

**United Auto Workers**  
**Local 652**  
**and**  
**General Motors Company**  
**Local Agreement**



**2019 — 2023**  
**Lansing, MI**



2019 UAW Local 652 Bargaining Committee

## **2019 Local Agreement**

### **Introduction**

The leadership of UAW Local 652 and General Motors Lansing Operations Management, through extensive discussion, have reached this competitive agreement that addresses the goals of the membership of UAW Local 652 and General Motors Lansing Operations Management. The creation and amendment of this collective bargaining agreement has been accomplished through diligence and with a focus on the future. Current challenges, not present during previous negotiations, required the Parties to explore unprecedented areas. The intent of this agreement is to secure the welfare of UAW Local 652's membership while positioning Lansing as the leader in quality and productivity within the automobile industry.

Local 652 and General Motors have a long history of negotiating agreements that are mutually beneficial. These agreements are only possible through a relationship built on trust, mutual respect, and a genuine concern for our people and products. Lansing has a long-standing reputation for its safety minded workforce, quality consciousness, ability to resolve issues, and a willingness to evolve to meet the challenges in an ever-changing world, through fair and precedent setting agreements.

Past successes could easily result in acceptance of the status quo which is unacceptable in a world that rewards innovation and penalizes complacency. Therefore, Lansing Grand River and Lansing Stamping must look to the future and break down paradigms with the goal of securing the prosperity of

our membership and operations. There is an inherent commitment to making UAW Local 652 and General Motors Lansing Operations the world leader in quality, technology, and productivity. This commitment reflects the spirit and dedication of the employees who are the backbone of our company; a spirit that will keep Lansing on the map as a workforce that can, and will, lead in automobile manufacturing.

## **UAW Local 652 Executive Officers and Executive Board**

President.....Randy Freeman

Vice President.....Ben Frantz

Financial

Secretary.....Bob Smith

Recording Secretary.....Scott Lounds

Chairman, Shop

Committee.....Ted Krumm

Sergeant-At-

Arms.....Keith Cannon

Guide.....Winston Williams

Trustee .....Jill Bowen

Trustee..... Dennis Sturgis

Trustee..... Matt Schneider

Retiree's Chair..... Mike Bauer

## **UAW Local 652 Shop Committee**

Chairman, Shop

Committee.....Ted Krumm

Secretary, Production Shop

Committee.....Scott Gaudard

Production Shop  
Committee.....Dave Gaudard

Skilled Trades Shop  
Committee.....Scott Lounds

### **Standing Committee Chairs**

Education.....Matt Schneider

Recreation/Conservation.....Jill Bowen

Community  
Services.....Fred Thomas

Women's.....Elizabeth Arcaute

Civil and Human  
Rights.....Winston Williams

### **Election Committee**

Chairperson.....Judy Willison

Member.....Kevin Phillips

Member.....Ruby Adams

Member.....Kathy Love

Member (Skilled Trades).....Dave Hunsaker

### **International UAW Program Representatives**

Joint Activities Representative ..... Rollin Green

GMS Representative ..... Dave Perkins

Health and Safety..... Jeff Pasch  
Mike Hill

Alt. Health and Safety..... Brandon Clevon  
Cristina Pulliam

Ergonomics/Industrial Hygienist..... Tom Swartout  
Marty Young

Employee Assistance Representatives ....Tim Lounds  
Marty Young

EAP Alternates .....Laura Sandborn  
Denny Ramos  
Steven Showers

Apprentice Chairman ..... Tim Lounds

A.D.A.P.T ..... Sylvia Freese

### **Benefit Plan Representatives**

Member ..... Jeremy Gallagher

Member..... Sara Krumm

Member ..... Gracie Pena

Alternate..... Preston Bunce

Alternate..... Jose Gomez

Alternate ..... Tucker Green

If you have problems regarding benefits, Supplemental Unemployment (S.U.B.), Pensions, Short Work Week, or Insurance, you may request one of the above Benefit Representatives through your Group Leader. If not at work, contact a Benefit Representative at the Union Hall, 7 a.m. to 4 p.m., (517) 372-7581 at Ext. 500.

## **YOU ARE THE UNION!**

The Union is no more and no less than every single worker who belongs to it. Its strength is your strength, its power your power. It is only through the beliefs and actions of the membership that the hard-won rights memorialized in the following pages becomes more than just dead paper. It is the duty of every single member to protect, and avail themselves of, these rights. The standard of living of each member and their families relies on the words on these pages and your support of the Union makes these words live. Through the support of your Union and by keeping it faithful and strong in its ideals each member is a force for the betterment of the lives of their fellow members, their community, and the greater society. Stay active, stay strong!

Randy Freeman, President, Local 652  
Ted Krumm, Chairman, Shop Committee

## **GENERAL MEMBERSHIP MEETING**

The General Membership Meeting is held the second Sunday of every month at 6:00 p.m.

**LOCAL 652 UAW**

**426 Clare Street**

**Lansing, Michigan 48917**

**Phone: (517) 372-7581**

This Local Agreement book was prepared for  
publication by:

Scott Lounds, Recording Secretary

Rollin Green, Chairman

Scott Gaudard, Joint Activities Representative

Ben Frantz, President

## **INDEX**

1	Section I – Local Seniority Agreement
10	Section II – Reduction in Force Layoff and Rehire Procedure (Production)
14	Section III – Temporary Layoff (Production)
17	Section IV – Mass Recall
19	Section V – Skilled Trades
62	Section VI – Team Build
92	Section VII – General
104	Section VIII – Shift Preference Agreement (Production)
110	Shift Preference Department Lists (Production)
113	Memorandum of Understanding on Special Shifts (Production)
116	Section IX - Administrative Procedure for Paragraph 71 (Production)
129	Section X - Grievance Procedure
132	Section XI - Wage Rules
139	Ratification and Termination Clause
141	Local Concerns Index - Production
142	Local Concerns Index - Skilled

## SECTION I

### **GENERAL MOTORS COMPANY LOCAL SENIORITY AGREEMENT**

This agreement is entered into this day the 16th of March 2020, between the Local Lansing Management of General Motors Company, hereinafter referred to as Management, and the Shop Committee of the General Motors Unit of UAW Local 652, hereinafter referred to as the Committee.

It is understood that this Agreement and any changes to this Agreement, including any changes in occupational groupings, must be approved by the Personnel Staff of the General Motors Company and the International Union, UAW. In the event either party fails to approve the matter, it will be referred back to the Parties for further negotiations.

The purpose of this Agreement is to define and describe the seniority provisions which will govern the seniority status of employees within the General Motors Unit of UAW Local 652.

An employee shall acquire seniority as provided in the National Agreement between General Motors Company and the International Union, UAW.

When an employee acquires seniority, their name shall be placed on the seniority list of the occupational group to which the employee is assigned on the date seniority is acquired.

When two or more employees have the same seniority date, they shall be listed as follows:

Plant Seniority Date

OGM Date

Alphabetically by their last name A to Z except as provided in Appendix A of the National Agreement.

## **LOCAL SENIORITY – SKILLED TRADES**

- A. Local Skilled date in their current classification
- B. Local Plant Seniority
- C. OGM
- D. Alphabetically by their last name A to Z

Exception: A Journeyperson who received a date per Appendix A of the National Agreement shall use their longest unbroken seniority in that classification to establish the tie breaker. If their unbroken Skilled Trades date is the same they will use C and D as listed above.

## **DEFINITIONS**

1. Seniority Groups: Seniority shall be by non-interchangeable occupational groups within Divisions in accordance with the flow charts pursuant to this Agreement. Each box on the flow charts represents an occupational group regardless of the number of wage classifications it may contain.
2. Department: In every case means Departmental lines as set up in the Peoplesoft and Payroll Departments.

It is understood by the Parties that changes in Department, Supervision, or the geographical location of jobs will not alter the Seniority Group charts provided for in this Agreement, nor affect any of the seniority rights of employees therein. When changes in Department structure are contemplated, Management will inform the Chairperson of the Shop Committee and such changes will be discussed by Labor Relations and the Shop Committee in advance. (Any changes in Departmental structure affecting the seniority rights of employees shall be subject to agreement between the Shop Committee and Management.)

3. Complex: The entire Local 652 Site shall constitute one seniority unit consisting of the following complexes:  
Lansing Grand River  
Lansing Stamping
4. Divisions: Each complex is divided into the following seniority Divisions:

**Lansing Stamping Complex (LRS/LGS)**

Production

Skilled Trades

**Lansing Grand River Complex**

Repair

Material

Quality

Body

Paint

General Assembly

Body Skilled Trades

Paint Skilled Trades

General Assembly Skilled Trades

5. Working Days: The term “working days” means regularly scheduled work days, as defined by Plan A or B of the UAW-GM National Agreement.
6. When changes to established shift times are being contemplated, Management will abide by Paragraph 88 of the UAW-GM National Agreement and will have discussions at the 2nd Step Meeting on any shift changes as far in advance as possible.
7. Clearing House:
  - a. Non-Interchangeable Occupational Group.
  - b. Divisional will test seniority within the Division.

- c. Site-Wide will test seniority within the General Motors Unit of UAW Local 652.
8. 63(a) and (b) transfers - Divisional transfer.
- a. 63(a) transfers will be to a higher rated job
  - b. 63(b) transfers will be to the same or lower rated jobs within the employee's seniority Division.
  - c. Divisional transfers will be for movement between Divisions as defined in Paragraph 4 of this section. On the Divisional transfer application, employees may specify each Divisional choice that they prefer to occupy such as Body Shop to General Assembly, General Assembly to Material, Paint to Lansing Stamping, etc.
9. Applications
- a. Applications for Divisional, 63(a), and 63(b) transfers must be filed at least seven (7) calendar days before the opening occurs in order to be valid.
  - b. Applications for 63(a) transfers must be filed in accordance with the National Agreement.

**LANSING STAMPING COMPLEX (LRS/LGS)  
DIVISIONAL GROUPINGS  
FOR 63(a) and (b)**

Production..... Division Wide

Skilled Trades..... Division Wide

**LANSING GRAND RIVER COMPLEX  
DIVISIONAL GROUPINGS  
FOR 63(a) and (b)**

Repair..... Division Wide

Material..... Division Wide

Quality..... Division Wide

Body..... Division Wide

Paint..... Division Wide

General Assembly..... Division Wide

Body Skilled Trades.....Division Wide

Paint Skilled Trades..... Division Wide

General Assembly Skilled Trades.....Division Wide

## **Transfers (Other than Skilled)**

10. The Parties agree that a legitimate opening occurs when backfilling for an employee who transfers, retires, or dies and a replacement is needed; or additional manpower is added. Employees will be placed in the area for which they have applied, provided the application is valid. It is the employees' responsibility to cancel any transfer applications they no longer wish to occupy (63(b), or Divisional transfers). Notification of employee selection will be promptly furnished to each Division's respective manpower coordinator, and cancellations will no longer be permitted after that time.
11. Under provisions of 63(b), employees will be moved no later than the second Monday after the employee has been selected to fill the opening, unless they are no longer needed and the requisition for the opening in question has been cancelled. Beginning on the second Monday following the employee selection, the employee will receive the rate of pay for the new job and be considered as having seniority in the new Department/Occupational group. The Parties agree to abide by the National Agreement language in regard to the filling of 63(b) secondary openings.
12. Team-to-Team movement within and between groups in a Division will be addressed through the provisions of 63(b), to openings in the Team

Member classification, provided they are physically capable of doing the work. Team Members may have up to three active 63(b) transfer requests on file.

