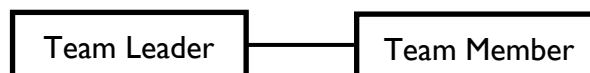
- a. In alphabetical order, from "A" to "Z." Starting with the first letter of the last name and continuing through the last name letter by letter. If the last name is the same, repeat this procedure with the first name and the middle initial. "A" is the lowest seniority; "Z" is the highest seniority.
- b. Then, using the employee's social security number. Starting with the last digit of the social security number, the employee with the highest number will be the seniority employee; "0" being the

## Production Seniority Agreement cont.

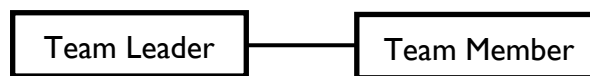
highest number and "1" being the lowest number. If the last digit is the same, continue the above procedure from right to left until a breaker is reached.

- c. The following will govern the alteration of an employee's seniority status through name changes:
- i. For seniority purposes, only name changes altered through a verifiable change in marital status or legal court order will be considered.
  - ii. Name changes will have no immediate impact on the work force (those employees who are working will not be laid off; those employees who are laid off will not be recalled, etc.).
  - iii. The employee's new name will realign the employee's seniority standing immediately. The next employee work force movement (recall, layoff) will then be determined using the employee's new name.
- d. Team members hired at the Lansing delta Township Assembly Plant who currently hold a 10/15/07 seniority date, will continue to use their local hire temporary date as their seniority tie breaker as defined in Document 162 of the 2007 GM-UAW National Agreement.
- ~~6. 7.~~ All employees shall be combined in the occupational group involved and shall receive the same treatment in the application of this Local Seniority Agreement.
- ~~7. 8.~~ Changes in, or modification of, the occupational groups or departments will be negotiated as rapidly as practicable upon the same general principles followed in the establishment of the occupational groups which are a part of this Agreement.
- ~~8. 9.~~ Seniority lists will be brought up to date monthly and will be made available at the Application Stations.

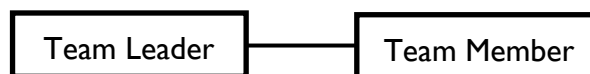
### Body Production



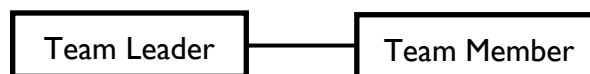
### Paint Production



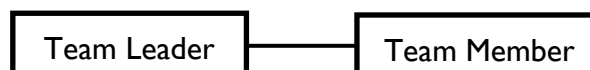
### General Assembly Production



### Material



### Quality



## **TEMPORARY LAYOFF**

### **Production**

1. When work is not available to employees on their regular jobs because of partial operations of the plant or temporary reductions in production attributable to material shortages, plant inventories, breakdowns of machinery or equipment, model changeover, or for any other reason known at the time of layoff to be temporary, employees will be laid off as their respective jobs cease operation.
  - a. When production departments determine employees will be sent home in less than 8.0 hours and it is necessary to retain one (1) or more team members for the entire shift, such work will be offered to team members in seniority order. In the event the number of volunteers is not sufficient, the low seniority team member will be forced to remain at work for the balance of the shift.

## **LAYOFF DUE TO REDUCTION IN FORCE**

### **Production**

1. Seniority employees affected by a reduction in force, other than covered in Paragraph 59 of the National Agreement or by a temporary layoff, will be cleared as follows;
  - a. Through their team on all shifts – high to open, then low, in accordance with the reduction in force flow charts.
  - b. Through their function box on all shifts – high to open, then low, in accordance with the reduction in force flow charts.
  - c. Then through their non-interchangeable occupational group providing they are capable of doing the work available.
2. If there are then employees in the plant with less seniority still working on jobs laid-off employees are capable of doing, such laid-off employees shall be offered work on these jobs.
  - a. Employees will be given such leveling-off consideration, upon written application, which must be filed within three (3) working days following the date of the employees' reduction.
  - b. Employees who apply for consideration under the leveling-off clause will be given such consideration as soon as possible and this period shall not exceed fifteen (15) working days following the start of the reduction in force.
  - c. It is mutually agreed that if unforeseen circumstances or events make it impossible to complete the leveling-off procedure within the fifteen (15) working day period referred to above, this period may be extended by mutual agreement.
  - d. If a subsequent reduction or increase in force occurs before the completion of the leveling-off process, the leveling-off process will be temporarily suspended for three (3) working days. The Chairperson of the Shop Committee will be advised when it is necessary to suspend the leveling-off provisions.

## Production Reduction in Force cont.

### RECALL AFTER REDUCTION IN FORCE

#### Production

1. Seniority employees who are affected by a reduction in force and are laid off, and not including those employees recalled in accordance with the leveling-off provisions of this Agreement, will, in the event of an increase in force, be recalled or transferred back to their original occupational groups in reverse order of their reduction.
  - a. However, all employees recalled to another department as a result of the application of the leveling-off provisions of this Agreement will, seniority permitting, be returned to an opening in the department from which they were laid off.
  - b. Employees reduced from their function/department, will retain automatic return rights to the function/department where they had been reduced unless they are waived by the employee at least one week prior to the posting of the opening.

Employees will be returned to the next available opening in their former function/department as soon as possible, and in any event, within fifteen (15) working days in line with their seniority as compared to the seniority of other employees eligible to return to their former function/department. In situations involving extensive break-in, this time limit may be extended by mutual agreement.

The departments to which employees are eligible for automatic return rights are Body, Paint, General Assembly, Quality and Material.

The specific functions to which employees are eligible for automatic return rights are as follows:

Body.....TL<sup>1</sup> Production, TL Metal Finish<sup>1</sup>, TL Door Fit<sup>1</sup>, TM Production, TM Metal Finish, TM Door Fit

Paint.....TL<sup>1</sup> Production, TL Paint Hospital<sup>1</sup>, TL Paint Specialist<sup>1</sup>, TL Spot Repair<sup>1</sup>, TM Production, TM Paint Hospital, TM Paint Specialist, TM Spot Repair

Gen.Assm.....TL<sup>1</sup> Production, TL<sup>1</sup> EOL Repair, TM Production, TM EOL Repair

Quality.....TL<sup>1</sup> Quality, TM Quality, TL<sup>1</sup> Weld Integrity, TM Weld Integrity, TM Torque, TM GCA, RW and SAC, TM Weld Integrity ARM

Material.....TL<sup>1</sup>, TM Body and Paint, TM GA

<sup>1</sup>Team Leaders constitute a function, occupational group and classification within each department.

Employees must be in the department first, before their return rights to a corresponding function will be honored.

Employees who exercise their seniority to transfer voluntarily from the occupational group, in which the function lies where they have automatic return rights, will void their automatic return rights upon transfer to the new occupational group.

- c. All seniority employees on layoff from the Plant will be recalled before any new employees are hired, providing they are physically qualified for the work available.

