

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

URS

Federal Services, Inc.

**Joint Readiness Training Center (JRTC)
Fort Polk, Louisiana**

And

**International Brotherhood of Teamsters
Local 19**



October 16, 2015 through October 15, 2018

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No monetary impact will occur to the current CBA prior to May 18, 2015.

ARTICLE 2 – UNION RECOGNITION

The Company recognizes the Union as the exclusive bargaining agent for all its Employees as described by the NLRB "Certification of Representative" in Case No. 15-RC-8790 for the purpose of collective bargaining for all Production, and Maintenance, **Supply and Transportation** employees of Northrop Grumman Technical **URS Federal** Services, Inc., **and its signatory sub-contractors**, employed to work on the Joint Readiness Training Center (JRTC) contract South Fort Polk, Louisiana, Contract Number **W52P1J-12-G-0028-0001** and successor contracts; excluding ~~Lead Technical Inspector, Lead Maintenance Division Supply Section, Heavy Equipment Management Lead, Material Management Lead, Lead Supply Technician, all other employees, confidential employees, office and clerical employees, guards and supervisors as defined in the Act.~~

ARTICLE 6 – UNION STEWARDS AND VISITATION

- 6.1.1 During the new hire orientation, the company will permit the Chief Steward to take time off **without the loss of pay** to meet with employees as a group for up to thirty (30) minutes for the purpose of orienting the new employees to the terms of this agreement.
- 6.3 Subject to other provisions of this Article, the Company will permit the Union Steward(s) to take reasonable and necessary time off without **loss of** pay during their normal work hours to permit the Steward(s) to administer the terms of this Agreement, provided that such time off does not unreasonably interfere with the Steward(s)' assigned work duties. Furthermore, the Union will ensure that Stewards engage only in those activities that are authorized by this Agreement. **Effective May 18, 2016, the Company paid time will be capped at 40 hours per month (collectively). For subcontractors with less than 100 but more than 25 employees, the hours will be capped at 10 hours per month (collectively). Subcontractors with 25 or less employees will have hours capped at 4 hours per month (collectively). The Chief Steward will monitor the monthly usage. Overages will be adjusted in the following month.**
- 6.12 An employee with five (5) or more years of seniority while serving as a Shop Steward shall not be laid off or permanently transferred from the Shop Steward's area of jurisdiction, or shift, so long as other employees remain **within the Steward's job classification title.**
- ~~6.6.5 To attend an Arbitration as directed by the Union. The Union may direct up to two (2) stewards to attend an Arbitration hearing.~~

ARTICLE 8 – TRIAL PERIOD AND SENIORITY

- 8.2 An employee will lose seniority and employment with the Company will be terminated under the following conditions:
- c. Failure to be recalled from Layoff within **twelve (12)** months.
 - h. **Resignation**

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8.4 A bargaining unit employee who voluntarily accepts and works in a position with the Company outside the bargaining unit shall forfeit all accrued bargaining unit seniority after a ~~3~~ **4** month absence from the bargaining unit.

ARTICLE 11 – HOURS OF WORK

11.3.1 The work week for payroll purposes shall consist of seven (7) consecutive calendar days beginning on Saturday and running through the following Friday.

11.8 If an employee is required to report to work a second time, or more, in one work day the employee shall receive a minimum of two (2) hours pay at the employee's respective rates of pay. Effective May 18, 2016, if an employee is required to report to work a second time, or more, in one work day the employee shall receive a minimum of four (4) hours pay at the employee's respective rates of pay. Hours not worked but paid in lieu thereof shall be paid at straight time and shall not be considered as time worked for purposes of computing overtime.

12.4.1 Qualified employees present in the job classification on that shift where the work is to be performed will be offered the opportunity to perform the work on the basis of seniority. ~~on a rotational basis.~~

ARTICLE 16 – REDUCTION & RESTORATION OF FORCES

16.1 Layoff

16.1.1 In the event that the Company determines there is a need to reduce the workforce, employees shall be selected for layoff from the affected job classifications in the shop being reduced in the following sequence:

16.1.1.1 Probationary employees provided the bargaining unit employees have the skills, knowledge, and ability to perform the remaining work.