13. Employees may exercise their transfer rights (i.e. 63(a), 63(b), or Divisional) two (2) times in a calendar year.
14. At times business needs may require employees be temporarily transferred. Management may temporarily transfer employees for a maximum period of thirty (30) days without regard to other provisions of the transfer procedure. Management will give one (1) week prior notice to the employee who is to be transferred, unless mutually agreed upon between the Parties.
15. Once an employee's Divisional transfer is honored, all other Divisional transfers on file for the employee will be cancelled. Excluding return rights to former Division which is not a transfer. Additionally, once an employee's 63(b) transfer is honored all other 63(b) transfers on file for the employee will be cancelled.

## **Letter of Understanding Manpower Movement**

The Union and Management understand the importance of prompt movement of employees who have been requisitioned to other areas. If Management delays the movement of an employee who has received a Divisional transfer for more than forty-five (45) calendar days, the following will apply: beginning on the forty-fifth (45th) calendar day from the date of requisition, the employee will receive the rate of pay for the new job, be placed in the respective EOH and be considered as having seniority in the new Occupational group. In certain circumstances, it may be advantageous for the forty-five (45) day requirement to be waived; this may be accomplished by mutual agreement.

## **Letter of Understanding**

This Letter of Understanding is entered into this 16th day of March 2020 between Lansing Management, Lansing, Michigan and the General Motors Unit of UAW Local 652, for the purposes hereinafter stated.

Under present methods and operating conditions, it is Management's intent to continue to allow free Team-to-Team movement inside a Group when an opening occurs.

In the event problems arise concerning this Letter of Understanding, they will be reviewed by the Shop Committeeperson, Shift Leader and Labor Relations Representative of the respective area involved.

**SECTION II**  
**REDUCTION-IN-FORCE LAYOFF**  
**AND REHIRE PROCEDURE**  
**FOR PRODUCTION DIVISIONS**

This section is intended to cover layoffs due to permanent reductions-in-force, but not due to changes in methods, products, or policies which are provided for in Paragraph 59 of the National Agreement. At the point in this Section II procedure that an employee would be laid off to the street, the provisions of the National Agreement may become applicable.

In the event of a permanent reduction-in-force or a reduction resulting in transfer to a lower-paying classification within a Division, it is the intention of this Agreement to retain the employee with the greater seniority within the Division who is capable of doing the job. Accordingly, Management will:

1. Establish the number of employees to be retained in each non-interchangeable occupational group and reduce the work force as provided in Paragraphs 2, 3 and 4 below.
2. Retain the employees with the greater seniority by non-interchangeable occupational groups on available jobs which they are capable of doing.
3. Place employees having insufficient seniority to be retained in their non-interchangeable occupational groups but having sufficient seniority to be retained in their Division, on jobs that are operating that they are capable of doing,

displacing other employees with less seniority in accordance with the flow charts.

After the occupational group has been reduced in accordance with the flow chart and it is necessary to balance out the occupational group between Departments, it shall be done by transferring the least senior employee capable of doing the work. Management will provide an accurate list of employees who were reduced from their occupational group to the District Committeeperson.

4. Employees who have insufficient seniority to remain within their Division will be reduced directly from their Division. Management must complete the reduction in seniority order as soon as possible, but in any event within ten (10) working days within each Division.

### **Site-Wide Placement**

5. Seniority employees reduced from their Division will test their seniority site-wide.
6. When it is necessary to reduce employees under Section II of this Agreement, the seniority of such employees will be carried into the occupational group to which they are reduced and will become effective as of the date of the reduction.

### **Recall from Layoff**

7. Following a layoff, as openings occur, those openings will be filled by Division as follows:

- a. Employees who are working in their Division and were reduced from a Non-Interchangeable Occupational Group per Section II, Par. 9 will be followed.
- b. Employees who are working in other Divisions and have applied under the provisions of Section II, Par. 9 to return to the Division where the openings exist.
- c. Employees who are on layoff in seniority order.

## **Return Rights**

### **Return to Former Non-Interchangeable Occupational Group.**

- 8. Employees remaining in the Division who had established seniority in a non-interchangeable occupational group at the time of their reduction from that group will be returned to their former non-interchangeable occupational group as openings occur, in line with their seniority, provided they are capable of doing the job available. Management will return employees to such openings as soon as practical, but in any event within ten (10) working days. Within a reasonable time following a reduction-in-force, a list of employees reduced from their Division will be furnished to the District Committee person, upon request.
- 9. Employees having seniority at the time of the reduction from their Division who have been

placed in another Division in accordance with Section II Site-Wide Placement or Recall from Layoff of this section may make one application with their respective manpower coordinator to return to the Division in which they had established seniority at the time their first reduction occurred. Such applications must be made within ten (10) working days of the effective date of the employee's placement in their new Division and shall remain valid until either honored or cancelled by the employee.

- a. After the list of employees eligible to be placed back in the non-interchangeable occupational group in accordance with Section II, Par. 8 hereof, has been exhausted, those who have made application to return to their original Division under the provisions of Section II, Par. 9 above will be returned to openings which their seniority entitles them to, as soon as practical, but in any event within ten (10) working days after the opening occurs, providing the applicant is capable of doing the work available. Employees will be transferred under this provision unless the application has been cancelled by the employee at Labor Relations. The cancellation must be made prior to the transfer requisition being received by Labor Relations.

### **SECTION III**

#### **TEMPORARY LAYOFF PROCEDURE**

#### **PRODUCTION DIVISIONS**

A temporary layoff is defined as a layoff for any reason known at the time of layoff to be temporary, including work week days of less than regular scheduled work hours. Seniority dates applicable for this section are defined in the Local Seniority Agreement. In the event of temporary layoffs:

1. Employees will be laid off as the Equalization of Hours (EOH) Group to which they are assigned is affected and recalled as the EOH Groups to which they were assigned at the time of layoff resumes operation.
2. If less than a full complement of an employee's EOH Group is to be laid off, thereby leaving some employees in their EOH Group at work, employees in the Group who have not attained seniority will be laid off first.
3. Management will canvass for volunteers, starting with the most senior employee in the Group and they shall be selected to work provided they are capable of doing the job. At the time canvassing occurs, an employee who is absent or fails to work for any reason will be considered as having declined the opportunity to work.
4. If additional employees are required, Management will assign employees to those jobs operating, beginning with the least senior employees in the EOH Group, provided they are capable of doing the jobs.

5. In the event additional employees are required within their EOH Group, before the entire complement of the Group is recalled to work, Management will recall employees with the least seniority within their EOH Group provided they can do the work. After this procedure has been followed, those employees within the Group who have not attained seniority will be recalled as jobs become available.
6. If the layoff under this Section continues for longer than one hundred eighty (180) calendar days after the first employee is laid off, or if production is resumed at a reduced schedule necessitating fewer employees, the provisions of Section II of this Agreement will then apply and employees having insufficient seniority to remain in their EOH Group will be laid off, and employees eligible to be retained on other jobs available within their EOH Groups will be placed as soon as possible, but in any event within five (5) working days within their EOH Group. However, the one hundred eighty (180) calendar day time limit may be extended by mutual agreement.
7. In the event it becomes necessary to supplement other seniority groups or Divisions, Management will canvass for volunteers. If there are no volunteers Management will loan the least senior employees in the occupational group by shift capable of performing the work assignment.

If less than the entire occupational group falls under Section III only the affected EOH Groups will be considered.

## SECTION IV - MASS RECALL

In effecting a mass recall following a layoff due to inventory, model change or emergency situations created by material shortages, strikes, power failures, etc., the following shall apply:

1. At the time of layoff, employees will be notified by their Group Leader when to return to work if the date of recall is known. If the recall date is indefinite at the time of layoff, Management will post notices advising affected employees of the following:
  - a. The fact that just prior to the date work is to be resumed, notices will be published recalling employees to work. This published notice will consist of the following:
    - i. Spot announcements over one (1) Lansing Radio Stations and one (1) Lansing Television Station and
    - ii. Identified Management maintained web page (Facebook, Sharepoint, etc.)
    - iii. Through the Hourly Communication Channel (HCC)
  - b. Employees who cannot reasonably be reached by the methods of notification in 1(a) shall notify their Group Leader to that effect. Such employees will be sent individual notification to the address reported to the Group Leader. Employees requesting individual notification will be given a receipt showing they have registered such a request. No other means of requesting

individual notification will be honored except a registered or certified letter.

2. Employees who are not sent individual recall notices as provided in 1(b) above, and who do not report for work as notified in 1(a) above shall be sent, within five (5) working days of their recall date, a certified letter, return receipt requested, instructing them to return to work immediately. The terms of Paragraph 64(d) of the National Agreement shall then become applicable.

## SECTION V SKILLED TRADES

### Seniority

1. Seniority shall be by non-interchangeable occupational groups within Divisions in accordance with the flow charts agreed upon pursuant to this Agreement. It is understood that in the Skilled Trades Divisions, a non-interchangeable occupational group contains only one classification.
2. When qualified Journeypersons, who have not previously established seniority in a Skilled Trades group, are transferred from an occupational group other than Skilled Trades into a Skilled Trades group they will have a date of entry seniority status in the Skilled Trades group as of the date of transfer (except as provided in Appendix A of the National Agreement).
3. A Journeyperson transferred from one Skilled Trades classification to another in which they do not have a date of entry, shall establish a date of entry in the new classification as of the date of transfer. Such employee shall retain and accumulate seniority in the classification from which they were transferred. All provisions of this paragraph are subject to Appendix A of the UAW-GM National Agreement.
4. Each Journeyperson's established Skilled Trades seniority date shall apply in reductions-in-force and rehires.

## **Reductions in Force**

This section is intended to cover layoffs due to permanent reductions-in-force, but not due to changes in methods, products or policies which are provided for in Paragraph 59 of the National Agreement. At the point in this procedure that an employee would be laid off to the street, the provisions of the National Agreement may become applicable.

5. In the event of a permanent reduction-in-force within a non-interchangeable occupational group, it is the intention of this Agreement to retain the employee with the greater seniority who is capable of doing the job. Accordingly, Management will:
  - a. Establish the number of employees to be retained in each non-interchangeable occupational group within each Division.
  - b. Retain the employees with the greater seniority on jobs which they are capable of doing in their non-interchangeable occupational group within each Division.
  - c. Employees reduced from a Division who have seniority to hold their classification in another Division will be retained at work, and will be placed on jobs that they are capable of doing, displacing the least senior employee in their classification.