## Production Reduction in Force cont.

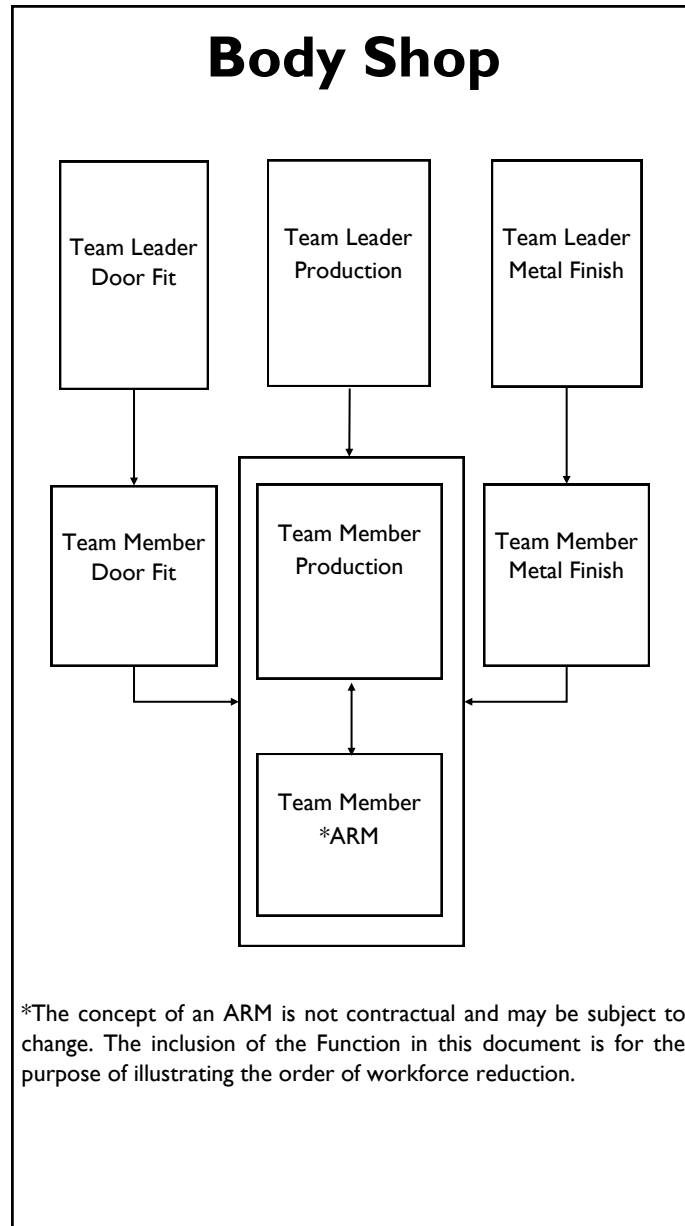
### GENERAL PROVISIONS

#### Production

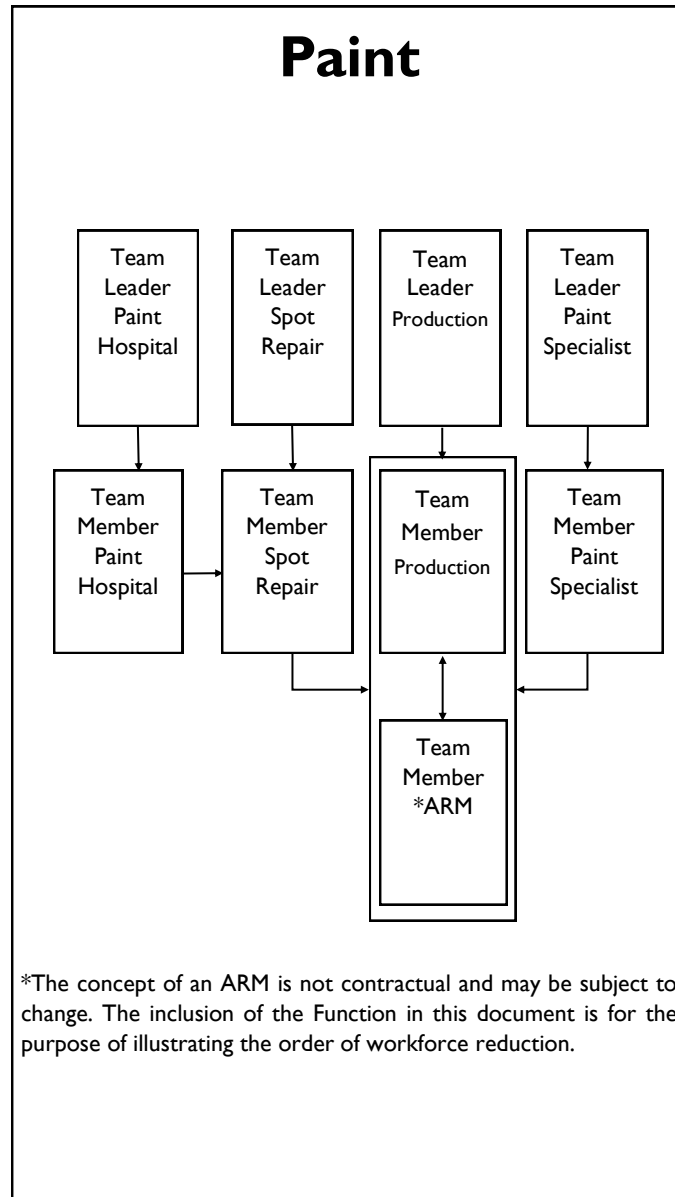
1. When employees are transferred from one occupational group to another for any reason, there shall be no loss of seniority. However, in case of a transfer (except as otherwise provided for in this Agreement) not exceeding thirty days, employees will retain their seniority in the occupational group from which they were transferred, and not in the new occupational group.
2. For the purpose of applying Paragraph 59 of the National Agreement, it is agreed that any employee given plant-wide seniority as outlined in that paragraph will be the employee with the least seniority in the occupational group affected. Employees transferred under the terms of this paragraph will transfer their seniority to the new group immediately.
3. Employment in an occupational group stemming from a layoff or recall in excess of thirty days, does not in itself constitute the establishment of seniority therein and does not preclude the return of an employee to the occupational group in which they have established seniority.
4. Employees who can establish, through the presentation of medical evidence satisfactory to the Plant Medical Department, that they are permanently unable to perform the operation(s) to which their seniority would entitle them, may be transferred to other work which they can do to fill an opening or may displace an employee with less seniority if they do not fill an existing opening as outlined in the "Memorandum of Understanding – Placing Restricted Team Members/Leaders." Employees displaced from their team as a result of an employee being placed in accordance with the Local Seniority Agreement or the "Memorandum of Understanding – Placing Restricted Team Members/Leaders" will be placed in an opening, then low employee in their function or occupational group, seniority permitting, on their shift.
5. Ownership of work belongs to a team. When the work content is moved into another team and it constitutes the elimination of a team member position and the creation of a new team member position in another team, the team member will follow the work in the following order;
  - a. Movement to the new team will be offered from high seniority to low seniority.
  - b. The low seniority team member will be forced. If a new team member position is not created, the low seniority team member will be forced out and placed on open or low within the department.
  - c. If no open job exists:
    - I. Employees will test their seniority through their shift within their function.
    - II. Test their seniority on all shifts within their function.
    - III. If the employee cannot hold their team/function they will test their seniority through all shifts in their non-interchangeable occupational group. If an employee cannot hold their occupational group they will move to open or low plant wide with return rights to their occupational group. LDT-U-2015-084

**The department flow charts are on the following pages**

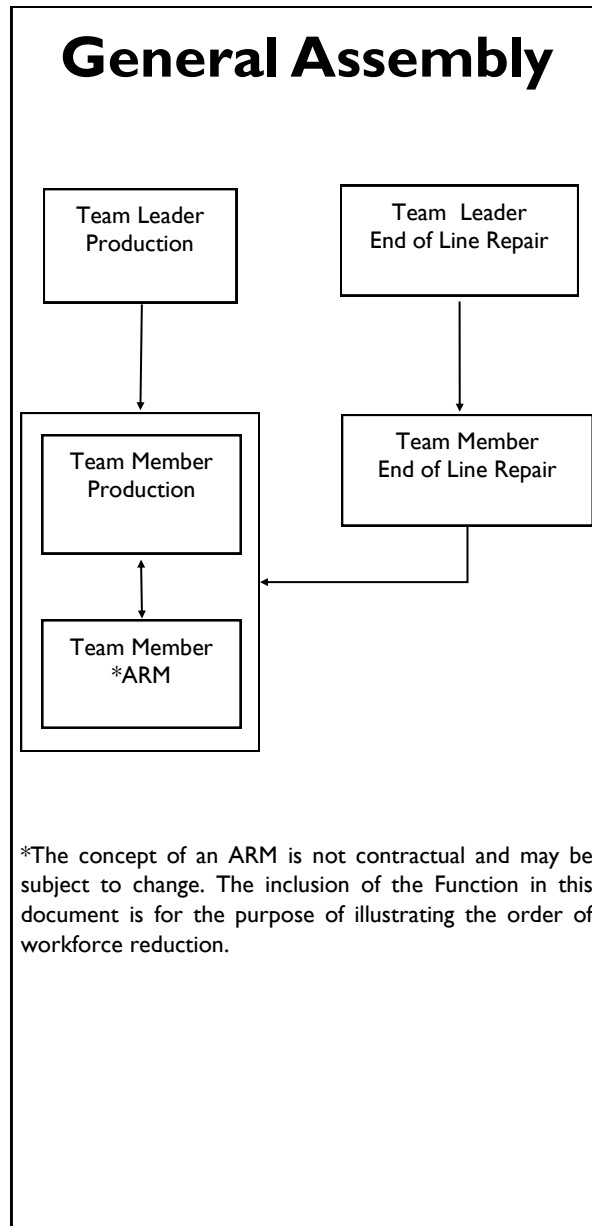
# Body Shop Flow Chart



# Paint Shop Flow Chart

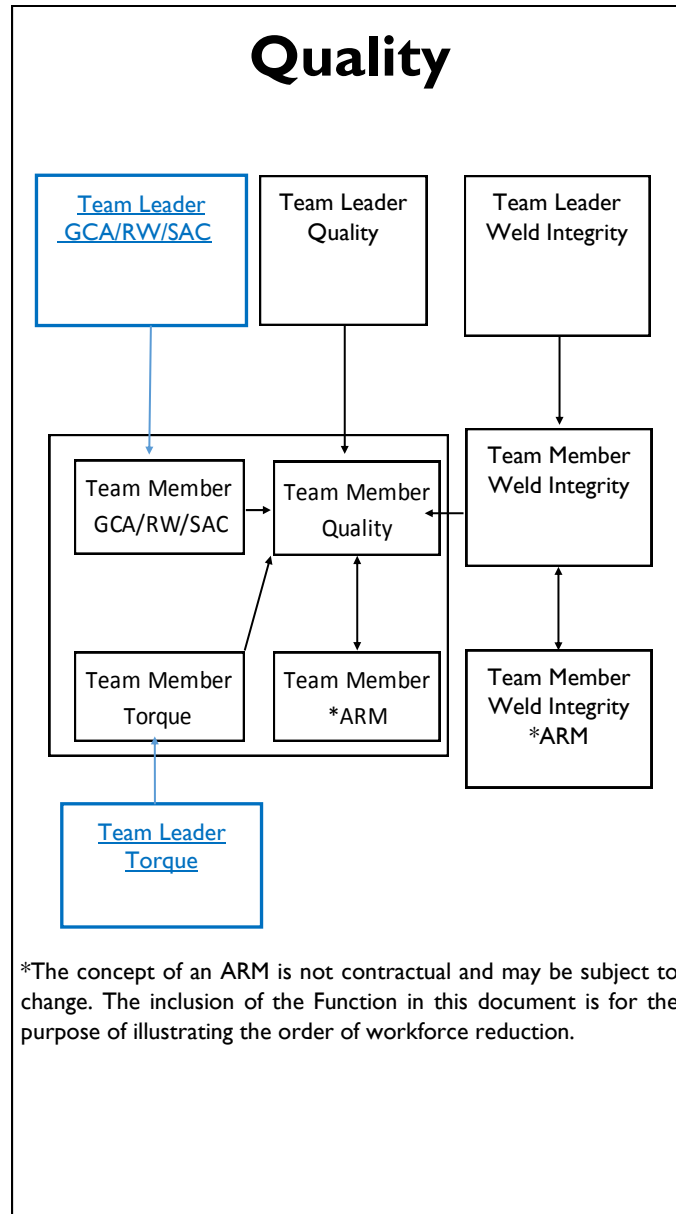


# General Assembly Flow Chart

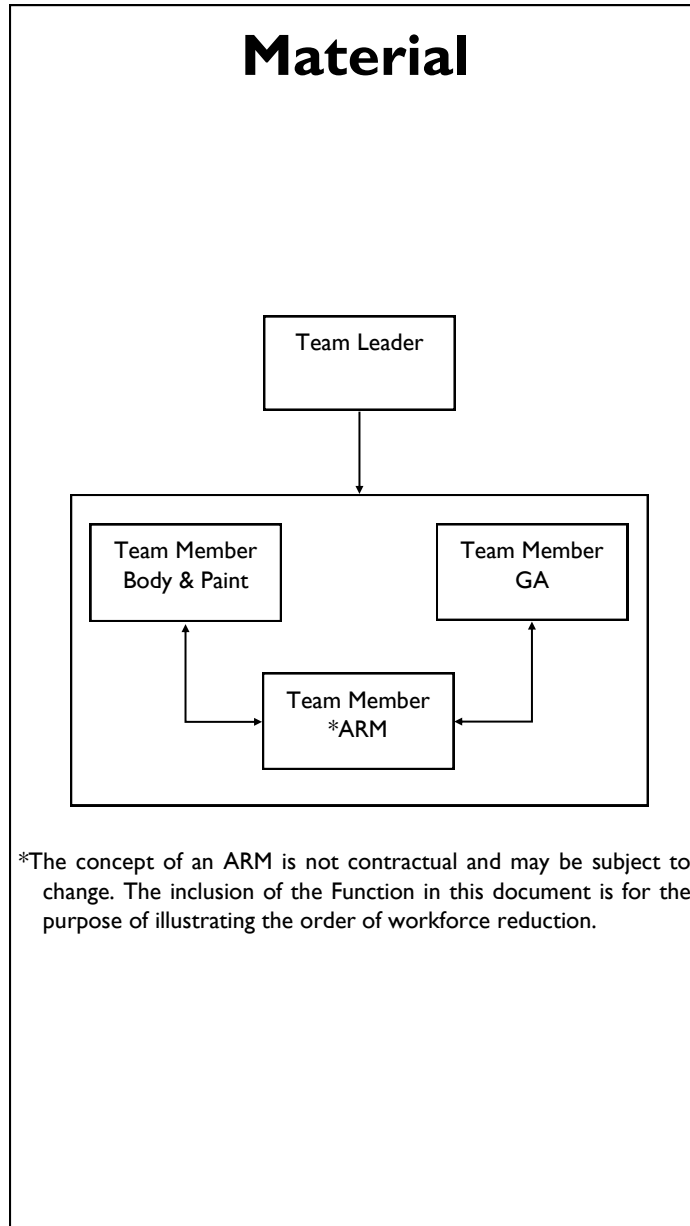


# Quality Flow Chart

[LDT-U-2015-049](#)



# Material Flow Chart



# SHIFT PREFERENCE AGREEMENT

## Production

The provisions of this Local Agreement to provide for shift preference are entered into with specific reference to Paragraph 75 of the current National Agreement, which reads in part:

" . . . Any such agreements must have sufficient flexibility to give full protection to the efficiency of operations under all circumstances and conditions."