16.1.1.2 Bargaining Unit Seniority in the affected shop provided that any remaining employee has these skills, knowledge and ability to perform the remaining work and does not have a written or more serious disciplinary notice or a final warning under Appendix 'B' (Attendance Policy).

16.1.1.3 Once selected for layoff within the affected shop, the employee can displace the least senior person in his current job classification in another shop, provided he is fully qualified and able to perform the duties day-one.

16.1.2 Within the following job families, an employee who is selected for layoff will have the opportunity to displace ~~a less~~ the least senior employee in a lower level job classification, provided that the employee:

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16.1.2.3 Within the Maintenance Division, the hierarchy of job classifications is:

- a. **Emergency Vehicle Technician (EVT)**
- b. **Heavy Technical Inspector Lead**
- c. Heavy Equipment Mechanic- Lead
- d. Heavy Equipment Inspector
- e. Heavy Equipment Mechanic
- f. **Motor Vehicle Technical Inspector Lead**
- g. **Motor Vehicle Mechanic Lead**
- h. Motor Vehicle Mechanic Inspector
- i. Motor Vehicle Mechanic
- j. Automotive Worker
- k. Tire Repairer
- l. Motor Vehicle Mechanic Helper

16.1.2.4 Within the Supply Division, the hierarchy of job classifications is:

- a. **Production Control Clerk**
- b. **Material Coordinator**
- c. Supply Tech
- d. Shipping/Receiving Clerk
- e. **Warehouse Specialist Lead**
- f. Warehouse Specialist
- g. Material Laborer

16.1.2.5 Within the Clerk Division, the hierarchy of job classifications is:

- a. **Production Control Clerk**
- b. **General Clerk III**
- c. **General Clerk II**
- d. **General Clerk I**

ARTICLE 19 - HOLIDAYS

19.4.3 If an employee is scheduled to work on a holiday, the employee may

- Schedule in advance an alternate day in the same calendar year **pay period**, or
- Receive holiday pay plus actual work time on that day **at time and one-half (1 ½) the employee's regular rate.**

19.5 ~~Unused holiday hours at the end of the year will be paid out at the employee's straight time rate. Earned but unused holiday hours at termination will be paid out at the employee's straight time rate. The Health and Welfare allowance will not be paid on holiday pay-out hours.~~

ARTICLE 20 – PTO

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- 20.2 Paid Time Off (PTO)** – PTO may be utilized for sickness, vacation, injury, medical appointments, or personal reasons. **Employees utilizing PTO for vacation and personal reasons must scheduled the leave for approval at least ten (10) days in advance.** PTO may be taken in increments of no less than a tenth (.10) hour. Unused PTO may be accumulated up to the maximum amount an employee can accrue during a 30-month (2½ year) period. Employees are paid for any accrued PTO balance that exceeds their allowed 2½ year carryover. On every subsequent employee anniversary date, any PTO balance over the maximum accrual will be paid out in the following month in a lump sum at straight time rates. Regular employees having completed their probationary period, upon separation of employment will be paid all accrued PTO.
- ~~20.5~~ Upon request, an employee who has exhausted his PTO balance, has at least five (5) years company service and who has no active discipline will be advanced up to eight (8) hours of PTO.

ARTICLE 28 – GENERAL

- 28.11** The Company will provide employee reimbursement of approved job related educational expenses up to a maximum of \$1,500 per year per employee, who successfully complete the class, not to exceed a total benefit for all employees of \$6,000 per program contract year. **Subcontractors with less than 100 employees will not exceed a total benefit for all employees of \$2,000 per program contract year.**

ARTICLE 22 – GROUP INSURANCE

- 22.1** *The benefit plans described in this Section cover Employees at ~~South Fort Polk~~ who are represented by the Union as well as both certain non-represented and represented employees working on other programs within the Company ~~Technical Services~~ sector. Participation in these benefits plans will be governed by the same rules and regulations that apply to other Company ~~Technical Services~~ Employees who participate in the plans.*
- 22.2** As a condition to Union-represented employees participating in these plans, the Union agrees that the Company has the unilateral right, in its sole and absolute discretion, to modify, amend or terminate any of these plans at any time without any notice obligation to, or bargaining obligation with, the Union, as long as the same amendment, modification or termination applies to non-represented ~~Technical Services~~ Company employees. The Union agrees that it has no further right, and if such right did exist expressly waives any right, to bargain over any amendment, modification or termination of the plans for the term of this Agreement.
- 22.3** ~~**Northrop Grumman Technical Services Health Plan**~~ - Benefit plans offered to employees at the ~~Northrop Grumman Technical Services, South Fort Polk~~ are as follows:
- a. Medical Coverage
 - b. Dental Coverage
 - c. Prescription Drug Coverage
 - d. Basic and Optional Life Insurance
 - e. Basic and Optional Accidental Death and Dismemberment Insurance