- d. Employees retained at work in their classification in another Division may apply to return to their former Division within five (5) working days of their reduction. Such return to former Division applications will remain valid for 10 months from the date the employee is reduced.
- e. Employees who are unable to hold a Skilled Trades classification site-wide will be allowed to level into production, seniority permitting. However, an employee who has received an Appendix A job offer may not then choose to level production and will be subject to the provisions of Appendix A of the National Agreement. A Skilled Trades employee who elects to level into production will be allowed to do so, seniority permitting, as soon as practical but in any event no later than 30 days from the date of request. Such employee will be placed on an open job in General Assembly or displace the least senior employee site-wide.

### **Recall from Layoff**

- 6. As openings occur, within a Division, following a layoff, those openings will be filled as follows:
  - a. Return to former Division
  - b. Divisional Transfers
  - c. Openings will be filled by recalling employees from layoff in seniority order, provided they are capable of doing the jobs available.

7. Employees who have dates of entry as Employees-In-Training, Employees-In-Training-Seniority, Apprentices, or Journeypersons in a Skilled Trade will be recalled to that trade in line with their dates of entry in accordance with the provisions of the National Agreement. However, if an employee elects not to return when recall occurs, they may be permitted to sign-off that opportunity. Such sign-off will not automatically cause that employee to lose their date of entry in the trade. Employees who elect to sign-off may be bypassed when further openings occur in their trade unless such employees make previous application in writing to Labor Relations expressing their desire to return to their trade. A copy of the sign-off will be furnished to the Shop Committee upon request. Employees wishing to return to their trade may file such application at Labor Relations and may be recalled after all Employees-In-Training, Employees-In-Training-Seniority, and Journeypersons who have recall rights are returned to their trade. Employees returning to their trade will have their date of entry adjusted by deducting from their original date of entry an amount of time equivalent to the time that elapsed between the date they signed-off and the date they are returned to their trade. Such employees will be assigned to their trade in line with their adjusted dates of entry when the next opening in their trade occurs.
8. When an EIT, EITS, or a Journeyperson is requisitioned to return to their Skilled Trades classification and is not returned on the date requested, the time from the date requested will be credited towards acquiring Skilled Trades

seniority under the applicable provisions of the National Agreement. Starting at the end of five (5) working days if the employee is not returned they will be compensated at the same rate of pay they would have received had they been transferred.

## **Transfers**

9. Transfers for Skilled Trades classifications such as: Return Rights, 63a, 63b, and Divisional transfers will occur as openings for which they qualify under Paragraph 178 of the National Agreement are identified and requisitioned. At the point there is a permanent opening, and a requisition has been approved, it will be filled with the most senior employee in the classification with a valid transfer, per the rules and restrictions found in this agreement.
10. Journeypersons may apply to move from their current Division to an opening in another Division, using a Divisional transfer.
11. The following are the recognized 63B areas for Skilled Trades:
  - a. Body Shop Electricians – Body Sides, Doors, EC/Underbody, and Framing
  - b. Paint Pipefitters – ELPO, Phosphate, Foam Booth
  - c. General Assembly Electricians – Chassis West, Seats and Tires, AGV, and Trim

Any issues or concerns regarding training will be reviewed by the Maintenance Coordinator and the Skilled Trades Shop Committee.

12. Journeypersons may apply to move from a 63B area on their current shift to another 63B area on their current shift by filling out a 63B transfer.
13. Applications referred to in this section must be on file at least seven (7) days prior to the job being filled to be valid and if applications are not withdrawn prior to the move the move will take place.
14. A Journeyperson-In-Training (JIT), Journeyperson, Employee-In-Training (EIT), Employee-In-Training-Seniority (EITS), or Apprentice, who requests to transfer from their Skilled Trades classification to a production classification (other than in a reduction-in-force) will automatically forfeit their date of entry and their seniority rights in that skilled classification upon this request being honored. If their request is honored, they will be placed on an open job within the site. Any Skilled Trades opening created will be filled per the transfer and recall provisions of this Agreement.
15. Management will allow qualified Journeypersons, from classifications which have employees reduced from the active workforce, to apply for openings in classifications for which they qualify under Paragraph 178 of the National Agreement. Management will accept applications for the above openings at Labor Relations. Any employee making application for

an opening must provide proof of their Journeyperson qualifications in the trade for which they are applying. The required qualifications are set forth in the provisions of Paragraph 178 of the National Agreement. In a reduction-in-force situation an employee will flow through their Division per the flow charts agreed upon pursuant to this Agreement. After which the employee may be placed in a classification in which they have a date of entry or placed on an open job that they qualify for as a Journeyperson in accordance with Paragraph 178 of the National Agreement.

Note: Prior to flowing back to a previous trade, an employee must test their seniority in their current trade site-wide. If the employee is unable to hold a job site-wide in their current trade they will then have the option to flow to a previous trade, site-wide, seniority permitting. If an employee chooses to flow back to their previous trade, they will be called back, site-wide, to their current trade in line with their classification date.

16. If a Journeyperson holds a date of entry in more than one trade, they will test their seniority first in the last trade they were prior to the trade from which they were reduced. If any unforeseen problems arise concerning this issue, the Parties agree to devise a mutually agreeable resolution.

### **Temporary Layoff – Skilled Trades**

17. In accordance with the provisions of Paragraph 177 of the National Agreement, this section is applicable to all Skilled Trades employees

except apprentices and EIT.'s, who are covered by the appropriate provisions of the National Agreement. Seniority dates applicable for this section are defined in the Local Seniority Agreement.

A temporary layoff is defined as a layoff in a classification for any reason known at the time of layoff to be temporary. Temporary layoffs will be by "EOH Groupings" by shift. The EOH Groupings are:

- a. Body
- b. Paint
- c. General Assembly
- d. LRS
- e. LGS

18. In the event of temporary layoffs:

- a. Employees will be laid off as the EOH Group to which they are assigned is affected and recalled as the EOH Group to which they were assigned at the time of layoff resumes operation.
- b. If less than a full complement of an employee's EOH Group is to be laid off, thereby leaving some employees at work, Management will canvass, by seniority, for volunteers to accept the layoff. If an employee is absent during the initial canvass they will be canvassed upon their return to

work. Employees who volunteered will be selected starting with the most senior employee in the EOH Group. Journeypersons and EITS's will be laid off by reverse seniority, excluding those employees who have volunteered for work.

- c. If additional employees are required after employees having the right to work as outlined in Paragraph 2 above have been scheduled, the least senior employees in their EOH Group will be scheduled.
- d. In the event additional employees are required within their EOH Group, before the entire complement of the EOH Group is recalled to work, Management will recall those seniority employees, in seniority order, who volunteered to remain at work but for whom no jobs were available at the time of layoff. After those employees who volunteered to work have been recalled, or if there are no employees in this category, employees with the least seniority will be recalled within their EOH Group provided they can do the work available.
- e. If the layoff continues for longer than 180 calendar days after the first employee is laid off, or if work is resumed at a reduced schedule necessitating fewer employees, the provisions of the Skilled Trades reduction-in-force language of this Agreement will then apply. The 180 calendar day time limit for temporary layoff may be extended by mutual agreement.

In the event problem situations arise in conjunction with the application of the foregoing provisions, they will be reviewed by the Shop Committee representing the group where a problem exists, a member of the Labor Relations staff and the Shift Leader involved. If the problem still exists after being reviewed by this group, the Chairperson of the Shop Committee may be called to enter the discussion.

### **Shift Preference Agreement – Skilled Trades**

19. This Section of the Agreement establishes provisions for shift movement for all Skilled Trades employees of the Lansing Site represented by the General Motors Unit of UAW Local 652.
20. Shift moves are subject to the following conditions:
  - a. Moves will be made, seniority permitting and provided the employee is physically capable of doing the job, from a job classification in a Division (as defined in this Agreement) to the same classification, in that same Division on another shift. Employees will be placed on the most preferred shift their seniority allows based on their Shift Profile.
  - b. A Shift Profile is defined as an employee's documentation on a form provided by Management of their most desirable shift (1st choice), next most desirable (2nd choice) and least desirable (3rd choice).

Note: In situations where a Division has more, or less, than three shifts the Shift Profile form shall reflect accordingly.

In the application of this Agreement, seniority for employees in Skilled classifications will be as identified in the Local Seniority Agreement; Local Seniority - Skilled Trades.

- c. For the purpose of applying this Agreement, Journeypersons and Employee-In-Training-Seniority (EITS) within a single classification will be combined.
21. Skilled Trades seniority employees must submit a Shift Profile in writing on forms provided by Management. Employees are permitted to change their Shift Profile provided it has not been honored within the previous six (6) months. Shift preference profiles will remain valid after Division to Division moves unless contractually changed by the employee.
- a. Changes to an employee's Shift Profile form must be on file at least seven (7) calendar days to be valid. In calculating the seven (7) calendar days, the first day shall be the day the Shift Profile change is filed with supervision.
22. An employee's Shift Profile will be honored, seniority permitting, no later than the second Monday following the date their profile becomes valid. It is understood that shift transfers will normally be made on a Monday. If problems arise in conjunction with the application of this

Shift Preference Agreement, the Parties will meet to resolve the issues. Example - where the movement of the employee would create a serious maintenance problem because of the loss of experience and the critical nature of the operations in that area, Management and the Union will work together to devise a movement schedule that will allow Management time to train the new tradesperson in the area and still move the affected employees in a timely manner.

- a. Employees who are to be moved from their shift, by a more senior Shift Profile, will be notified as far in advance as possible but in any event not later than five (5) calendar days in advance of being moved.

23. The Parties recognize that under certain unusual circumstances it may be necessary for a senior employee to request a temporary change from their regular shift to another shift in that Division. Such requests will be made in writing to the employee's Group Leader stating the reason for said request and the length of time for which the change is desired. A copy of this request will be furnished to the Shop Committee. Consideration will be given to the merits of such request, and whenever possible, applicants will be temporarily moved for a specific period not to exceed 30 days, unless extended by mutual agreement, as follows:

- a. To any vacancy that may exist on a job that the applicant can do within their job classification and Division or;

- b. If no vacancy exists, another employee may voluntarily trade shifts with the applicant for the required length of time if satisfactory to all Parties concerned. If more than one employee in the applicant's Division volunteers to trade shifts under these provisions, the most senior volunteer will trade shifts for the required period of time provided that employee is physically capable of doing the job on the other shift.
24. On a temporary basis, we recognize that the services of certain employees may be required on a shift other than the one on which they are working due to an abnormal situation. Management will canvass for volunteers willing to temporarily switch shifts starting with the most senior. If there are an inadequate number of volunteers Management will force the low senior employee in the classification at issue in the Division. Such employees will be returned to their former shift no later than 30 days after their original move unless the time is extended by mutual agreement. Prior to the move being made, Management will review the move with the District Committeeperson.
25. It is understood that apprentices, JIT, and EIT employees will not have shift preference rights so that they may be scheduled to work on the shift that is best able to accommodate their on-the-job training or related training. It is also understood that it may become necessary to transfer Journeypersons or EITS employees to a shift other than the shift of their choice for the purpose of training in their particular trades. Any

problem situations which may arise will be resolved by the Shop Committee, the Shift Leader, and Labor Relations.