1. Employees will be considered on the shift of their choice unless they request to move to another shift.
2. Notification of an employee's intent to exercise a shift preference must be given in writing no later than the end of the shift on the first Monday of the month. The shift preference move will be made within thirty (30) days after the application date. The parties recognize there will be times when shift preference movement could cause disruption to the plant or be impractical. When those circumstances occur, the Joint Leadership at the Department level will meet and agree upon whether or not such movement would be practical during any shift\_preference period. In the event that the Departmental Joint Leadership is unable to reach agreement on whether or not to allow shift preferences or what the appropriate number of moves to allow will be, the matter will be resolved by the Labor Relations Supervisor and the Chairman of the Shop Committee.
3. Employees exercising a shift preference will be permitted, provided they are physically capable and seniority permitting, to displace the lowest seniority employee in the following manner:
  - a. In production the shift preference lines will be identified as listed below.

### Body

#### Team/OGrp -

**Team Leader Production<sup>1</sup>** – displaces the team leader in their team or the lowest seniority team leader in their occupational group, on the opposite shift.

#### Team/OGrp -

**Team Member Production** – displaces the lowest seniority team member in their team or the lowest seniority team member in their occupational group, on the opposite shift.

#### Team/Function

**Team Leader Metal Finish<sup>1</sup>** - displaces the lowest seniority team leader in their team or the lowest seniority team leader in their function on the opposite shift.

#### Team/Function

**Team Member Metal Finish** – displaces the lowest seniority team member in their team or the lowest seniority team member in their function, on the opposite shift.

#### Team/Function

**Team Leader Door Fit<sup>1</sup>** - displaces the lowest seniority team leader in their team or the lowest seniority team leader in their function on the opposite shift.

## Production Shift Preference Agreement Cont.

### Team/Function

**Team Member Door Fit** – displaces the lowest seniority team member in their team or the lowest seniority team member in their function, on the opposite shift.

### GL Area/OGrp

**Team Member ARM** – displaces the lowest seniority ARM in their group leader's area or the lowest seniority team member in their occupational group, on the opposite shift.

<sup>1</sup> - Team Leaders constitute a function, occupational group and classification within each department.

## Paint

### Team/OGrp

**Team Leader Production<sup>1</sup>** – displaces the team leader in their team or the lowest seniority team leader in their occupational group, excluding Team Leader Paint Hospital, Team Leader Spot Repair and Team Leader Paint Specialist, on the opposite shift.

### Team/OGrp

**Team Member Production** – displaces the lowest seniority team member in their team or the lowest seniority team member in their occupational group, excluding the Team Member Paint Hospital, Team Member Paint Specialist, and Team Member Spot Repair functions, on the opposite shift.

### GL Area/OGrp

**Team Member ARM** – displaces the lowest seniority ARM in their group leader's area or the lowest seniority team member in their occupational group, excluding the Team Member Paint Hospital, Team Member Paint Specialist, and Team Member Spot Repair functions, on the opposite shift.

### Function

**Team Leader Paint Hospital<sup>1</sup>** – displaces the lowest seniority team leader in their function, on the opposite shift.

### Function

**Team Member Paint Hospital** – displaces the lowest seniority team member in their function, on the opposite shift.

### Function

**Team Leader Spot Repair<sup>1</sup>** – displaces the lowest seniority team leader in their function, on the opposite shift.

### Function

**Team Member Spot Repair** – displaces the lowest seniority team member in their function, on the opposite shift.

### Team/Function

**Team Leader Paint Specialist<sup>1</sup>** – displaces the lowest seniority team leader in their team or lowest seniority team leader in their function, on the opposite shift.

### Team/Function

**Team Member Paint Specialist** – displaces the lowest seniority team member in their team or the lowest seniority team member in their function on the opposite shift.

<sup>1</sup> - Team Leaders constitute a function, occupational group and classification within each department.

# Production Shift Preference Agreement Cont.

## General Assembly

### Team/OGrp

**Team Leader<sup>1</sup> Production** – displaces the team leader in their team or the lowest seniority team leader in their occupational group, on the opposite shift.

### Team/OGrp

**Team Member Production** – displaces the lowest seniority team member in their team or the lowest seniority team member in their occupational group, excluding the Team Member EOL Repair function, on the opposite shift.

### Function

**Team Leader<sup>1</sup> End of Line (EOL) Repair** – displaces the lowest seniority team leader in their function, on the opposite shift.

### Function

**Team Member End of Line (EOL) Repair** – displaces the lowest seniority team member in their function, on the opposite shift.

### GL Area/OGrp

**Team Member ARM** – displaces the lowest seniority ARM in their group leader's area or the lowest seniority team member in their occupational group, excluding the Team Member EOL Repair function, on the opposite shift.

<sup>1</sup> - Team Leaders constitute a function, occupational group and-classification within each department.

## Quality

### Team/Function

**Team Leader<sup>1</sup> Quality**– displaces the team leader in their team or the lowest seniority team leader in their function, on the opposite shift excluding team leader Weld Integrity function.

### Team/OGrp

**Team Member Quality** – displaces the lowest seniority team member in their team or the lowest seniority team member in their occupational group, excluding the Team Member Weld Integrity function, on the opposite shift.

### Team/Function

**Team Leader<sup>1</sup> Torque**-displaces the lowest seniority team leader in their team or lowest seniority team leader in their function, on the opposite shift. (LDT-U-2015-049)

### Function/OGrp

**Team Member Torque** – displaces the lowest seniority team member in their function or the lowest seniority team member in their occupational group, excluding the Team Member Weld Integrity function, on the opposite shift.

### Team/Function

**Team Leader<sup>1</sup> GCA/RW/SAC**-displaces the lowest seniority team leader in their team or lowest seniority team leader in their function, on the opposite shift. (LDT-U-2015-049)

### Function/OGrp

**Team Member GCA/RW/SAC** – displaces the lowest seniority team member in their function or the lowest seniority team member in their occupational group, excluding the Team Member Weld Integrity function, on the opposite shift.

### Function/OGrp

**Team Member ARM** – displaces the lowest seniority ARM in their function or the lowest seniority team member in their occupational group, excluding the Team Member Weld Integrity function, on the opposite shift.

## Production Shift Preference Agreement Cont.

### Team/Function

**Team Leader<sup>1</sup> Weld Integrity** – displaces the lowest seniority team leader in their team or lowest seniority team leader in their function, on the opposite shift.

### Team/Function

**Team Member Weld Integrity** – displaces the lowest seniority team member in their team or lowest seniority team member in their function, on the opposite shift.

### Function

**Team Member Weld Integrity ARM** – displaces the lowest seniority ARM in their function or the lowest seniority team member in their function, on the opposite shift. ([LDT-U-2015-154](#))

<sup>1</sup> - Team Leaders constitute a function, occupational group and classification within each department.

## Material

### Team/OGrp

**Team Leader<sup>1</sup>** – displaces the team leader in their team or the lowest seniority team leader in their occupational group, on the opposite shift.

### Team/Function/OGrp

**Team Member Body and Paint** – displaces the lowest seniority team member in their team or the lowest seniority team member in their function or occupational group, on the opposite shift.

### Team/Function/OGrp

**Team Member GA** – displaces the lowest seniority team member in their team or the lowest seniority team member in their function or occupational group, on the opposite shift.

### Function/OGrp

**Team Member ARM** – displaces the lowest seniority ARM in their function or the lowest seniority team member in their occupational group, on the opposite shift.

<sup>1</sup> - Team Leaders constitute a function, occupational group and classification within each department.

Production employees impacted as the result of a shift preference may then elect to displace the lowest-seniority employee within the function or occupational group as determined by the shift preference lines specified above in order to retain their shift. ~~Employees opting to exercise a lateral move will be considered as having used one of their two (2) shift preference moves for the calendar year.~~ The employee ultimately displaced from the shift will be placed on the shift where the shift preference originated and will not be considered as having exercised a shift preference. ([LDT-U-2015-072](#))

*Note: On the struck out language above, we will no longer be charged a shift preference move for exercising a lateral move to stay on our shift.*

4. During weeks where multiple shift preference transfers will occur, applications will be processed in seniority order, that is, the highest-seniority employee will transfer to the lowest seniority employee's operation, second highest to second lowest, etc. Variance to this process can occur due to the bump opposite option afforded to some groups; therefore, employees choosing to maintain their shift of preference must state such preference when asked.

## Production Shift Preference Agreement Cont.

5. The parties assert that during the initial evaluation period, new non-seniority employees will be assigned to the appropriate shift decided by the Company for training purposes, for up to the first ninety (90) days of employment.
6. Under certain unusual circumstances, shift trades may be afforded consenting employees as listed below, for a period not to exceed ninety (90) calendar days, upon the approval of the district committeeperson and the department manager.
  - a) In Body, Paint, Material and Quality, shift trades will be allowed by occupational group.
  - b) In General Assembly, shift trades will be allowed by occupational group within the specific department groupings of Trim, Chassis and Final (i.e. Trim to Trim, Chassis to Chassis or Final to Final).

In all cases, employees involved in a shift trade request must be fully certified and physically capable of performing each job in the team involved. Training for certification will be solely the responsibility of the employee on non-compensated time. Such trade requests must include the reason and requested duration. Every consideration will be given to the merits of such requests and employees will be temporarily transferred whenever practicable. No employee will be allowed to trade shifts for more than ninety (90) total calendar days in a calendar year. If unforeseen circumstances cause an approved trade to be prematurely terminated, the affected employee may apply for a second trade request within the calendar year to utilize the unused portion of the original ninety (90) day maximum.

[Shift Trades can be terminated for the following reasons:](#)

- [1. One of the employees is bumped by a shift preference.](#)
- [2. One of the employees transfers to a different job.](#)
- [3. By mutual agreement of both employees on the shift trade.](#)

[If an employee is on a ninety \(90\) day shift trade during the vacation sign up period their vacation entitlement is based on the shift the employee owns, not the shift to which the employee traded. \(LDT-U-2015-054\)](#)

7. Employees may exercise their seniority to transfer and/or shift preference under the provisions of the Transfer Agreements and/or the provisions of the Shift Preference Agreement no more than four (4) times within a calendar year (January 1 – December 31). Of these four (4) moves, only two (2) may be utilized for shift preference. In the event that a reduction in force or ADAPT placement occurs within 120 days of an employee exercising a shift preference move, and the employee is subsequently moved back to the shift from which they had come on their shift preference, the employee will be credited back the shift preference move which they were charged.

## Production Shift Preference Agreement Cont.

*Note: Paragraphs below we reordered to help clarify which language applies to model change.*

- ~~9.~~ 8. It is specifically understood that during periods of special training, model change, retooling, re-conversion, or when under other abnormal conditions it is deemed necessary by Management, employees covered by this Agreement will work on any shift to which it may be necessary to assign them as long as their services are required. Such circumstances will be reviewed with the Shop Committee.
- ~~10.~~ 9. Permanently restricted production team members choosing to shift preference to low in their function or occupational group must have the ability to rotate to a minimum of two (2) operations within the team of the lowest seniority team member to effectuate a shift preference. The other provisions of the “Memorandum of Understanding – Placing Restricted Team Members/Leaders” do not apply.
- ~~11.~~ 10. Any deviations from this understanding are subject to mutual agreement between the Shop Committee and Labor Relations.
8. 11. In order to protect the customer by producing a world class car during model changeover and acceleration periods the following specifications are required:

### **Model Changeover**

Minor: No movement for the week prior to the build-out and the week of the build-out and continue for a period of at least thirty (30) days following model start-up.