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- f. Basic and Optional Short-term and Long-term Disability Insurance
- g. ~~Flexible Spending Accounts (Medical and Dependent Day Care)~~
- h. Vision Care

22.5 Life, AD&D and Short Term Disability (STD) Insurance:

22.5.1 Effective May 21, 2016, the Company will provide Life and AD&D insurance to all employees at no cost to the employee.

22.5.2 Effective May 21, 2016, the Company will provide Short-Term Disability to all employees at no cost, as described in the Summary Plan Description.

22.5.3 Employees may elect to participate in the Company's Flexible Spending Accounts (Health and Child Care).

22.5.4 Benefits levels may vary from Company to Company.

ARTICLE 23 – ~~NORTHROP GRUMMAN~~ 401(k)/SAVINGS PLAN

23.1 Bargaining Unit employees may participate in the ~~Northrop Grumman~~ **Company's 401(k)**/Savings Plan ("Plan") in accordance with the Summary Plan Description and Plan documents. There will be no Company discretionary or matching contributions to the Plan on behalf of employees. The Company will deduct employee contributions to the Plan from employee wages.

23.2 As a condition to Union-represented employees participating in the ~~Northrop Grumman~~ **Company's 401(k)**/Savings Plan, the Union agrees that the Company has the unilateral right, in its sole and absolute discretion, to modify, amend or terminate the Plan at any time without any notice obligation to or bargaining obligation with the Union, as long as the same amendment, modification or termination applies to non-represented Technical Services employees. The Union agrees that it has no further right, and if such right did exist expressly waives any right, to bargain over any amendment, modification or termination of the Plan for the term of this Agreement.

ARTICLE 24 - TRAINING

24.2 The Company will determine the types of training needed, the number of employees to be trained; and will arrange such training. Employees will be considered for training **in by shop, by classification, in order of seniority starting with the most senior. Employees may exercise their seniority to volunteer for training once per year (unless there are insufficient volunteers). Once selected, employees must perform the task for which training is being provided.** ~~accordance with the Company's needs and whether they have volunteered.~~

ARTICLE 26 – EMPLOYEE SAFETY AND HEALTH

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- 26.4 ~~Effective November 10, 2012,~~ The company agrees to reimburse each employee who is required to wear safety shoes up to \$100.00 annually for the purchase of approved safety shoes. In any position in which the Company requires two (2) sets of safety shoes, the Company will reimburse the employee for both sets of shoes. **Effective May 18, 2016, the Company will provide a vendor to come onsite for shoe purchases. Employees will be required to utilize the vendor and will be credited with the allowance above. That portion will be billed to the Company and the employee will be responsible for any amounts in excess of the allowance.**

Effective May 18, 2016, the Company will reimburse each employee required to wear prescription safety glasses up to \$100.00 annually. If there is a significant change in an employees prescription verified by a physician, the employee may request an advance purchase of glasses.

Safety shoes and glasses will meet ANSI standards.

APPENDIX A – WAGES

- A.3 Hazard Pay - Employees will be eligible for a four percent (4%) Hazardous Pay Differential for hours worked in a ~~Gunsmith II classification or in the Ammunition Supply Point (ASP)~~ as specifically designated by the Company for ordnance, explosives, and incendiary material.
- A.6 Commercial Driver License (CDL) – \$0.12 added to base rate after general wage increase is calculated for positions requiring a Commercial Drivers License (CDL). Effective May 18, 2016, the rate will increase to \$.25. The Company will provide employees paid time outside their usual work schedule as needed for required medical and license examinations of up to one-half day for standard CDL or ~~one full day for~~ CDL with Special Endorsements.

APPENDIX B