26. Any elected or appointed representative or official of the Local Union who, under the terms of the National Agreement, leaves office, will test their seniority based upon their Shift Profile form.

Elected or appointed UAW representatives shall not be displaced from the shift warranted by their position, so long as they remain in such official capacity.

27. Management may place new hire employees on any shift during their initial 30 days for the purpose of evaluating their performance.

28. Shift Profile Divisions are as follows:

Body Skilled Trades

Paint Skilled Trades

General Assembly Skilled Trades

Stamping Skilled Trades

- LRS and LGS – An employee who, due to seniority, will be forced to a less preferred shift within their EOH Group may upon request test their seniority Division wide.

## **Administration Procedure Respecting the Requirements of Paragraph 71 - Skilled Trades**

This section of the Agreement establishes the provisions for administering the requirements of Paragraph 71 of the National Agreement for hourly-rated Skilled Trades employees represented by the General Motors Unit of UAW Local 652.

There are many situations in which employees possess knowledge and skills that extend beyond the normal scope of their current classification. The Parties agree that primary work assignments of Skilled Trades employees will be made upon the basis of the recognized skilled classifications. The Parties recognize the highly developed skills and the pride our trades employees possess and agree that where they have the skills to safely perform incidental work they may assist another Trade in the performance of a task, or take action to correct an immediate problem, while working together as a team.

For the purposes of this Section of the Agreement overtime is defined as all hours in excess of regularly scheduled work hours.

For the purposes of this Section of the Agreement EOH Group or EOH Grouping will be defined as all EOH's in a classification within a Division.

### **29. Group Leader's Responsibility**

- a. It shall be the responsibility of the Group Leader of a Department to prepare and maintain a record of the number of straight time hours that are available for each employee to work. This record shall also show the accumulated overtime hours of each employee on a continuous basis for as long as the employee remains in the group.
- b. It shall be the responsibility of each Group Leader to make certain that each record in their Department is posted daily and totaled each week, and such weekly record shall be maintained to coincide with the calendar days of the current month.
- c. It shall be the responsibility of the Group Leader and the District Committee person to review the Equalization of Hours charts in each Department once a month. If a problem is found to exist, it shall be brought to the attention of the Shop Committee and the Maintenance Manager of the area who will meet to resolve the problem. If the problem is not resolved, it will be brought to the attention of Labor Relations for resolution.

## **Procedure for Weekend and Holiday Overtime**

30. At the beginning of the first shift of the week each Division will post an overtime sign-up sheet.
31. Skilled Trades employees will have until the end of their Wednesday shift to make known on the sign-up sheet their availability for weekend and Holiday overtime. An employee must be on the clock to sign-up. (Monday through Wednesday will be recognized as “sign-up days” for the purposes of this agreement.)
32. Management will notify employees who have signed up for weekend or Holiday overtime as to whether they have been scheduled to work the overtime by lunch on their Thursday shift. In cases where an emergent issue prevents Management from meeting this deadline the Shop Committee for Skilled Trades will be notified immediately. A posting in the agreed upon location will suffice for the initial notice. Changes to the schedule after the initial posting will be communicated directly to the effected employees.
33. If an absent employee returns to work after the sign-up days the employee may within the first three (3) hours of their day of return make themselves available. If any additional work is scheduled in their EOH Group prior to the weekend hours being performed, Management

will add the employee to the schedule on the next available job, hours permitting, and the employee will be charged accordingly. If the employee fails to notify their Supervisor of their availability for excess work hours within the first three (3) hours of the day of their return from an absence, but prior to the weekend hours, the employee will be charged. The employee will accept or refuse hours at the time of the offer.

34. Employees who have signed up for weekend or Holiday hours (excluding Christmas Holiday hours) and fail to show for any reason other than contractual bereavement or being sent home by the General Motors Medical Department will be charged twice the number of hours they would have normally been charged.
35. Employees who have signed up for weekend or Holiday hours (excluding Christmas Holiday hours) and have been notified that they are scheduled to work will have three (3) hours to cancel themselves. Employees who do not cancel themselves during this period and fail to show for any reason other than contractual bereavement or being sent home by the General Motors Medical Department will be charged twice the number of hours they would have normally been charged.
36. In the case that overtime becomes available after the initial posting, the overtime will be offered first to those employees who have signed up for

the overtime, or have made themselves available upon return, in order of their ranking on the EOH. Once all such employees in the EOH Group have been offered, Management may then canvass employees who failed to sign up in order of their ranking on the EOH chart. Overtime offered after the initial notification must be accepted or declined at the time of the offer. If accepted such overtime will be considered a scheduled shift for that employee.

37. Management's intent is to maintain an equity of hours between shifts. Management will meet on a weekly basis with Skilled Trades Union Representative to monitor and track overtime inequities. If the equity between shift hours is not maintained, then the Shop Committee of the area in question will meet with the ME Manager and Labor Relations to correct the inequity.
38. During the weekly scheduling meeting Management will review work plans with the Shop Committee. In cases where employees will not be working their normal shift, Management will provide reasons why the work cannot be performed on the low houred shift. Any unresolved issues will be reviewed with the Department Maintenance Manager and Shop Committee for resolution.
39. When hours are available and or worked by employees in their own EOH Group, the

available hours shall be recorded on the EOH chart.

40. The hours recorded shall be shown as “hours charged” by applying the proper multipliers found in paragraphs 85 and 86 of the National Agreement. For example, four (4) hours worked at time and one-half would be shown as six (6) hours on the chart. Four (4) hours worked at double-time would be shown as eight (8) hours. Employees who work on a paid Holiday shall be charged for overtime hours but not for “Holiday Pay.” Hours available to the employee and not worked will be charged as if they had been worked.
41. Figures to be posted in the “Accumulated Total Hours” columns shall be determined as follows:
  - a. The accumulated total hours shall be posted from the preceding sheet to the first “Accumulated Total Hours” column on the new sheet.
  - b. Employees weekly totals shall be added to the sum previously brought forward in the “Accumulated Total Hours” column.
  - c. Totals are thereby accumulated weekly in the appropriate “Accumulated Total Hours” column reflecting hours charged to an employee on a continuous basis.

- d. Hours will be totaled at the end of a scheduled Sunday, or in the event of a Holiday weekend, at the end of the scheduled Holiday, whichever is later.
  - e. Equalization of Hours charts will be kept on a continuous basis. When the employee with the lowest number of hours in an Equalization Group reaches 1,000 hours on the equalization chart, the figures for all employees in the group are to be reduced by 1,000 hours. When this occurs the appropriate District Committeeperson will be notified.
42. If an employee has refused training and this lack of training renders them unqualified to perform specific job assignments during overtime hours the employee will be charged the available hours.
43. An employee will be charged the overtime hours accepted or refused for in-plant technical training classes.
44. When 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 shown on the employee's record as if the hours had been worked.
45. Employees who are contacted while they are not on the clock and are offered overtime (or who

are off the clock and unable to be reached) will not be charged the hours which they could not work or which they refused, as the case may be. If an employee accepts such an offer, and then fails to report for work, the hours they accepted and could have worked will be charged.

46. Employees will not be charged for hours outside their classification unless those hours are accepted.
47. When an employee in an EOH Group is on a temporary layoff, all hours will be recorded on the Equalization of Hours charts the same as they are recorded when the employee is on vacation. The employee will only be charged if they are in-line on the Equalization of Hours chart to be offered work.
48. Trainers and employees receiving training will return to their EOH and their regularly scheduled shift for weekend hours.
49. An employee must be on the clock when overtime is offered to accept or refuse such hours. An employee does not, however, need to be on the clock to be notified of being scheduled for weekend or Holiday overtime that the employee signed up for during the contractual sign-up period. Making oneself available, or refusing previously accepted overtime when not on the clock, will not be allowed.

- a. In the case of daily overtime (including weekends or Holidays where hours in excess of the normal shift are offered) employees who decline to work more than twelve hours will only be charged for twelve hours. If an employee is offered four (4) hours early and later offered four (4) hours late, they will only be charged for 12 hours unless they worked more than 12 hours.

NOTE OF CLARIFICATION: If an employee is offered four (4) hours early and refuses, and later an offer to work over four (4) hours becomes available, that employee will, in line with hours, be offered this second block of hours. If the employee accepted the first offer of hours, they will not be offered this second block.

50. Non-seniority employees and employees returning to the bargaining unit from salary will be credited with .1 (one-tenth) of an hour more than the highest hour person in that classification's EOH Groups.
51. When employees are transferred from one EOH Group or classification to another, they will take the average hours of the EOH on the shift to which they are assigned. Employees who are transferred from one shift to another within the same EOH Grouping (Paint, Body, General Assembly, LRS, or LGS) will carry their hours to the new shift. If either of the methods cited in this paragraph would create an inequity, some other method mutually satisfactory to the Parties

that would be fair and equitable and not inconsistent with efficiency of operations may be worked out to solve problems peculiar to particular areas or groups.

52. Seniority employees who are laid off under the reduction-in-force language of the Skilled Trades Section of the Local Seniority Agreement shall, upon being recalled from layoff, be credited with the average hours of the group they enter.
53. When two or more employees have the same hours on the Equalization of Hours chart, the higher seniority employee will be considered to be lower houred.
54. Employees on the authorized leaves of absence for a period of 90 calendar days or longer shall, upon re-entering the equalization of hours group, be given the average hours of that group.  
Employees on leaves of absence for a period of less than 90 calendar days will be charged on the EOH chart the same as they are charged when an employee is on vacation. The employee will only be charged if they are in-line on the EOH chart to be offered work.
55. When an employee is offered work in their classification in another EOH Group for the purpose of augmenting the group and accepts or declines the offer of work, they shall be charged with the hours available in their own EOH Group. This will not expand existing Groups nor

extend to any employee the right to equalization in any group other than their own. It shall be a responsibility of each Group Leader borrowing an employee to augment a Group under their supervision to advise, in writing, the office of the Maintenance Manager from which the employee is borrowed, of the name and GMIN of any employee borrowed and the date and paid hours worked so that appropriate entries may be recorded on the home EOH chart.