Major: No movement for the week prior to the build-out and the week of the build-out and continue for a period of at least sixty (60) days following model start-up.

Deviations from these understandings are subject to mutual agreement at the Plant Quality Council level.

# TRANSFER AGREEMENT

## Production

1. Employees who have return rights to specific functions within an occupational group, or to an occupational group other than where they currently hold seniority, will have their return rights honored in accordance with their seniority.
2. When there are employees within the department with return rights and in order to allow higher seniority employees to transfer to openings within their current function, the scope of eligible transfer applicants will be restricted to only those who are currently within the specific function. These openings will be posted and awarded to the highest seniority eligible employee within the function, prior to honoring return rights.
3. Subsequent to awarding a job by such a transfer, the highest seniority employee holding return rights to the function or occupational group will be returned to the function or group as the backfill for the transferring employee.
4. Once return rights are exhausted and/or there are no employees laid off from the department with the opening that have not been recalled, then the opening may be posted and filled according to this Transfer Agreement. All changes in manpower will initiate a snapshot in time, which refers to the current job assignments (i.e., those who have established seniority in their team) on that date for tracking purposes.
5. Employees desiring to transfer within the plant may make application consistent with the provisions of Paragraph 63 of the current National Agreement. Applicants for Team Leader, End of Line Repair, [Paint Specialist \(function includes Underbody Sealer Robotic Operators\)](#) and Ultrasonic Testing must pass a comprehensive assessment ~~program~~ [test](#) prior to applying for any openings. [Employees who transfer to weld integrity can not transfer, shift preference or be bumped on a shift preference within weld integrity until they have completed and passed the entire ultrasonic program. \(LDT-U-2015-131\)](#)

### Primary Openings

[Retirements](#)

[Sick Leaves greater than 30 days](#)

[Transfer to a Different Facility](#)

[Elected to Office/Special Assignments](#)

[Death](#)

[\(LDT-U-2015-090\)](#)

[Minute Language for Paint Specialists—Underbody Robotic Sealer Operators \(UBS\) will belong to the Paint Specialists function. Upon ratification all current Paint Specialists will be allowed to remain in their function without passing the Paint Specialist test. If a current Paint Specialist transfers out of their function they will be required to pass the Paint Specialist test in order to return to the function. After completion of the training process, should a paint specialist be unable to perform the work in their assigned area they may be disqualified from the function. Upon disqualification the employee will return to their former occupational group.](#)

*Note: Minute Language will not be published in the Local Agreement*

6. Employees may make application for openings when openings are posted. Employees will be allowed to submit five (5) applications per application period. In the event an employee applies for

## Production Transfer Agreement Cont.

more than one (1) opening during the same application period and is identified for more than one opening, the application with the earliest time stamp will be considered as their priority.

7. The posting period for applications will be from Thursday to Monday of the following week or three (3) working days if a holiday(s) falls within the specified time period. Once the application period for an opening ends, the employee identified to fill the opening will not be able to waive their transfer.
8. Employees may exercise their seniority to transfer and/or shift preference under the provisions of the Transfer Agreement and/or the provisions of the Shift Preference Agreement no more than four (4) times within a calendar year (January 1 – December 31). Of these four (4) moves, no more than two (2) may be utilized for shift preference. In the event that a reduction in force or ADAPT placement occurs within 120 days of an employee transferring, and the employee is subsequently moved out of the team to which they had transferred, the employee will be credited back the move which they were charged.

### Unassigned employee available within the department

#### 1. Transfers Openings and Backfills

When unassigned employees are available within a department where the opening occurs, the primary opening will be filled utilizing the highest seniority 63(b) transfer applicant within the department. If no 63(b) applicant exists and the opening is a promotional opportunity, the highest seniority 63(a)1 applicant will be utilized. The secondary opening will be filled utilizing the highest seniority unassigned employee within the department. If no applicants exist for the primary opening, the opening will be filled utilizing the highest seniority unassigned employee within the department.

#### 2. Transfer Backfills 63(a)1

63(a)1 backfills will be the highest seniority applicant from within the department.

### No unassigned employee available within the department

#### Transfer Openings and Backfills

1. When there are no unassigned employees available within the department where the opening occurs, the primary opening will be filled utilizing the highest seniority 63(b) transfer applicant within the department. If no 63(b) applicant exists and the opening is a promotional opportunity, the highest seniority 63(a)1 applicant will be utilized. The secondary opening will be filled utilizing the highest seniority applicant plant wide from 63(a)1, 63(a)2, or 63(b) combined.

~~Transfer moves will be effectuated as soon as practicable. Issues regarding untimely moves not resolved within the department will be brought to Labor Relations by the department's Shop Committeeperson for resolution.~~

2. Management will make every effort to effectuate transfer moves within 14 days. Issues regarding untimely moves, ones that exceed 30 days, will be brought to labor relations by a Shop Committee person for resolution. LDT-U-2015-085

~~Other than 63(a) opportunities, secondary openings will be filled at Management's discretion.~~

Minute Language: Secondary Openings, that is openings created by transferring an employee in ac-

## Production Transfer Agreement Cont.

accordance with paragraph 63(B), may be filled:

- a) By employees with return rights; OR
- b) By unassigned employees; OR
- c) By promotion from a lower paying classification, in which case Paragraph 63(A) applies; OR
- d) By transfer between classification paying the same rate, without regard to seniority; OR
- e) By a new hire

*Note: Minute language will not appear in the local contract book.*

### Restricted Employee Transfers

1. In accordance with the “Memorandum of Understanding – Placing Restricted Team Members/ Leaders,” the following must apply when an employee with restrictions contemplates making application to transfer to an opening.

“All Restrictions must be issued by Plant Medical.”

2. Team members must rotate to all operations within the team that do not violate current restrictions. Team member must be physically able to rotate to a minimum of two operations within a team for permanent placement. In teams with online and offline operations, employees must be able to rotate to at least one online and one offline operation or two online operations.”

### Employees Returning from a Leave of Absence

1. An employee returning from a leave of absence of thirty (30) days or more will be placed in their former team, seniority permitting. If the employee does not have the seniority to return to their former team, the employee will be placed in a team within their department, function and occupational group, seniority permitting.
2. Any openings that may result from a leave of absence that exceeds thirty (30) days may be filled in accordance with the provisions of this Transfer Agreement. If an employee returns from a leave of absence during the transfer application period of the posted opening, the returning employee will be placed in their former team and the posted opening will be considered cancelled.
3. Employees returning from leaves of absences must be capable of performing the work assigned to their team (see “Memorandum of Understanding – Placing Restricted Team Members/Leaders”). In the event an employee returning from a leave of absence, returns with restrictions and is unable to perform the work assigned to their former team, the resulting opening may be posted.
4. When an employee returns from a leave of absence and is at work for less than a full calendar week and subsequently returns to a leave of absence, the displaced employee will be returned to that team. In addition, the employee who returned from the leave of absence for less than a full calendar week will be considered, for the purpose of filling the opening, to still be on a leave of absence.
5. Leaves of absence for a known duration in excess of thirty (30) days may be filled immediately, by mutual agreement, in accordance with the provisions of the Transfer Agreement.
6. Management has the right to assign an employee to any operation within the employee’s occupational group when circumstances and conditions warrant such action.

## **Production Transfer Agreement Cont.**

### **Temporary Manpower Assignments**

1. When filling a temporary daily manpower need Management will make every attempt to loan ARM employees before employees assigned to a team. (LDT-U-2015-147)
2. Management may temporarily transfer employees for business needs for a maximum of thirty (30) days without regard to other transfer provisions.
3. In those cases when employees are to be transferred under such circumstances, Management will provide one (1) weeks' notice to the Union when possible.
4. When changes in methods or process are initiated by Management that have significant impact to an employee's ability to hold a team, department or shift, the local parties will meet to determine the appropriate consideration for future movement.

### **Model Changeover**

1. In order to protect the customer by producing a world class car during model changeover the following specifications are required:
  - Minor: No movement for the week prior to the build-out and the week of the build-out and continue for a period of at least thirty (30) days following model start-up.
  - Major: No movement for the week prior to the build-out and the week of the build-out and continue for a period of at least sixty (60), days following model start-up.
2. Deviations from these understandings are subject to mutual agreement at the Plant Quality Council level.

*Note: The production and Skilled Trades Vacation agreements were separated in our new agreement to make it easier to see which paragraphs apply to Production or Skilled Trades.*

## VACATION POLICY

### Production

In order to provide a vacation policy for team members without compromising team leader duties and preserving the maintenance of efficient operations while meeting team member's vacation desires.

#### **Production:**

The vacation allotment will be calculated by Group Leader area. The allotment for each group leader's area will be 8%\*. Additionally, no more than two (2)\*\* team members per team will be approved for vacation at the same time. Vacations will be awarded in seniority order using employee's plant seniority date and the tiebreaker method contained in the National and Local Agreements.

#### **Vacation Agreement:**

1. Vacation application period:
  - a. During the last two full weeks of February, employees apply for vacation, ~~for a 52 week period,~~ for March 15<sup>th</sup> through December 31<sup>st</sup> of the same year, beginning the pay period that includes March 15th. Vacation requests for January 1<sup>st</sup> through March 14<sup>th</sup> will be on a first come first serve basis starting December 1<sup>st</sup>. (LDT-U-2015-127)
2. Employees will be notified of the status of their vacation request no later than two (2) weeks after the respective application period, each year.
3. Full week vacations take precedence over partial week vacations during the application period.
4. Only five (5) Fridays and five (5) Mondays per year when taken as single days or less than full week vacations.
  - a. If an employee has used the allotted five (5) Friday and five (5) Monday single day vacations, and requests an additional Monday or Friday, their request for the additional vacation day will be considered by the group leader and may be granted on the basis that it does not affect the efficiency of operations and is in line with the following stipulations:
    - i. It does not cause an increase in allowable vacation percentages.
    - ii. The vacation application must be received by the Wednesday preceding the requested Friday or Monday, with disposition to be given at the end of the shift on Thursday.
    - iii. Multiple requests will be given to the employee who has not used their allotment of Fridays or Mondays, then in seniority order from high to low.
    - iv. The group leader's area does not have any expected absences, which consists of the following; sick leaves, FMLA, contractual and all other leaves of absences or "known in advance" absences.
5. Subsequent to the application period, vacations will be approved on a first come first serve basis and employees will be notified of the status of their vacation request no later than the end of the shift on the following business day.