56. When an employee is offered overtime in another EOH Group for the purpose of supplementing and the employee declines and overtime then becomes available in their home EOH Group, the employee will be offered the overtime in-line with their standing on their home EOH.
57. During the period of time an employee is serving as a Chairperson, Shop Committeeperson, or Committeeperson, their hours will not be charged nor will they show on the Equalization of Hours charts. When Committeepersons cease to function as such, they will be charged on the Equalization of Hours chart with the current average hours of that classification's Equalization Groups.

An employee temporarily serving as a Committeeperson or Alternate Committeeperson for a period of less than 30 days will, upon their return to their EOH Group, be placed in the same

position relative to the average hours of their group as when they were first transferred. (For example, if they were 10 hours higher than the average when they transferred out, they shall be given 10 hours higher than the average upon their return.) If serving for more than 30 days, when they return they will be given average hours of the classification's equalization groups in their respective Division.

Alternate Committeepersons while functioning as District Committeeperson will be charged for all hours that would have been available to them in their home EOH; but will not be charged for hours offered for the purpose of functioning as District Committeeperson that are not available to their home EOH.

58. Committeepersons or Alternate Committeepersons will not be offered work as a Committeeperson or Alternate on any shift other than their own. This is in no way to interfere with their rights to work as per Paragraph 21 of the National Agreement when excess hours are being worked on their Shift in their District.
59. When 60% or more of a scheduled Skilled Trades workforce is unable to report to work because of severe weather conditions, overtime hours incurred (scheduled or unscheduled) will not be charged. This provision shall be in effect for employees who report for work on any shift which begins within 24 hours of the starting time

of the first shift on which 60% of the employees do not report due to severe weather.

60. Established Equalization of Hours Groups cannot be changed without the agreement of the Parties. Accordingly, when a change in the structure of an established Equalization of Hours Group is contemplated, Supervision will notify Labor Relations of the intent to make such a change. Next, Supervision involved, the Shop Committee and a member of the Labor Relations staff will meet to discuss the issue. In order that a meaningful discussion can be held, Management will set forth its reasons for wanting to make the change. In the event a problem still exists after being reviewed by this Group, the Chairperson of the Shop Committee may be called upon to enter the discussion.
61. When apprentices, JIT's or EIT's are unable to work scheduled overtime hours in their EOH because of related classroom training, they will not be charged for those hours.
62. Management and the Union recognize the need to have qualified, capable people to perform work during periods of overtime. As such, for daily overtime up to two (2) hours, Management may offer work to employees, based on their standing in the EOH Group, using the following procedure:

1<sup>st</sup> - The District Committeeperson of the area will be notified.

2<sup>nd</sup> - The work will be offered to employees from the EOH Group who are capable of performing the work. Unless, continuation of assignment or necessary skill levels are important in which case the employee who had been performing the work prior would be offered.

3<sup>rd</sup> - Any deviations to the above will be reviewed by Management and the District Committeeperson.

63. For daily overtime of more than 2 hours, weekend, or Holiday hours, when Management bypasses employees in an EOH Group for continuity or expertise on critical jobs (Critical jobs should be defined as those efforts needed to set up or maintain operations or construction requirements to meet present or future schedules), the following procedure will be utilized.

- a. Management will notify the District Committeeperson and preview the bypassing of employees with the intent of keeping bypassing to a necessary minimum.
- b. Managers who have the need to bypass employees will notify the trades affected that bypassing has occurred, and a brief explanation, will be posted in scheduling area.

- c. For emergencies, or last minute scheduling, the area doing the bypassing will notify the District Committeeperson.
- d. In either of the cases cited above in (b) or (c), the posting of the notification on bypassing will take place as soon as possible, but no later than the next regularly scheduled work day.
- e. Management will provide training to employees who have expressed a need and applied for related training to these ongoing critical areas. Problems that arise in the area of training will be addressed by the UAW Training and Technical Representative and the Manager of Education and Development.
- f. When bypassing for continuity for critical jobs, Management will ask no more than 50% of the required manpower, out-of-line for that job (do not bypass for 50% of a crew if less is sufficient).
- g. The 50% guideline does not apply when bypassing for critical job expertise. In cases where the bypassing for critical job expertise is ongoing and creates an issue Labor Relations and Shop Committee will meet to discuss solutions. The intent of this agreement affects Group I Employees ONLY.

The process will be jointly monitored by the Skilled Trades Shop Committee, Labor Relations and the Plant Manager, with the intent to prevent problems. The Parties agree to be proactive rather than reactive.

64. Once the procedure for volunteers to work overtime has been exhausted and Management still needs manpower and the forcing of employees is necessary Management will force by utilizing the "forcing list." Before the forcing takes place, Management will notify the District Committeeperson and preview the forcing of employees to work overtime. It is the intent of the Parties to keep forced overtime to a necessary minimum.

The forcing list will be maintained by Management and shown in a designated column on the EOH chart. The list will be maintained on a weekly basis. An Employee who is forced to work any overtime will rotate to the bottom of the forcing list at the beginning of the next week. The list will not rotate in weeks where there is no forced overtime. An Employee who is absent and thereby unable to be forced will not rotate to the bottom of the list.

Upon entering the EOH an employee coming from another Division will be placed at the bottom of the forcing list. An employee moving from one EOH in a Division to another EOH in that Division will be placed in the same relative position they held on the forcing list within their previous EOH.

## **General – Skilled Trades**

65. Management will not require Tradespersons to operate production equipment except for the purpose of tryout and repair of such equipment.
66. When a Skilled Trades Journeyperson or EITS is assigned to supplement another Skilled Trades classification which is paid a higher rate they will be paid the rate for the classification they are supplementing.
67. When all employees in an equalization group in a Division are scheduled to work on overtime and it is necessary to supplement the group, Management will supplement from the same trade in other Divisions wherever it is possible.
68. If a Team has an unresolved demarcation issue, the Maintenance Coordinator for the Division and the Committeeperson for the area will ensure that the appropriate Parties address the issue in an equitable manner while adhering to the Skilled Trades Team Build language.
69. Management will review downtime (Christmas Holiday, Vacation Shutdown, Production down weeks, etc.) schedules with the District Committeeperson with particular emphasis to be placed on work that is not being scheduled on employees' regular shift. Management will present the case for moving the employees instead of moving the work. Any unresolved issues will be reviewed by the Maintenance Coordinator and the Skilled Trades Shop Committeeperson for resolution.

70. Under normal circumstances Management will only interrupt a Skilled Tradesperson's lunch in emergency situations.
71. It is recognized that in a given situation a Tradesperson may be required in an area outside their home Division on a temporary basis. In those cases where the particular skills are not of prime concern, and taking into consideration any restrictions or physical limitations of a particular Tradesperson, the least senior Tradesperson who is capable of doing the work will be loaned from the home Division.

### **Team Leader Selection – Skilled Trades**

Whenever possible Team Leaders will be selected from volunteers within the Team. In situations where no Team Member is interested in being a Team Leader the employee with the least Skilled Trades seniority will be forced to fill the Team Leader role. An exception to this would be that a Team Member from another Skilled Trades Team within the same Division may volunteer to fill a Team Leader position in another Team where no members are interested in filling the role; such situations must be agreed upon by the Divisions Maintenance Coordinator and the Shop Committee.

If there is more than one candidate for an open Team Leader position, those employees who have passed the jointly agreed upon assessment process will have precedent over those employees who have not passed the assessment. If more than one assessed Team Member applies to fill an open Team Leader role the

Team will vote to select the Team Leader, in the case of a tie Skilled Trades seniority will be the tie breaker. If there is more than one candidate for the Team Leader position and none of the candidates have passed the assessment process the Team will vote to select the Team Leader, with Skilled Trades seniority to be the tie breaker.

Team Leaders who have not successfully completed the Team Leader assessment, either the current assessment or the process that was in place at the time they were assessed, will only receive 50% of the additional pay granted to Team Leaders.

For developmental purposes, Group Leaders will review the Team Leader's progress when they have been on the job for ninety (90) days and at least yearly after that unless something in their progress indicates they need reviews more often. This review is designed to help the Team Leaders improve their leadership skills and constructively point out developmental areas where, with the appropriate training, or change of work habit, they can become a first-class Team Leader.

Team Members within each respective Team will be responsible to evaluate their Team Leader's job performance as defined in "Team Leader Roles & Responsibilities" once per calendar year. This information will also be utilized by the Group Leader to identify developmental opportunities for the Team Leader.

Team Members who were unable to achieve the requirements of the Team Leader assessment will be provided needs analysis feedback from the assessment process. Such Team Members will be

encouraged to take initiative on their own time to obtain the necessary skills through the utilization of available assessment training tools. Once such skills are obtained, such Team Members will be able to reapply for the Team Leader assessment.

### **DE-SELECTION – TEAM LEADER (Skilled)**

When concerns arise relative to the ability of a Team Leader to effectively support the Team or fulfill the Team Leader Roles and Responsibilities, the Parties agree to utilize the following process:

- Union, Team Member, or Management concerns regarding a Team Leader's performance should first be brought to the Group Leader to resolve.
- If the concerns cannot be promptly resolved by the Group Leader, it is the responsibility of the Group Leader to contact the joint GMS designates to review the concerns and potential de-selection.
- The GMS designates will jointly interview the Team Leader and all Team Members within their Team to understand the concerns. This interview should occur as soon as possible, but in any event, within two (2) weeks from the Group Leader notification.
- After the interview process, the joint GMS designates 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

as well as the expectation for improvement within thirty (30) days will be reviewed with the Team Leader. The Group Leader will monitor the Team Leader's performance during this period.

- Immediately upon the conclusion of the thirty (30) day review period, the Group Leader will meet with the joint GMS designates to determine if progress has been made relative to the documented plan. If necessary, additional interviews will be conducted with the Team Leader and Team Members to determine if concerns have been resolved.
- The joint GMS designates will review the information with the Team Concept Area Committee (TCAC) to make the final determination if de-selection of the Team Leader is warranted based on the documentation. If a TCAC meeting is not already scheduled within the week, a special TCAC should be scheduled.
- The Group Leader and Shift Leader of the area will immediately communicate the TCAC decision to the Team Leader in question and make reassignment if necessary.
- Team Leaders whom 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 TCAC.

- If at any point after the conclusion of the interview process, it is determined that a thirty (30) day improvement plan will not correct or address the concerns present in the Team, the GMS designates can begin immediate de-selection of the Team Leader and communicate their decision to the TCAC.

If at any point a Team Leader fails to participate in any part of this outlined improvement process, they subject themselves to immediate removal from the position

## TO: ALL SUPERVISION

During 2019 Local Contract Negotiations, it has come to the attention of the Parties that in some areas of the plant, supervision has not devoted the necessary attention to administering the Equalization of Hours procedure. This lack of necessary attention has sometimes resulted in Equalization of Hours records being maintained in an unsatisfactory manner and has led to allegations by the Local Union that employees within each Equalization of Hours group have not been given equal opportunity for available overtime earnings to the extent that the National Agreement contemplates.