## Production Vacation Agreement Cont.

6. Employees with less than one year of seniority will be allowed to apply for vacation time off up to the amount of vacation they will receive as of December 31 of the current year.
7. It is recognized that weekly vacations are scheduled on the basis of Monday through Sunday. Requests for time off on the weekend preceding a vacation week or a Monday one (1) day vacation will be given consideration and may be granted if practical and does not increase the overall number of employees excused for vacation purposes.
8. In addition, employees who are excused for vacation purposes on Friday (full week or one (1) day vacation) are automatically excused for the attached weekend unless they choose to work and make themselves available to be offered Saturday or Sunday work. In any event, such excused weekend days shall not be charged to employees as vacation days, but will be automatically included in GL vacation allotment to uphold the contractual 8% per group. When Saturday production is scheduled, applications for Friday vacations will take precedence over Saturday vacation applications. If an employee wants to take only Saturday the application will not be approved unless there is an actual opening for Saturday and can only be approved the Friday before the Saturday opening.
9. In those instances where employees have only 4.0 hours remaining of their vacation entitlement, those employees will be permitted to use the remaining 4.0 hours on a Friday, provided they apply for and are approved per the process outlined above. Employees using their remaining 4.0 hours may be excused for the other hours of the shift at the discretion of the group leader. In those cases where the employee is on vacation for the last 4.0 hours of their shift on a Friday and work is scheduled for the following Saturday and/or Sunday, the employee will be excused for those days in accordance with the provisions of this policy unless the employee chooses to make themselves available and is offered Saturday or Sunday work.

10. If employees choose to cancel approved vacation they must cancel at least twenty four (24) hours in advance. (LDT-U-2015-060)

\* Normal rounding methods will be utilized to determine allowable vacations (e.g., 2.49 = 2 employees, 2.50 = 3 employees, etc.).

\*\* The parties recognize that there may be specific "specialty teams" where it may not be feasible from a customer quality perspective to allow more than one (1) team member on vacation at any given time. Those teams will be jointly identified and given designation as such by their Area Quality Council.

# EOH RULES OF ADMINISTRATION

## Production

1. Production operations recognize the need to establish equalization rules for various team responsibilities, which cannot be performed during normal production hours. Therefore, for the purpose of affording available hours equitably, each team shall be considered a separate equalization of hours (EOH) group. Team leaders will be part of the team's equalization group. The parties recognize and agree that in those instances where a team leader is required to work for training purposes or to function as a team leader, they will be so offered and charged for the appropriate amount of hours, regardless of their position in the equalization group. Absentee Replacement Members (ARM) within a group leader's area will be an EOH group.
2. The parties recognize the need to have qualified capable people to perform extra work in periods of part-time operation. For production employees, lower EOH standing will be the general basis by which overtime is offered; however, when the work involved has unique circumstance, or involves job continuation, that work may be offered to the most appropriate employee. The team may have input into working an employee out of line, but the ultimate responsibility resides with the group leader. Although both parties recognize the desirability of minimizing disparities within an EOH group, the bypassing of employees is at times a sound business practice. All hours offered or worked outside of the team will be charged. (LDT-U-2015-003)
3. The EOH process is a joint responsibility. EOH is to be maintained by both the Group Leader and the Team Leader. The TL will track and maintain daily overtime offered to team members and report the results to the Group Leader. The Group Leader will track and maintain the accuracy of the weekly EOH charts. The group leader will coordinate the offering of overtime with the team leader. The group leader, with the team leader, will maintain continuous EOH charts. EOH charts will be openly displayed in the team room or team leader stand up desk. It is the responsibility of team members to check the accuracy of their hours. ~~The accuracy of the EOH charts will be the responsibility of the group leader.~~ (LDT-U-2015-073)
  - a. When employees are permitted to refuse overtime or extra work, they will be charged with the hours they could have worked had they not been permitted to refuse this work up to four (4) hours. If they volunteer to work more than four (4) hours they will be charged all hours worked. When an employee has already worked 4 (four) or more hours overtime by coming in early and the opportunity for 4 (four) or more hours of staying over is available, the employee that has worked the under (early shift), will not be asked to work over until everyone else in the team has turned it down. If issues arise where more than 12 hours are available, no one will be charged more than 12 hours if they refuse overtime. If they volunteer to work they will be charged all hours worked. Working breaks and lunches will not count against the "9 hour slip" (Plan A Overtime Refusal form). (LDT-U-2015-144)
  - b. The total amount of overtime or extra work will be charged to employees not at work for the following reasons:
    - i. Layoffs (including disciplinary).
    - ii. All leaves of absences.
    - iii. All contractual absences such as vacations, bereavement, jury duty, Union 109, etc.

## Production EOH Agreement Cont.

- c. When overtime or extra work in periods of part-time operation hours are available and an employee who is eligible to work the hours is absent or fails to work for any reason, the hours available to the employee shall be charged on the employee's record. Employees called at home for emergency work and who are unable to report will not be charged for such hours. Employees who are out of the plant for training, either trainer or trainee and cannot be contacted will not be charged.
4. Employees on a layoff or a leave of absence that extends beyond ninety (90) days will be removed from that group's EOH standing's list. Upon their return, they will be credited with the average hours of the group.
- ~~5. Employees who have not established seniority will be credited with the average hours in any group to which they are originally assigned or transferred.~~
- ~~6.~~ 5. Seniority employees transferred between equalization of hour's groups, new hires and employees transferred from other plants will be credited at the time of transfer with the average hours in the group to which they are transferred /placed after being certified on two jobs within their new team. (LDT-U-2015-126, 132)
- ~~7.~~ 6. Compilation of hours for zone and district committee persons will be suspended during the term of their office. Upon the termination of their status as committee persons, such employees will be credited with the average hours of the group. Alternate committee person will be charged for all overtime hours worked or offered while they are functioning as a district committee person, if they would otherwise have had work available in their EOH group.
- ~~8.~~ 7. Employees required to work on a holiday will be credited with double time hours.
- ~~9.~~ 8. Overtime hours are not equalized between shifts; however, as a matter of operating policy, Management will endeavor to keep the scheduling of hours between shifts as equal as practicable.
- ~~10.~~ 9. Employees with restrictions will be offered overtime in their EOH group and will be charged the hours worked when work was available but they were unable to work due to their restrictions.
- ~~11.~~ 10. All areas will use the same EOH tracking process. EOH will be tracked weekly (Monday – Sunday).
- ~~12.~~ 11. The low houred employee in each group where overtime was offered will be forced if no one volunteers; unless the low houred employee has already worked 4 (four) or more hours overtime for that day. The next low houred employee will not be forced to work over until the pecking order for voluntary overtime has been exhausted. If all hours are equal, low seniority in the EOH group will be forced. Management will make every effort to notify employees being forced in a timely manner and if needed will allow the forced employee time to notify family of shift hours change. (LDT-U-2015-051)

## **Production EOH Agreement Cont.**

12. When overtime is needed from a different shift, management will utilize the process below (except in extreme cases of absenteeism jeopardizing production):

### Covering a Team Member

Team Member/Team Leader within the team from a different shift by EOH.

ARM from a different shift by EOH.

Anyone certified.

### Covering a Team Leader

Team Leader in the same team from a different shift by EOH.

ARM in the group from a different shift by EOH.

Team Member within the team from a different shift (Team Member must know how to do repairs) by EOH.

Team Leader from adjacent teams from a different shift by EOH.

Anyone certified.

13. When Flex and Temporary employees are working in the plant, they will be the last person asked for overtime and the first person forced to work overtime. Temporary and Flex employees will not be a part of any EOH group.

14. At the beginning of each calendar year EOH charts will be recalculated in each team by subtracting the lowest EOH hours in the team from each member's EOH hours of the previous year.

Minute Language: It is Managements intent to follow the EOH Process correctly, Any discrepancies in EOH offerings will be discussed by Shift Leader, Group Leader and Union Representative in a Joint EOH review to resolve issues, before grievances are issued. Issues that cannot be resolved will be handled on a case by case basis. (LDT-U-2015-103)

*Note: Minute Language will not be published in the local agreement.*

## Local Demand Settlements Production

Management recognizes the Union's concerns regarding the regular movement of breaks and lunches. Management commits that they will not unnecessarily move employee's break times. Furthermore, when break and lunch times are changed Management will provide the Union with specific rationale for the changes via a mutually agreed upon method to be determined by each shop and their respective shop committee person. Minutes Language: All shops have stated that their preferred method of communicating this information is via email and have requested that the Union provide them an updated list of committee people to include on the distribution. (LDT-U-2015-007)

In the event employees are sent home early and there is a potential to build SPO parts, clean cells, update GMS paperwork, or other production work is available, Management where possible will take volunteers as needed. (LDT-U-2015-021)

Management will make every effort to notify employees of line time changes in a timely manner. (LDT-U-2015-104)

Management agrees to pilot a phone line dedicated to communicating shift start time changes. (LDT-U-2015-050)

Management recognizes the Union's interest in clarifying any tag relief process on site and will meet locally to discuss the Unions concerns on this issue. (LDT-U-2015-139)

Management recognizes the Union's concern regarding providing training to materials employees prior to their transfers. Management agrees that efforts will be made to provide training when available prior to transfers taking place. Additionally, Management will schedule employees for their fork truck license physicals within 10 working days of them being awarded their materials job. (LDT-U-2015-047)

Employees will be provided with the proper PPE that is required to complete their jobs. Any issues on this topic should be raised through the affected areas leadership. (LDT-U-2015-064)

Management has and intends to continue to provide manpower to the floor in the proper proportions to meet the demands of the business throughout the cycles of the calendar year. (LDT-U-2015-070)

Management agrees to give as much notice as possible when moving lunch and break times. (LDT-U-2015-080)

In the case a Team Leader should have to move their lunch in order to support production, every effort will be made to allow the Team Leader to take their lunch without disruption. If the Team Leader is not afforded a lunch during their shift, they will be paid for working through their lunch period. (LDT-U-2015-083)

The Local Parties have agreed to the following: Temporary containment jobs which have been discussed during the current negotiations will be considered permanent jobs if they still exist after January 1, 2016. Accordingly, those jobs which remain shall be populated by 63(b) transfers with postings to occur no later than January 28, 2016. Employees desiring to transfer to openings within the plant may make application consistent with the provisions of Paragraph 63(b) of the current National Agreement and the current Local Production Transfer Agreement. (LDT-U-2015-121)

## Local Demand Settlements Production

The Joint Parties recognize the importance of maintaining competitiveness in the operations and embrace opportunities to improve and become world class. As such, the parties agree to explore areas in the production environment which would benefit from a combination of duties between traditional production operators and support departments (materials, quality etc.) The job responsibilities will be divided/combined through joint discussion and mutual agreement between the affected areas leadership and proper Union leadership with support from Labor Relations. (LDT-M-2015-006)

The parties agree to complete dolly repair work on site. No dedicated floor space will be provided and any work completed inside the building will be approved by the Union, Labor Relations and Safety. There should be no welding inside the building. (LDT-M-2015-007)

It is in the interest of both parties to assure that all equipment is running properly following maintenance activities. Management intends to continue to make decisions in the best interest of the business to ensure proper equipment functionality using trained operators and inspectors. Any issues that are experienced with this concern should be raised to the Plant Leadership. (LDT-U-2015-129)

Management is willing to extend the time to 20 working days. (LDT-U-2015-059)

Team members newly assigned to work which requires driving mobile equipment will be given a “grace period” for their first ~~twenty-one (21)~~ 20 working days of operating such equipment prior to becoming subject to the three (3) strike policy. The intent of this reprieve would be for the purpose of allowing team members newly assigned to this type of work to become fully acclimated to the requirements of the work involved. However, the local parties agree that we will fully comply with OSHA 29cfr1910.178, when an incident occurs where the appropriate remedy would be retraining. The parties further understand that incidences involving violations of shop rules or other acts of misconduct will be handled consistent with Managements corrective action policy and may subject an employee to disciplinary measures. (2007 - UMAT- 6)

The parties understand the importance of a consistent policy in regards to overtime. Management will endeavor to be consistent across all areas at LDT. (LDT-U-2015-024)



# 2015 Local 602 Lansing Delta Township Contract Report Skilled Trades

**Skilled Trades  
Agreements with  
page numbers.**

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Agreement Pg 54**

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fer Agreement Pg 60**

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tion Agreement Pg 62**

**Skilled Trades EOH  
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mentation Pg 67**

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Pg 69**

To our Skilled Trades Brothers and Sisters:

We would like to thank you for your support during these negotiations. Our challenge over the last four years has been to maintain our Skilled work-force numbers and plan for the future. We have successfully replaced all of our retiring Trades and been able to have most replacements in place before the person was gone and we have obtained a commitment from local management to petition for new apprentices.