Management is firmly committed to correct any out-of-line conditions which occur in this area, now or in the future. Each member of supervision is charged with the responsibility to ensure that all employees within each Equalization of Hours group have equal opportunity for overtime earnings on work within their group, and that Equalization of Hours records be accurately posted and kept up to date. No member of supervision should take this important responsibility lightly nor mistakenly minimize the firmness and importance of Management's obligation in this area. Management is committed to undertake necessary measures to ensure that this important function is properly administered and that our obligation to our employees and the Local Union is effectively met.

Repeated violations of this commitment may, if requested by the Union, result in a meeting of the Plant Manager or their designated Representative, Labor Relations and the area Shop Committeeperson

along with the Supervisor of the area in question, for discussion and corrective action if necessary.

Lansing Management

## **MEMORANDUM OF UNDERSTANDING VACATION SHUTDOWN PERIOD SCHEDULING PROCEDURE**

Manpower requirements for the period known as the two-week vacation shutdown period will be scheduled to work, first by applying steps 1 through 4 to Group I employees of a given Trade. Second, apply steps 1 through 8 to Group II employees of the same Trade. Finally, steps 5 through 8 will be applied to the remainder of the Group I employees of the same Trade. In all cases, the employee's Trades seniority in that Trade will be used and the scheduling procedure will be followed until manpower requirements are met.

1. Applicants will be scheduled on their shift in their EOH Group from the most senior to the least senior.
2. Excess applicants from the other shifts within that EOH Grouping will be combined and scheduled from the most senior to the least senior.
3. Excess applicants from all other EOH Groups within that complex will be combined and scheduled from the most senior to the least senior.
4. Excess applicants from all other complexes will be combined and scheduled from the most senior to the least senior.

5. Non-applicants from the EOH Group still requiring manpower on that shift will be scheduled from the least senior to the most senior.
6. Non-applicants from that EOH Grouping's other shifts will be combined and scheduled from the least senior to the most senior.
7. Non-applicants from all other EOH Groups within that complex will be scheduled from the least senior to the most senior.
8. All other non-applicants from all other complexes will be combined and scheduled from the least senior to the most senior.

Management will canvass Employees as far in advance as possible so Employees can utilize the vacation shutdown period if they are not working. Management should endeavor to notify employees if they are working at least four (4) weeks in advance.

Problems which arise will be jointly resolved by the Parties.

## MEMORANDUM OF UNDERSTANDING

This Agreement is made this 16<sup>th</sup> day of March 2020 between Lansing Management, General Motors Company, and the Shop Committee of the General Motors Unit of UAW Local 652, for the purposes hereinafter stated.

In order that special shift employees, may be scheduled to start their regular working week on Sunday night instead of Monday and end their working week on Friday instead of Saturday, the Parties hereto agree that the application of the Working Hours and the Holiday Pay Sections of the GM-UAW National Agreement will be applied as follows.

1. For employees falling within the parameters of this Memorandum their working week shall be a calendar week beginning on Sunday at the regular starting time of the shift to which they are assigned. [See Par. 82 of the National Agreement]
2. Employees will be compensated straight time for the first forty (40) hours in the employee's working week, less all time for which holiday overtime has been earned. [See Par. 84(a) of the National Agreement]
3. Employees will be compensated time and one-half for all hours in excess of 40 hours in the employee's working week, less all time for which holiday overtime has been earned. [See Par. 85 of the National Agreement]

4. Employees will be compensated double time for hours worked on Saturdays as follows:
  - a. For all hours worked on a calendar Saturday on a shift that starts on Saturday.
  - b. For time worked during the first eight (8) hours of a shift which starts on Saturday and runs over into the calendar Sunday.
  - c. For time worked in excess of the first eight (8) hours on a shift which starts on Friday and runs over into the Calendar Saturday.
5. Employees will be compensated double time for hours worked on each holiday specified in Paragraph 203 of the National Agreement as follows:
  - a. For all hours worked on the day before a calendar specified holiday, for a shift which starts on the day before a calendar specified holiday.
  - b. For time worked during the first eight (8) hours on a shift which starts on the day before each holiday specified in Paragraph 203 and runs over into the day of the calendar holiday.
  - c. For time worked in excess of the first eight (8) hours on a shift which starts prior to the day before a holiday and runs over into the day before a calendar holiday.

If either party desires to cancel, modify or change this agreement, it shall be at least sixty (60) days prior to the date when it proposes such cancellation, modification or changes, become effective, give notice in writing of the proposed cancellation, modification or change to the other party. Within ten (10) working days after receipt of notice to modify or change this agreement, a conference will be arranged to negotiate the proposal.

This agreement is subject to written notice of ratification by the Local Union, to be given to Local Management no later than the 16<sup>th</sup> day of March 2020. After such notice of ratification is received from the Local Union by Management, this Agreement will be effective as provided for herein upon approval of the General Motors Company and the International Union.

In Witness whereof the Parties have caused their names to be subscribed by their duly authorized officers and representatives the day and year first above written.

Local 652, International Union, United Automobile,  
Aerospace, Agricultural Implement  
Workers of America

Lansing Management, General Motors Company

## **SECTION VI TEAM BUILD**

This Agreement is entered into by Lansing Management, General Motors Company, hereinafter referred to as the Company, and the General Motors Unit of UAW Local 652, hereinafter referred to as the Union.

We recognize that Lansing is a world-class General Motors 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 products at the lowest price to exceed our customer expectations. We recognize that we must establish a culture based upon beliefs and values that fully adopts the People Involvement Principles of the Global Manufacturing System (GMS). Failure to meet these challenges will jeopardize our ability to ensure the continued standard of living to which our employees have become accustomed.

We acknowledge that we will not meet our customer driven quality and productivity requirements without the full participation and commitment of all of our Team Members. Accordingly, with safety, quality and cost as our focus, the Parties agree that a complete commitment to competitive manufacturing practices and GMS is our mutual goal. Team Concept is a critical component of our strategy.

Team Concept is a proven method of operation, which results in world-class safety, quality, productivity and Team Member relations. 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 Lansing will demonstrate that people are the most important resources of the Company. Should differences or misunderstandings occur, they will be resolved through full and open communication. We believe that we have taken a dramatic, yet evolutionary step forward, in our joint effort to fully implement the supportive environment outlined in GMS.

In order to ensure our competitiveness, it is understood that change is inevitable and as future improvements are made in competitive manufacturing, our processes will parallel these changes.

## **TEAMS**

The general rule used to determine Teams is like work and geography. Team Members both skilled and production will function on a Team, recognize and respect each other's rights, and perform all Team responsibilities. Additionally, Teams will constantly seek improvements in safety, quality, efficiency and the work environment through continuous improvement, problem solving and the Suggestion Program.

Guidelines for Teams are as follows:

1. Teams are established and functional.

2. Teams consist of up to six (6) Team Members within the LGR Complex and up to ten (10) Team Members within the Lansing Stamping Complex; unless otherwise agreed upon between the Parties (size upon geography, like work, and roles and responsibilities defined below). Repair, vacation and absentee replacement coverage are responsibilities of the Team.
3. Teams goals are established, reviewed and achieved.
4. Teams meet on a frequent basis.
5. Teams responsibilities are defined, written, communicated and understood.
6. Teams are responsible for assuring:
  - Safety
  - Eliminate the 7 types of waste (COMMWIP)
  - Quality
  - Problem solving
  - Standardized work
  - Multi-skills
  - Pull system
  - Routine maintenance (PMP)
  - Communications
  - Quantity
  - Ergonomics
  - Assist in achieving attendance expectations
  - Workplace organization
  - Data and records tracking
  - Inspection
  - Repair
  - Cost reduction
  - Training
  - Process control (Andon/error proofing)

## **TEAM CONCEPT AREA COMMITTEE (TCAC)**

The Team Concept Area Committee will:

- Consist of, at least, the appropriate Area Manager and the appropriate UAW representatives.
- Meet regularly as agreed to discuss concerns related to the Team Concept process.
- Ensure compliance to the appropriate plant standards.
- Discuss and take appropriate action in cases where the Parties are not meeting their roles and responsibilities to ensure accountability.
- Schedule additional TCAC meeting if special needs arise pertaining to Team Concept provisions.
- Review all Team Meeting minutes and take appropriate actions.
- Escalate unresolved issues from TCAC meetings to the Leadership Council for resolution.
- Discuss the Team Leader reviews completed by the Team Members and create a training plan when needed.

### **Group Leader Roles and Responsibilities**

The primary responsibility for Group Leaders is to provide support to Team Leaders in driving business results related to Safety, People, Quality, Responsiveness, Cost, and Environmental (SPQRCE) through continuous improvement and the use of standardized work, Business Plan Deployment

(BPD), visual controls, Andon, and the Job Instruction Training (JIT) process.

**Safety: Provide a safe work environment for all employees through actions consistent with the belief that safety is the overriding priority, all incidents are preventable and safety is a shared responsibility.**

- Conduct Safety Observation Tours.
- Check to ensure safety practices are being followed.
- Communicate safety information.
- Ensure that all Team Members and Team Leaders have baseline knowledge of safety procedures and have completed safety compliance training, including the employee safety concerns process.
- Investigate all safety incidents and implement corrective action.
- Conduct hazardous material checks.
- Check to ensure workplace organization standards are maintained.
- Confirm that checks are done on equipment as prescribed by the equipment check procedures.
- Make sure that machines and installations have been certified by Safety prior to initial use.
- Follow the Employee Safety Concern process.
- Skilled Trades: Lead pre-task planning.

**People: Provide an environment which stimulates Team Member involvement and personal growth.**

- Communicate relevant information on a timely basis.
- Maintain logbook for opposite shift Group and Team Leaders.
- Identify and implement continuous improvement ideas with Team Members and Team Leaders.
- Observe Team Members and Team Leaders as they perform the JIT process.
- Ensure the Flexibility Chart is accurate and supports full rotation.
- Develop a plan to ensure all jobs are covered with trained Team Members.
- Schedule and approve vacation and excused days.
- Coach and provide regular feedback on performance issues.
- Prepare and conduct Team Member and Team Leader performance evaluations.
- Organize and facilitate Team Leader operation meetings and Level 4 BPD reviews.
- Review Team Leader Level 5 BPD.
- Ensure Team Leader led Team Meetings are organized and effective.

**Quality: Eliminate roadblocks to enable the Team to build a defect free vehicle.**

- Conduct Layered Audits and confirm Teams know quality standards.

- Ensure Product Quality Standards (PQS) are at workstations.
- Know what standards are checked at each process control point.
- Participate in PFMEA reviews.
- Ensure that Team Members' and Team Leaders' Standardized Work is accurate, approved, and followed.
- Engage Teams to analyze standardized work for continuous improvement.
- Ensure adherence to Material Delivery System standards.
- Ensure that Team Member and Team Leader corrective actions to defects and problem is effective.
- Respond to Andon calls per the escalation process.
- Analyze "out-of-group" defects and devise countermeasures.
- Problem solve with Team Leaders to improve SPQRCE performance.
- Ensure all people are wearing proper mutilation protection.