In these negotiations we have addressed issues ranging from better equipment for our Tradespeople to ongoing subcontracting concerns.

We restructured the Local agreement and separated the Skilled Trades language from the Production language to make the contract book a better reference for all of us.

With the support of the entire shop committee we rejected management's attempt to transfer toolmaker work to production.

We extended the number of days we have to decide to "level-in" and established new language to allow for additional shift preferences and transfers on a "case by case basis". There are new requirements that ensure no freezes on movement will be imposed without prior discussion with Union.

We gained the ability to increase the number of our vacations during periods of peak demand.

We gained full GM-Online access ID's for all our Skilled Trades. This will give us the ability to research parts, have email access from work, look at the latest technologies, etc., while ensuring maintenance areas will continue to have computers in or near their areas to access.

Your Skilled Trades Shop Committee

Paul Brown, Kevin Baker, George Hadjian and Jeff Malek

## LOCAL SKILLED TRADES SENIORITY AGREEMENT

1. This Agreement is entered into this ~~31st day of July 2012~~, TBD Day of Month 2015 between General Motors Company, Lansing Delta Township Assembly Management and the Shop Committee of Local 602, International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, as representing the maintenance employees as defined in the National Agreement.

### PURPOSE

2. The purpose of this Agreement is to establish a procedure governing the seniority status and regulating the order of recall and layoff of employees of the General Motors Company, Lansing Delta Township Assembly, in conformance with the terms of the seniority section of the National Agreement between General Motors Company and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, U.A.W. Nothing in this Local Agreement is to be construed as changing or modifying in any manner the provisions of the seniority section of the National Agreement.

### ESTABLISHING SENIORITY

3. Employees shall acquire seniority as provided under the applicable provisions of the National Agreement between General Motors Company and the U.A.W.
4. Seniority shall be by non-interchangeable occupational groups within the specifically defined departments listed below. The attached seniority groupings are a part of this Agreement.

#### Body Maintenance

Millwright	Pipefitter	Electrician	Toolmaker
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#### Paint Maintenance

Millwright	Pipefitter	Electrician	Toolmaker
------------	------------	-------------	-----------

#### General Assembly Maintenance

Millwright	Pipefitter	Electrician	Toolmaker
------------	------------	-------------	-----------

#### Central Engineering Maintenance

Millwright	Pipefitter	Electrician	Toolmaker
------------	------------	-------------	-----------

*Note: the following changes are for clarification only and do not change anyone's current position on the seniority lists.*

5. When two or more skilled trades employees have the same date of entry (Plant Skilled Trades Seniority) in a skilled trades classification, (as provided in Appendix A of the National Agreement), their seniority shall be determined by the longest date in that skilled trades classification (original date of entry in that trade), except: ~~if~~ if the same, they will be reduced as identified in (a) through (d ~~e~~) below. (LDT-U-2015-029)

## SKILLED TRADES SENIORITY AGREEMENT cont.

[Longest unbroken seniority at GM \(as provided in Appendix A of the National Agreement\). \(LDT-U-2015-029\)](#)

In alphabetical order, from “A” to “Z” (“Z” is the highest seniority; “A” is the lowest seniority). [This is applied by](#) starting with the first letter of the last name and continuing through the last name letter by letter. If the last name is the same, repeat this procedure with the first name and the middle initial. [\(LDT-U-2015-029\)](#)

Then, using the employee’s social security number. Starting with the last digit of the social security number, the employee with the highest number will be the seniority employee; “0” being the highest number and “1” being the lowest number. If the last digit is the same, continue the above procedure from right to left until a breaker is reached.

The following will govern the alteration of an employee’s seniority status through name changes:

- i. For seniority purposes, only name changes altered through a verifiable change in marital status or legal court order will be considered.
- ii. Name changes will have no immediate impact on the work force (those employees who are working will not be laid off; those employees who are laid off will not be recalled, etc.).
- iii. The employee's new name will realign the employee's seniority standing immediately. The next employee work force movement (recall, layoff) will then be determined using the employee's new name.

6. Changes in, or modification of, the occupational groups or departments will be negotiated as rapidly as practicable upon the same general principles followed in the establishment of the occupational groups which are a part of this Agreement.

7. Seniority lists will be brought up to date [when changes occur, \(e.g. transfer to plant, new hire, retirement, etc.\). \(LDT-U-2015-029\)](#)

Body Maintenance			
Millwright	Pipefitter	Electrician	Toolmaker
Paint Maintenance			
Millwright	Pipefitter	Electrician	Toolmaker
General Assembly Maintenance			
Millwright	Pipefitter	Electrician	Toolmaker
Central Engineering Maintenance			
Millwright	Pipefitter	Electrician	Toolmaker

## SKILLED TRADES SENIORITY AGREEMENT cont.

### TEMPORARY LAYOFF

#### Skilled Trades

When work is not available to employees on their regular jobs because of partial operations of the plant or temporary reductions in production attributable to material shortages, plant inventories, breakdowns of machinery or equipment, model changeover, or for any other reason known at the time of layoff to be temporary, employees will be laid off as their respective jobs cease operation.

### LAYOFF DUE TO REDUCTION IN FORCE

#### Skilled Trades

1. Employees in skilled trades classifications will be reduced from their respective non-interchangeable occupational groups in accordance with the following provisions:
  - a. In a permanent reduction in force in a skilled trades non-interchangeable occupational group, employees-in-training (EIT) and journeypersons-in-training (JIT) (if any) will be reduced in the reverse order of their EIT/JIT date of entry prior to any journeyperson and employee-in-training-seniority (EITS) being reduced from such group.
    - i. Such layoff will occur in accordance with Paragraph 161 of the National Agreement.
  - b. Thereafter, if it is necessary to further reduce the work force in a permanent reduction in force in the skilled trades non-interchangeable occupational group, Journeypersons and employees-in-training-seniority (EITS) will be reduced from their non-interchangeable occupational group by their skilled trades seniority date.
    - i. Such layoff for EITS/JIT employees will occur in accordance with Paragraph 162 of the National Agreement.
  - c. Employees affected by a reduction in force, other than covered in Paragraph 59 of the National Agreement or by temporary layoff, will be cleared through their non-interchangeable occupational groups. If there are then employees in the plant with less seniority still working on jobs, such reduced employees shall be offered work on these jobs.
    - i. Employees will be given such leveling-off consideration, upon written application, which must be filed within ~~three (3)~~ five (5) working days ~~following the date of the employees'~~ once the employee is notified of the pending reduction from the active skilled trades workforce. ([LDT-U-2015-029](#))

*Note: We gained additional time to consider our options in case of a Skilled Trades layoff.*

- ii. Employees who apply for consideration under the leveling-off clause to level their seniority into their trade will be given such consideration as soon as possible and this period shall not exceed fifteen (15) working days following the start of the reduction in force.

Employees who apply for consideration under the leveling-off clause to level their seniority into production will not be leveled into production for thirty (30) calendar days following the reduction unless their services are immediately needed to fill a production opening which could otherwise result in a requisition being written to the NEPC for production employees.

## **Skilled Trades Seniority Agreement cont.**

In the event no openings exist, reduced skilled trades employees who have applied to level into production will, seniority permitting, displace the least senior production employee on a job which they are qualified and capable of performing at the expiration of the thirty (30) day period.

- iii. It is mutually agreed that if unforeseen circumstances or events make it impossible to complete the leveling-off procedure into the employee's trade within the fifteen (15) day working period referred to above, this period may be extended by mutual agreement.
- iv. If a subsequent reduction or increase in force occurs before the completion of the leveling-off process, the leveling-off process will be temporarily suspended for three (3) working days. The Chairperson of the Shop Committee will be advised when it is necessary to suspend the leveling-off provisions.
- v. When an employee is returned to work under the terms of the leveling-off clause, their seniority will be established in the new occupational group immediately.
- d. Journeypersons and employees-in-training-seniority (EITS) who are reduced from skilled trades classifications may waive their rights under Paragraph 70 of the National Agreement in preference to being recalled to a production job.
- e. The provisions of the National Agreement will dictate how employees-in-training, journeypersons in training and apprentices are to be reduced between the two groups in a reduction in force.

### **RECALL AFTER REDUCTION IN FORCE**

#### **Skilled Trades**

- 1. Journeypersons and employees-in-training-seniority (EITS) will be recalled in reverse order of reduction to their respective skilled trades occupational group.
  - a. No employees-in-training (EIT) or Journeyperson-in-training (JIT) will be recalled until all eligible journeypersons and employees-in-training-seniority have been recalled. Thereafter, the employees-in-training or journeypersons-in-training will be recalled to their respective skilled trades occupational group in reverse order of layoff.

## SHIFT PREFERENCE AGREEMENT

### Skilled Trades

The provisions of this Local Agreement to provide for shift preference are entered into with specific reference to Paragraph 75 of the current National Agreement, which reads in part:

" . . . Any such agreements must have sufficient flexibility to give full protection to the efficiency of operations under all circumstances and conditions."

1. Employees will be considered on the shift of their choice unless they request to move to another shift.
2. Notification of an employee's intent to exercise a shift preference must be given in writing no later than the end of the shift on the first or third Monday of the month. The shift preference move will be made two (2) weeks after the application date. The parties recognize there will be times when shift preference movement could cause disruption to the plant or be impractical. When those circumstances occur, the Joint Leadership at the Department level will meet and agree upon whether or not such movement would be practical during any shift preference period. In the event that the Departmental Joint Leadership is unable to reach agreement on whether or not to allow shift preferences or what the appropriate number of moves to allow will be, the matter will be resolved by the Labor Relations Supervisor and the Chairman of the Shop Committee.
3. Skilled trades employees may displace the lowest seniority employee within their classification and department. The employee displaced from the shift will be placed on the shift where the shift preference originated and will not be considered as having exercised a shift preference.
4. The parties assert that during the initial evaluation period, new non-seniority employees will be assigned to the appropriate shift decided by the Company for training purposes, for up to the first ninety (90) days of employment.
5. Under certain unusual circumstances, shift trades may be afforded consenting employees as listed below, for a period not to exceed ninety (90) calendar days, upon the approval of the district committee person and the department manager.
  - a. Shift trades will be allowed by trade, within their respective department. Such trade requests must include the reason and requested duration. Every consideration will be given to the merits of such requests and employees will be temporarily transferred whenever practicable. No employee will be allowed to trade shifts for more than ninety (90) total calendar days in a calendar year. If unforeseen circumstances cause an approved trade to be prematurely terminated, the affected employee may apply for a second trade request within the calendar year to utilize the unused portion of the original ninety (90) day maximum.
6. Employees may exercise their seniority to transfer and/or shift preference under the provisions of the Transfer Agreements and/or the provisions of the Shift Preference Agreement no more than four (4) times within a calendar year (January 1 – December 31). Of these four (4) moves, no more than two (2) may be utilized for shift preference. In the event that a reduction in force or ADAPT placement occurs within 120 days of an employee exercising a shift preference move, and the employee is subsequently moved back to the shift from which they had come on their shift preference, the employee will be credited back the shift preference move which they were charged.

## Skilled Trades Shift Preference cont.

9. ~~7. Any deviations from this understanding are subject to mutual agreement between the Shop Committee and Labor Relations.~~ The Parties recognize that special circumstances may occur, that may warrant temporary changes, to provisions of this agreement. When these circumstances occur, the Skilled Trades Shop Committee, Labor Relations and the Maintenance Managers will meet on a case by case basis, and by mutual agreement, may temporarily modify one or more provisions of this agreement. (LDT-U-2015-077)

### LDT Local Negotiations Comments:

When skilled trades movement out of a department is limited and a skilled trades employee is unable to move to another shift, they may request the Shop Committee to review any special circumstance for seeking such a move with Labor Relations at the Second Step Process. The parties will review the special circumstance and make an evaluation to determine the best resolution with regard to the needs of the employee(s) involved and with appropriate consideration given to the efficiency of the plant.

8. It is specifically understood that during periods of special training, model change, retooling, re-conversion, or when under other abnormal conditions it is deemed necessary by Management, employees covered by this Agreement will work on any shift to which it may be necessary to assign them as long as their services are required. Such circumstances will be reviewed with the Shop Committee.
- 7- 9. In order to protect the customer by producing a world class car during model changeover and acceleration periods the following specifications are required:

### Model Changeover

Minor: No movement for the week prior to the build-out and the week of the build-out and continue for a period of at least thirty (30) days following model start-up.

Major: No movement for the week prior to the build-out and the week of the build-out and continue for a period of at least sixty (60) days following model start-up.

When management is going to apply temporary changes to the model changeover agreement, they will meet with the Union as far in advance as possible, to discuss, the beginning, end dates and reason for the freeze. The parties recognize that special circumstances may occur, that may warrant temporary changes, to provisions of this agreement. When these circumstances occur, the Skilled Trades Shop Committee, Labor Relations and the Maintenance Managers will meet on a case by case basis to review any necessary changes. (LDT-U-2015-079)

## TRANSFER AGREEMENT

### Skilled Trades

1. Employees desiring to transfer within the plant by department may make application consistent with the provisions of Paragraph 63 of the current National Agreement.
2. Employees may make application for openings when openings are posted. Employees will be allowed to submit two (2) applications per application period. In the event an employee applies for more than one (1) opening during the same application period and is identified for more than one opening, the application with the earliest time stamp will be considered as their priority.
3. The posting period for applications will be from Thursday to Monday of the following week or three (3) working days if a holiday(s) falls within the specified time period. Once the application period for an opening ends, the employee identified to fill the opening will not be able to waive their transfer.

### Transfers

1. Employees may exercise their seniority to transfer and/or shift preference under the provisions of the Transfer Agreement and/or the provisions of the Shift Preference Agreement no more than four (4) times within a calendar year (January 1 – December 31). Of these four (4) moves, no more than two (2) may be utilized for shift preference. In the event that a reduction in force or ADAPT placement occurs within 120 days of an employee transferring, and the employee is subsequently moved out of the department to which they had transferred, the employee will be credited back the move which they were charged.
2. Leaves of absence for a known duration in excess of ~~ninety (90)~~ sixty (60) days may be filled immediately, by mutual agreement, in accordance with the provisions of the Transfer Agreement. (LDT-U-2015-082)

### Transfer Backfill

1. Secondary openings will be discussed and reviewed by the skilled trades joint leadership. The parties recognize there will be times when transfer movement could cause disruption to the plant. When those circumstances occur, the Joint Leadership will review whether or not such movement would be practical.

### Restricted Employee Transfers

1. In accordance with the “Memorandum of Understanding – Placing Restricted Team Members/Leaders,” the following must apply when an employee with restrictions contemplates making application to transfer to an opening.

“All Restrictions must be issued by Plant Medical.”

2. A team member must be able to perform all of the functions of their classification in the department they wish to transfer to.

### Employees Returning from a Leave of Absence

1. An employee returning from a leave of absence will test their seniority in their former department.
2. Any openings that may result from a leave of absence that exceeds ~~ninety (90)~~ sixty (60) days may be filled in accordance with the provisions of this Transfer Agreement. If an employee returns from a leave of absence during the transfer application period of the posted opening, the returning employee will be placed in their former team and the posted opening will be considered cancelled. (LDT-U-2015-082)

## Skilled Trades Transfer Agreement cont.

3. Employees returning from leaves of absences must be capable of performing the work assigned to their team (see “Memorandum of Understanding – Placing Restricted Team Members/Leaders”). In the event an employee returning from a leave of absence, returns with restrictions and is unable to perform the work assigned to their former team, the resulting opening may be posted.
4. When an employee returns from a leave of absence and is at work for less than five (5) consecutive working days, and subsequently returns to a leave of absence, the displaced employee will be returned to that team. In addition, the employee who returned from the leave of absence for less than five (5) working days will be considered, for the purpose of filling the opening, to still be on a leave of absence.
5. Management has the right to assign an employee to any operation within the employee’s occupational group when circumstances and conditions warrant such action.

### General

1. ~~Any deviations from this understanding are subject to mutual agreement between the Shop Committee and Labor Relations.~~ The Parties recognize that special circumstances may occur, that may warrant temporary changes, to provisions of this agreement. When these circumstances occur, the Skilled Trades Shop Committee, Labor Relations and the Maintenance Managers will meet on a case by case basis, and by mutual agreement may temporarily modify one or more provisions of this agreement. (LDT-U-2015-077)
2. Management may temporarily transfer employees for business needs for a maximum of thirty (30) days without regard to other transfer provisions. In those cases when employees are to be transferred under such circumstances, Management will provide one (1) weeks’ notice to the Union when possible.

### **Model Changeover**

1. In order to protect the customer by producing a world class car during model changeover the following specifications are required:  
  
Minor: No movement for the week prior to the build-out and the week of the build-out and continue for a period of at least thirty (30) days following model start-up.  
  
Major: No movement for the week prior to the build-out and the week of the build-out and continue for a period of at least sixty (60) days following model start-up.
2. When management is going to apply temporary changes to the model changeover agreement, they will meet with the Union as far in advance as possible, to discuss, the beginning, end dates and reason for the freeze. The parties recognize that special circumstances may occur, that may warrant temporary changes, to provisions of this agreement. When these circumstances occur, the Skilled Trades Shop Committee, Labor Relations and the Maintenance Managers will meet on a case by case basis to review any necessary changes. (LDT-U-2015-079)

# VACATION POLICY

## Skilled Trades

### **Skilled Trades:**

1. The vacation allotment will be 8%\* calculated by trade, by department, by shift.
2. Vacations will be awarded in seniority order using employee's plant skilled trade seniority date and the tiebreaker method contained in the National and Local Agreements.
3. During peak periods of vacation, additional vacation requests may be considered by the group leader and may be granted on the basis that it does not affect the efficiency of operations and does not cause an increase in allowable vacation percentages. (LDT-U-2015-002)

### **Vacation Agreement:**

1. Vacation application period:
  - a. During the last two full weeks of February, employees apply for vacation, ~~for a 52-week period,~~ for March 15<sup>th</sup> through December 31<sup>st</sup> of the same year, beginning the pay period that includes March 15th. Vacation requests for January 1<sup>st</sup> through March 14<sup>th</sup> will be on a first come first serve basis starting December 1<sup>st</sup>. (LDT-U-2015-127)
2. Employees will be notified of the status of their vacation request no later than two (2) weeks after the respective application period, each year.
3. Full week vacations take precedence over partial week vacations during the application period.
4. Only five (5) Fridays and five (5) Mondays per year when taken as single days or less than full week vacations.
  - a. If an employee has used the allotted five (5) Friday and five (5) Monday single day vacations, and requests an additional Monday or Friday, their request for the additional vacation day will be considered by the group leader and may be granted on the basis that it does not affect the efficiency of operations and is in line with the following stipulations:
    - i. It does not cause an increase in allowable vacation percentages.
    - ii. The vacation application must be received by the Wednesday preceding the requested Friday or Monday, with disposition to be given at the end of the shift on Thursday.
    - iii. Multiple requests will be given to the employee who has not used their allotment of Fridays or Mondays, then in seniority order from high to low.
    - iv. The group leader's area does not have any expected absences, which consists of the following; sick leaves, FMLA, contractual and all other leaves of absences or "known in advance" absences.
5. Subsequent to the application period, vacations will be approved on a first come first serve basis and employees will be notified of the status of their vacation request no later than the end of the shift on the following business day.
6. Employees with less than one year of seniority will be allowed to apply for vacation time off up to the amount of vacation they will receive as of December 31 of the current year.

## Skilled Trades Vacation cont.

7. It is recognized that weekly vacations are scheduled on the basis of Monday through Sunday. Requests for time off on the weekend preceding a vacation week or a Monday one (1) day vacation will be given consideration and may be granted if practical and does not increase the overall number of employees excused for vacation purposes.
8. In addition, employees who are excused for vacation purposes on Friday (full week or one (1) day vacation) are automatically excused for the attached weekend unless they choose to work and make themselves available to be offered Saturday or Sunday work. In any event, such excused weekend days shall not be charged to employees as vacation days, but will be automatically included in GL vacation allotment to uphold the contractual 8% per group. When Saturday production is scheduled, applications for Friday vacations will take precedence over Saturday vacation applications. If an employee wants to take only Saturday the application will not be approved unless there is an actual opening for Saturday and can only be approved the Friday before the Saturday opening. (LDT-M-2015-001)
9. In those instances where employees have only 4.0 hours remaining of their vacation entitlement, those employees will be permitted to use the remaining 4.0 hours on a Friday, provided they apply for and are approved per the process outlined above. Employees using their remaining 4.0 hours may be excused for the other hours of the shift at the discretion of the group leader. In those cases where the employee is on vacation for the last 4.0 hours of their shift on a Friday and work is scheduled for the following Saturday and/or Sunday, the employee will be excused for those days in accordance with the provisions of this policy unless the employee chooses to make themselves available and is offered Saturday or Sunday work.

\* Normal rounding methods will be utilized to determine allowable vacations (e.g., 2.49 = 2 employees, 2.50 = 3 employees, etc.).

\*\* The parties recognize that there may be specific "specialty teams" where it may not be feasible from a customer quality perspective to allow more than one (1) team member on vacation at any given time. Those teams will be jointly identified and given designation as such by their Area Quality Council.