**Responsiveness: Respond to the work environment to meet production schedule.**

- Analyze Andon data with Team Leaders to improve uptime.
- Ensure PMP checks are completed by the Team.

- Audit equipment error proofing, backup systems, and procedures.
- Participate in the Throughput Improvement Process (TIP).
- Identify and follow up on TIP opportunities on BPD Level 4.

**Cost: Continuously look to eliminate waste.**

- Engage Team Members and Team Leaders in continuous improvement activities to eliminate waste.
- Encourage Team Members and Team Leaders to implement continuous improvements on their own.
- Encourage Team Members and Team Leaders to utilize the suggestion program.

**Environmental: Encourage and promote good behaviors relative to conserving natural resources and reducing environmental waste.**

- Protect the environment and reduce energy and utility consumption.
- Implement startup and shutdown requirements.
- Escalate environmental concerns.

**Team Leader Roles and Responsibilities**

The primary responsibility for Team Leaders is to drive business results related to Safety, People,

Quality, Responsiveness, Cost, and Environmental (SPQRCE) through continuous improvement and the use of standardized work, BPD, visual controls, Andon, and the JIT process. Management will continue to provide appropriate training for Team Leaders based upon manufacturing requirements and needs analysis information. In addition, Management will incorporate time study training into the Standardized Work class offered in the plant bill of training.

Team Leaders will evaluate their Group Leaders on an annual basis, based on supporting GMS, BPD goals, and people involvement.

**Safety: Provide a safe work environment for all employees through actions consistent with the belief that safety is the overriding priority, all incidents are preventable and safety is a shared responsibility.**

- Lead by example: Know and follow all safety procedures and policies.
- Ensure Team Members are trained and follow safe work practices, including the use of proper Personal Protective Equipment (PPE).
- Identify, communicate, and take immediate corrective action on any unsafe acts, conditions or near misses. Stop anyone who works unsafely and demonstrate how to properly perform the work.
- Understand and use the Employee Safety Concerns process.

- Investigate safety incidents or near misses. Take active part in determining the root cause and implement corrective procedures.
- Participate in Safety Observation Tours (SOT).
- Educate and encourage Team Members to use the Employee Safety Concern Process.
- Keep designated areas clean and organized. Audit Team area and lead in the continuous improvement of workplace organization (WPO).
- Take-corrective measures if the cleaning activities are not up to standards.
- Skilled Trades: Lead pre-task planning.

**People: Provide an environment which stimulates Team Member involvement and personal growth.**

- Know and follow the local Vision and Mission statement.
- Treat all Team Members fairly and with dignity and respect.
- Create a positive and constructive climate by coaching and supporting Team members.
- Give positive feedback on performance issues to Team members.
- Monitor performance of Team members and coach or retrain when necessary.
- Lead start of shift and Team meetings. Prepare agendas, schedule necessary support resources, and follow-up on items discussed in the meeting.
- Maintain communications with the Team, Department, and cross shift Team Leaders.

- Lead the Team in accomplishing the business plan. Update Team BPD boards and modify Team targets as appropriate.
- Learn all operations within the Team, as well as a portion of operations in adjacent Teams to fully support training, problem solving activity, continuous improvement, and absentee coverage.
- Cover absenteeism whenever needed throughout the Team, Department, or Plant. Encourage Team Members to be present.
- Train employees using the JIT process. Update JIT and operation readiness documentation as required.
- Develop and maintain rotation schedules, taking into consideration ergonomic relief and Team member input.
- Coordinate Team tasks when the line is down (problem solving, WPO, PMP).

**Quality: Eliminate roadblocks to enable the Team to build a defect free vehicle.**

- Know all quality standards associated with the Team's processes and support daily attainment.
- Ensure each Team Member is educated on the quality standards of all processes they may work with.
- Perform quality and mutilation checks on a continuous basis.
- Ensure the mutilation policy is being followed within the Team. Identify "out-of-standard"

conditions. Ensure proper repairs are made, work the line back making any necessary repairs up to where the defect originated, and perform root cause analysis to determine corrective procedures.

- Utilize current problem solving methods to collect and sort data quickly, to pinpoint problems, and provide root cause analysis to drive resolution of problems.
- Communicate abnormal conditions with Group Leader and Team Members.
- Review quality key points with Team Members for defects produced within the Team.
- Ensure Team Members adhere to and improve process control requirements.
- Develop and continuously improve standardized work with Team Members. Lead line balance activities.
- Use Team Member input to create the best method in achieving the GMS principles.
- Coordinate methods with all shifts before implementation and ensure the most current standardized work is posted at each process or job.
- Administer layered audits.
- Understand and use the Practical Problem Solving (PPS) process.
- Skilled Trades:
  - Ensure Team Members support production in problem solving.

- Ensure Team Members use Maximo effectively.
- Ensure Team Members understand and complete all required tasks and documentation (Maximo, SPQRCE, ISO, etc.)
- Ensure all Team Members understand and utilize BPD boards.

**Responsiveness: Respond to the work environment to meet production schedule.**

- Ensure Team Members' workstations, tools, and area equipment are ready for start of production.
- Check equipment and machines daily and take corrective measures if they are not in safe working order.
- Ensure PMP tasks are completed as scheduled while acquiring maintenance or other support as required.
- Serve as first responder for interruptions to production and enlist maintenance or other support.
- Respond to Andon calls before the line stops and take appropriate corrective action to the out-of-standard condition.
- Ensure Team Members understand the proper use of Andon and respond promptly to out-of-standard conditions.
- Analyze root causes and implement corrective procedures to eliminate reasons for Andon pulls.

- Drive the sense of urgency within the Team to prevent and resolve downtime concerns.
- Ensure visual controls are posted and understood by Team Members and provide coaching for improved understanding.
- Make sure all floor rack labels are clear and up-to-date.
- Inform Group Leader when part inventory is at an abnormal level. Ensure Team Members utilize the reorder system when part inventory is at a minimum.
- Lead GMS by example. Follow GMS practices and look for opportunities to improve.
- Skilled Trades:
  - Follow standardized work.
  - Track and ensure completion of maintenance activities.
  - Coordinate Continuous Improvement of Maximo tasks to eliminate waste.

**Cost: Continuously look to eliminate waste.**

- Actively lead the Team in continuous improvement and problem solving activities related to attaining BPD targets, reducing cost, Throughput Improvement Process\_(TIP), and PMP.
- Support process and productivity improvements that will increase efficiency through the elimination of waste.

- Backup Team Member to shut off area lights, fans, etc.
- Process non-conforming material and scrap daily. Report scrap, damaged tools, and equipment to Group Leader.
- Skilled Trades:
  - Participate in Team activities (TIP) to analyze and improve maintenance task efficiency and machine and equipment performance.
  - Utilize predictive technology tools to effectively reduce downtime and eliminate breakdowns.

**Environmental: Encourage and promote good behaviors relative to conserving natural resources and reducing environmental waste.**

- Know, follow, and ensure TM's follow the ISO 14001 environmental policy.
- Lead Team activities to reduce, reuse, and recycle energy, air, water, and minerals in the Team, Department, and Plant.

### **Team Member Roles and Responsibilities**

**Safety: Provide a safe work environment for all employees through actions consistent with the belief that safety is the overriding priority, all incidents are preventable, and safety is a shared responsibility among all Team Members.**

- Lead by example: Learn and follow all safety procedures and policies.
- Identify and immediately communicate any unsafe acts, conditions or near misses to Team Leader or Group Leader.
- Utilize the Employee Safety Concerns process.
- Assist the Group Leader in completing incident reports. Take an active part in determining the root cause and implementing corrective measures.
- Participate in SOT as required.
- Keep all tools, materials, equipment, and other items in the proper place.
- Check equipment and machines daily and take corrective measures if they are not in safe working order. Notify Team Leader of any out of standard conditions.
- Use PPE, tools, equipment, and ergonomic assists properly.
- Maintain a clean and safe workplace.
- Perform pre-task planning.

**People: Provide an environment which stimulates Team Member involvement and personal growth.**

- Know and follow the Vision and local Mission statement.
- Treat all Team Members fairly and with dignity and respect.
- Actively participate in start of shift, Team, and Group meetings.

- Maintain communications with the Team and Department.
- Contribute to Team BPD success.
- Become proficient on all jobs in the Team.
- Assist in training Team Members on other jobs as required using JIT process.
- Maintain 100% attendance.
- Cover absenteeism whenever needed in Team, Department, and Plant.
- Rotate between jobs at the designated times, utilizing the rotation log.
- Skilled Trades:
  - Train other Team Members on proper maintenance of equipment.
  - Participate in production Team meetings as required.
  - Assist production in problem solving and continuous improvement activities.

**Quality: Eliminate roadblocks to enable the Team to build a defect free vehicle.**

- Know all quality standards associated with the Team's processes and support daily attainment.
- Recognize "out-of-standard" conditions.  
Communicate abnormal conditions to Team, Team Leader, and Group Leader.
- Participate in the problem solving process where possible by helping to identify the root cause and implementing corrective procedures.

- Understand and follow QCOS procedures when performing daily job assignment.
- Follow the standardized work per the appropriate documentation.
- Provide input to continuously improve standardized work.
- Participate in layered audits.
- Understand and use the Practical Problem Solving (PPS) process.
- Skilled Trades:
  - Develop and know standards for equipment and machinery repair and operation.
  - Understand and complete all required tasks and documentation including but not limited to Maximo, SPQRCE, and ISO.

**Responsiveness: Respond to the work environment to meet production schedule.**

- Ensure workstations, tools, and area equipment are ready for start of production (PMP, quality, process validation checks). Identify defective equipment and take corrective measures.
- Complete PMP tasks as scheduled.
- Understand the proper use of Andon and respond promptly to out-of-standard conditions.
- React to abnormal conditions and assist with first response to interruptions.
- Inform Team Leader when part inventory is at an abnormal level. Utilize the reorder system when part inventory is at a minimum.

- Make sure that all floor rack labels are clear and up-to-date.
- Provide input to improve the material presentation method.
- Follow and support the GMS principles while looking for opportunities to improve.
- Skilled Trades:
  - Initiate ordering parts for planned jobs and breakdowns.
  - Document parts consumption in Maximo.
  - Perform scheduled maintenance tasks.
  - Support production operator and process.

**Cost: Continuously look to eliminate waste.**

- Actively participate in continuous improvement and problem solving activities related to attaining BPD targets, reducing waste, reducing cost, TIP, and PMP.
- Shut off area lights, fans, etc. when not in use.
- Ensure scrap and non-conforming material is set aside in proper place to be processed. Report scrap, damaged tools, and damaged equipment to Team Leader.
- Skilled Trades:
  - Work to eliminate machine downtime, and improve equipment performance.
  - Work with Team Members to improve PMs, maintenance documentation, and processes to eliminate waste.