## RULES OF ADMINISTRATION

### PARAGRAPH 71 (EOH)

#### Skilled Trades

1. Skilled trades operations recognize the need to establish equalization rules for various responsibilities, which cannot be performed during normal production hours. Therefore, for the purpose of affording available hours equitably, equalization of hours (EOH) groups will be established.
2. Skilled trades employees' equalization of hour's groups will be by classification and department (Area Manager area).
3. Management and the Union recognize the need to have qualified, capable people to perform work during periods of overtime. For skilled trades employees, lower equalization of hours standing will continue to be the general basis by which overtime work is offered; however, individual pieces of overtime offered within an EOH group may include taking into consideration matching employee knowledge, familiarity, and prior involvement to the assigned task without regard to EOH standing. Accordingly, the bypassing of employees to obtain the necessary skills is at times a sound business practice providing that overtime opportunities are equalized and afforded over a reasonable span of time. Out of line of hours assignments will be made with recognition of the desirability of minimizing disparity within an EOH group. ~~Whenever possible,~~ Union representatives will be notified in advance when skilled trades employees are offered work out of line with their hours. This notification will include Management's explanation regarding the necessity of such assignments. ([LDT-U-2015-086](#))
4.
  - a. Management will support training and retraining of employees to reduce the need to use specific employees to maintain production process equipment.
5.
  4. EOH charts will be openly displayed in the [department, updated the Monday following the pay period, available electronically](#) and posted as soon as the data is available. The accuracy of the EOH charts will be the responsibility of management. ([LDT-U-2015-113](#))
    - a. If issues arise where more than 12 hours are available, no one will be charged more than 12 hours if they refuse overtime. If they volunteer to work they will be charged all hours worked.
    - b. The total amount of overtime or extra work will be charged to employees not at work for the following reasons:
      - i. Layoffs (including disciplinary)
      - ii. All leaves of absences
      - iii. All contractual absences, such as vacations, bereavement, jury duty, etc.
    - c. When overtime or extra work in periods of part-time operation hours are available and an employee who is eligible to work the hours is absent or fails to work for any reason, the hours available to the employee shall be charged on the employee's record. Employees called at home for emergency work and who are unable to report will not be charged for such hours. Employees who are out of the plant for training, ~~either trainer or trainee, and cannot be contacted~~ will not be charged. ([LDT-U-2015-087](#))

## Skilled Trades EOH Agreement cont.

d. Overtime work for skilled trades employees will be performed on the shift determined to be the most appropriate based on business needs; Management will endeavor to keep the scheduling of hours between shifts as equal as practicable by the scheduling of work however, if at any time the ~~Shop Committee~~ Skilled Trades Union representative ~~of skilled trades employees~~ believes an inequity of hours exists ~~the Shop Committee~~ they may bring the situation to the attention of Area Management ~~who will then work with the Union~~ to develop a plan to reduce the inequity. and provide a mutually agreed upon method to keep the shift hours in balance. (LDT-U-2015-036)

i. The parties will jointly review equalization of hours, no less than quarterly or as needed with the maintenance managers to address hours. (LDT-U-2015-114)

~~e.~~ ~~14.~~ Employees with restrictions will be charged when work was available but they were unable to work due to their restrictions.

~~e.~~ f. All departments will adopt jointly agreed upon best practices, for sign-up, posting and the tracking of hours.

~~6.~~ 5. Employees on a layoff or a leave of absence that extends beyond one year will be removed from that group's EOH standings list. Upon their return, they will be credited with the average hours of the group.

~~7.~~ 6. Employees who have not established seniority within the bargaining unit will be credited with the average hours in any group to which they are originally assigned or transferred. If, within a reasonable time of plant operation, this practice proves ineffective or creates a larger disparity of hours, the parties will review this practice and may mutually agree to modify the position at which new employees enter the EOH group.

~~8.~~ 7. Seniority employees transferred between equalization of hour's groups will be credited at the time of transfer with the average hours in the group to which they are transferred.

~~15.~~ 8. Management will continue to offer overtime to all journeymen on their respective shift, across the site, prior to offering overtime to JIT's, in their respective trades.

~~9.~~ a. Graduating skilled trades Apprentices/JIT's will be credited average hours of the equalization of hours group they are assigned to upon graduation.

~~10.~~ 9. Compilation of hours for zone and district committeepersons will be suspended during the term of their office. Upon the termination of their status as committeepersons, such employees will be credited with the average hours of the group. Alternate committeepersons will be charged for all overtime hours worked or offered while they are functioning as a district committeeperson, if they would otherwise have had work available in their EOH group.

~~11.~~ 10. Employees required to work on a holiday will be credited with double time hours.

~~12.~~ 11. Changes in existing equalization of hour's groups will be made by mutual agreement between Management and the Union.

~~13.~~ ~~As a matter of operating policy, Management will endeavor to keep the scheduling of hours between shifts as equal as practicable by the scheduling of work.~~ See 3d.

## Skilled Trades EOH Agreement cont.

- ~~14. Employees with restrictions will be charged when work was available but they were unable to work due to their restrictions. [See 4e](#)~~
- ~~15. Management will continue to offer overtime to all journeymen on their respective shift, across the site, prior to offering overtime to JIT's, in their respective trades. [See 8](#)~~

## **L.O.U. Skilled Trades Augmentation**

The demand is settled on the basis of the letter of understanding for skilled trade augmentation: (LDT-U-2015-040)

### Letter of Understanding Skilled Trade Augmentation

During the course of many discussions it was recognized, that an opportunity exists to augment the Skilled Trades workforce at Lansing Delta Township (LDT) with, Skilled Trades from Lansing Grand River (LGR). The purpose of this augmentation is to provide qualified LGR core Skilled Trades overtime opportunities that may be used for all work on weekends and holidays, while reducing the need for subcontracting of work at (LDT). Given these objectives, and upon mutual agreement between the joint parties, augmentation of LDT core Skilled Trades will be as follows:

1<sup>st</sup> After all opportunities are afforded LDT Journeypersons in the trade being augmented.

2<sup>nd</sup> After all opportunities are afforded EIT(s), EIT, JIT and indentured Apprentices in the trade being augmented. Special circumstances will be reviewed by the local joint parties.

3<sup>rd</sup> After the Skilled Trades supplementation opportunities have been reviewed.

4<sup>th</sup> Local core Trades Journeypersons in the trade being augmented, in the department and on the days of augmentation, will be afforded the opportunity to work 12 hours within their respective Skilled Trade

5<sup>th</sup> Only Skilled Trades may augment their matching Local 602 Skilled Trades. (LDT-U-2015-040)

*Note: In these negotiations the Union raised the issue of work that had been removed from our scope of “historical work” under 183 of the N.A. In every case the Union has won our “business cases” for retaining the work (e.g. data cable installation). Management recognized the Unions strong position on these types of work and supports the continuation of the practices established in the memo below.*

[This demand is settled on the basis of Memorandum of Understanding on Plant History dated 2-22-12 \(LDT-U-2015-122\)](#)

### **Memorandum of Understanding**

The National and Local Parties affirmed that the Platinum Agreement was ratified by UAW Local 602 in 2000, and has been incorporated into the provisions of our current Local Agreement. As such, bargaining unit resources will be dedicated to the direct support of production operations. Consistent with this approach, non-core support activities (skilled and other than skilled) will be subcontracted as required. The parties recognize the services listed below as the types of services which will be subcontracted to meet Plant program requirements:

“Booth cleaning, paint mixing, sequencing, janitorial services and housekeeping, grounds maintenance, cardboard disposal, equipment cleaning, hazardous material handling, rail loading, maintenance of fire equipment, powerhouse, carpentry, maintenance of computers, painting & glazing, HVAC, robot programming, small tool and truck repair, building construction and maintenance, plant rearrangement, training support, primary utility service, general stores, waste water treatment, equipment installation, integration and de-bug, on-site warranty repair of supplier equipment, on-site supplier containment/repair of parts and physical rehabilitation services”

The Parties have discussed and agree that under some circumstances it makes better business sense to perform certain elements of this work using bargaining unit resources. In some cases the work may be performed on an incidental or first responder basis. Accordingly, the Parties agree that services which have been normally and historically performed by the bargaining unit at LDT will be recognized as such and consistent with Paragraph 183(d) of the National Agreement, the local union will be provided an advance discussion, that includes the nature, scope, approximate dates, and the reasons why management is contemplating subcontracting of such work.

The local parties also agree, in the event the local union leadership believes that it can be competitive in the performance and delivery of any of the services referenced above, the local union may develop a business case for managements consideration to retain the work. The unions business case will be predicated on the basis of the same bid package requirements as would be provided a third party contractor. (LDT-U-2015-014)

## Skilled Trades Local Demand Settlements

Resolved on the basis that Management will purchase two (2) Rhodes Industrial Bikes: V1 Work Bike for try out in Body and General Assembly. (LDT-U-2015-005)



### Standard Equipment:

- Butterfly steering wheel
- Black nylon mag wheels
- White Wall Tires
- Adjustable, padded saddle seat
- Heavy-duty sealed bearings
- Independent front suspension
- Driver-side rear disc brake
- Parking brake

Statement for the minutes: The one remaining journeyman toolmaker with recall rights will be called back within 6 months of the ratification of the local agreement. In the event manpower requirements have changed since the signing of this agreement, the local joint parties will investigate other options such as petitioning the national parties for a retraining program. (LDT-U-2015-017)

*Minute Language will not be published in the local agreement*

This demand is resolved on the basis that the local joint apprentice committee will continue to maintain an active apprentice list and provide attrition forecast to the National Parties as stated in the UAW/GM National Agreement on roles and responsibilities of the Local Apprentice Committee.

Statement for the minutes: Upon completion of the current Apprentice testing cycle, the joint apprentice committee will petition the National Parties for approval to add apprentices. (LDT-U-2015-039)

Resolved on the basis that the joint skilled trades leadership will review and update skilled working production list quarterly or more frequently if needed. List will include any reduced tradesman that may be working on a temporary assignment. (LDT-U-2015-111)

This demand is resolved on the basis that the pilot for electronic signup currently being developed in Paint if successful will be implemented plant wide. (LDT-U-2015-119)

This demand is resolved on the basis that Management will provide GM online ID's for all skilled trades personnel to also include internet access. (LDT-U-2015-042)

## **Skilled Trades Local Demand Settlements cont.**

The demand is resolved on the basis that Satellite maintenance areas will continue to have GM online workstations with internet capabilities in Body, Paint and General Assembly. (LDT-U-2015-041)

The demand is resolved on the basis that the parties will continue to recognize the need for Maximo Lead Users to support Mobile Device Technologies on the plant floor. (LDT-U-2015-120)

This demand is resolved on the basis that the joint parties will continue to develop a training needs analysis annually for all skilled trades positions including vendor seminars. (LDT-U-2015-043)

The demand is resolved on the basis of the 2011 unpublished memorandum regarding skilled trades license. At such time, if there are any changes to federal, state or local ordinances requiring licensing or certification, the local parties will reimburse.

Statement for the minutes: As grant funding becomes available the joint parties will investigate the feasibility of utilizing such funds for master electrician courses. (LDT-U-2015-112)

*Minute Language will not be published in the local agreement*

The demand is resolved on the basis that the joint parties will publish the problem escalation process as agreed to by the GMS-Continuous Improvement Basketweave. The joint GMS Continuous Improvement Basketweave will continue to be the governing body for any changes or modifications to the process. (LDT-U-2015-105)

By mutual agreement between the Skilled Trades Shop Committee and Management, the Production Supplementation Team can supplement Skilled Trades. (LDT-U-2015-142)

# Notes

# 602 SHOP COMMITTEE



From left to right: Jeff Malek, Todd Trout, Heather Woods, Kevin Baker, George Hadjian, Darryl Hill  
(Paul Brown not shown)