**Environmental: Encourage and promote good behaviors relative to conserving natural resources and reducing environmental waste.**

- Know and follow the ISO 14001 environmental policy.
- Participate to reduce, reuse, recycle energy, air, water, minerals in the Team, Department, and Plant.
- Skilled Trades utilize predictive technologies to eliminate waste of energy, air, water and materials.

**SELECTION – TEAM LEADER (Other Than Skilled)**

In order to be considered for a Team Leader position, Team Members must have passed the jointly agreed upon assessment process prior to the opening.

Management will establish a pool of assessed Team Members to serve as qualified candidates for the Team Leader classification, after they have successfully completed the assessment process. Team Members within the pool will remain within their existing Team until an opening occurs.

In the event an opening occurs for a Team Leader, the following protocol is to be followed to fill the Team Leader position:

- Whenever possible, Team Leader applicants will be selected from Team Members within the Team. If there are multiple qualified applicants,

the Team will vote on which applicant will be selected (seniority will be the tie breaker). Once selected, Team Leaders will receive the appropriate training based upon manufacturing requirements and needs analysis information.

- When Team Leader openings cannot be filled from within the Team, Management will allow free Team to Team movement inside the Department to fill the opening.
- When Team Leader openings cannot be filled from within the Department, Management will canvass seniority high to low from assessed applicants in the established Team Leader pool who are currently in the impacted Non-Interchangeable Occupational Group.
- When Team Leader openings cannot be filled from within the Non-Interchangeable Occupational Group, Management will canvass seniority high to low from assessed applicants in the established Team Leader pool who are currently in the impacted Division.
- When Team Leader openings cannot be filled from within the Division, Management will canvass by seniority high to low from assessed applicants in the established site-wide Team Leader pool.

For developmental purposes, Group Leaders will review the Team Leader's progress when they have been on the job for ninety (90) days and at least yearly after that unless something in their progress indicates they need reviews more often. This review is designed to help the Team Leaders improve their leadership skills and constructively point out

developmental areas where, with the appropriate training they can become a first-class Team Leader.

Team Members within each respective Team will be responsible to evaluate their Team Leader's job performance as defined in "Team Leader Roles and Responsibilities" once per calendar year. This information will also be utilized by the Group Leader to identify developmental opportunities for the Team Leader.

Team Members who were unable to achieve the requirements of the Team Leader assessment will be provided needs analysis feedback from the assessment process. Such Team Members will be encouraged to take initiative on their own time to obtain the necessary skills through the utilization of available assessment training tools. Once such skills are obtained, said Team Members will be able to reapply for the Team Leader assessment.

### **DE-SELECTION – TEAM LEADER (Other Than Skilled)**

When concerns arise relative to the ability of a Team Leader to effectively support the Team or fulfill the Team Leader Roles and Responsibilities, the Parties agree to utilize the following process:

- Union, Team Member, or Management concerns regarding a Team Leader's performance should first be brought to the Group Leader to resolve.
- If the concerns cannot be promptly resolved by the Group Leader, it is the responsibility of the

Group Leader to contact the joint GMS designates to review the concerns and potential de-selection.

- The GMS designates will jointly interview the Team Leader and all Team Members within their Team to understand the concerns. This interview should occur as soon as possible, but in any event, within two (2) weeks from the Group Leader notification.
- After the interview process, the joint GMS designates 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 as well as the expectation for improvement within thirty (30) days will be reviewed with the Team Leader. The Group Leader will monitor the Team Leader's performance during this period.
- Immediately upon the conclusion of the thirty (30) day review period, the Group Leader will meet with the joint GMS designates to determine if progress has been made relative to the documented plan. If necessary, additional interviews will be conducted with the Team Leader and Team Members to determine if concerns have been resolved.
- The joint GMS designates will review the information with the Team Concept Area Committee (TCAC) to make the final determination if de-selection of the Team Leader

is warranted based on the documentation. If a TCAC meeting is not already scheduled within the week, a special TCAC should be scheduled.

- The Group Leader and Shift Leader of the area will immediately communicate the TCAC decision to the Team Leader in question and make reassignment if necessary.
- Team Leaders whom 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 TCAC.
- If at any point after the conclusion of the interview process, it is determined that a thirty (30) day improvement plan will not correct or address the concerns present in the Team, the GMS designates can begin immediate de-selection of the Team Leader and communicate their decision to the TCAC.
- If at any point a Team Leader fails to participate in any part of this outlined improvement process, they subject themselves to immediate removal from the position.

If de-selection or self-removal occurs prior to six (6) months on the job, the Team Leader will be returned

to their former Department as a Team Member. If de-selection or self-removal occurs after six (6) months on the job, the Team Leader will test their seniority within the Division and, seniority permitting, either fill an available opening or bump the low seniority Team Member.

Once the TCAC has determined that a Team Leader should be de-selected, or the Team Leader has chosen to relinquish their position, that individual cannot be considered for a second Team Leader assignment until all of the following conditions are met:

- 180 calendar days have passed since their placement on another (non-Team Leader) assignment.
- The employee has completed the training plan that has been prescribed by the TCAC. The training plan is based upon the behaviors that led to the de-selection decision.

If the Team Member completes both requirements, they will be eligible for placement as a Team Leader. If the employee is de-selected or self-removed from their Team Leader position a second time, they will not be eligible for any future Team Leader openings.

## **PRODUCTION MAINTENANCE PARTNERSHIP (PMP)**

The General Motors Unit of UAW Local 652 and Management agree that to succeed we must have a world class maintenance operating system. The Parties will utilize Doc. 157 of the National

Agreement to engage our entire workforce in an effort to improve our competitiveness.

Accordingly, the Parties agree to lead the implementation of PMP, by focusing on the elimination of waste, which includes the six major losses:

1. Equipment failures
2. Idling and minor stoppage
3. Reduced yields
4. Reduced speed
5. Process defects
6. Setup and adjustment

In addition, the Parties agree that PMP jointly supported will create a communication link between the Operator and the appropriate Skilled Trades that service the equipment, thus forming a partnership in meeting the following objectives:

- Maximize equipment effectiveness and improve efficiency.
- Involve all Team Members including but not limited to Production, Maintenance, Quality, Materials, Engineering, and Supervision working as a Team to set up and successfully manage PMP.
- Establish a system of productive maintenance for the life of the equipment.

Other responsibilities associated with the skills developed by the operator will be to: assist in the prevention of equipment faults, breakdowns, or defective products, utilizing their knowledge and perception to sense abnormalities. Assist in the maintaining of equipment conditions and keeping these conditions in control, restoring equipment to normal ideal working conditions where, depending on the degree of complexity, the operator may be required to accurately make an evaluation and assist in taking corrective actions together with maintenance. The operator will be responsible for performing their PMP duties on a daily basis or as the PMP schedule requires during downtime, before or after production has been met, or on overtime.

Examples of PMP that operators could perform include but are not limited to: checking fluid levels, filling lubricators, lubrication, checking pressure readings, moving presentation racks, workplace organization including taping floors, cleaning equipment, changing batteries, adjusting air tool balancers, de-slagging and changing welding tips, caps, and cap cartridges.

## **JOB ROTATION**

Teams will develop a rotation schedule that is subject to Group Leader approval. This schedule may require rotating jobs every 2 hours or at other designated time intervals up to a full shift to balance ergonomic factors and ensure training flexibility. The only exception to full rotation would be if the Team Concept Area Committee (TCAC), because of special circumstances, decides that full rotation would be counter-productive in an area to achieving world

class safety, efficiency and quality. It is understood that these situations would be rare. Unresolved issues around rotation will be elevated to the Key 4 Meeting.

## **TEAM MEMBER PARTICIPATION**

Teams are expected to work together on a daily basis to facilitate the entire Organization in accomplishing its goals in Safety, People, Quality, Responsiveness, Cost, and Environment. The work assignments and duties should be shared in a practical manner that meets the needs of the Team and the business. It is a goal of Team Concept to provide an opportunity for all employees to have input in their work environment. It is recognized that levels of participation will vary on an individual basis.

It is understood that each Team will address issues directly related to the business of the Team. When circumstances arise not contemplated in these guidelines, Teams are expected to seek solutions to meet the needs of the business and people. In addition, all Team actions must be in compliance with the provisions of the Local and National Agreement. Accordingly, it is recognized that Group Leaders should provide guidance in these areas.

## **CROSS TRAINING**

Skilled Trades Teams will utilize Cross Training for purposes of maximizing flexibility of Team Members by learning all jobs within their Trade per Division (Body, GA, Paint, and Lansing Stamping). Each Trades Team will utilize a cross-training chart that

will measure each Team Member's flexibility to jobs per trade within their Division.

## **TEAM MEETINGS**

In order for Teams to meet their goals, Union and Management agree that Team Meetings are a good opportunity to exchange information, discuss Team business and resolve Team concerns.

Formal Team Meetings will be focused on achieving the goals and objectives of the business, problem solving and continuous improvement. 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.

Teams will meet a minimum of twice a month for twenty-five minutes (25) with the exception of two (2) times per year Management may replace Team Meetings with an All Peoples Meeting. In the event that a Team has significant issues that need to be addressed during a Team Meeting that has been replaced, the Team Leader can provide their Group Leader with a specific agenda to be approved or denied. Any issues or concerns will be escalated to the respective Shop Committee and Shift Leader. Team Meetings conducted during overtime hours will be scheduled by the Team and attendance will be voluntary, unless jointly agreed to between the Company and the Union. During regular hours or when business conditions warrant, Team attendance will be mandatory.

Agendas shall be developed on a continuous basis by the Team Leader and reviewed by the Group Leader prior to the meeting. Group Leaders and Team Leaders should meet regularly to review these agendas in order to assure items critical to the Team achieving their SPQRCE goals are identified to be discussed. Decisions reached during Team Meetings are binding on all members of the Team, including those who choose not to attend. However, decisions made in these meetings cannot be contradictory to the Local or National Agreements.

Team Meetings are solely for issues affecting the Team as it relates to SPQRCE. The time allotted for Team Leader-led Team Meetings should be value-added.

The Group Leader should be present at Team Meetings as often as possible. In certain situations, Teams may request their Group Leader to not be present for a portion of the meeting. If the request is for a legitimate reason, it will be honored.

In addition, the Parties recognize the importance of Team Leader Meetings as a mechanism of giving and receiving information within the plant, with an emphasis on sharing lessons learned, problem solving and continuous improvement. Therefore, Team Leader Meetings will be scheduled on an as required basis.

## SECTION VII GENERAL

### Per-Diem

1. Any seniority employee who accepts a transfer from the Bargaining Unit to a salaried job and within one hundred and eighty calendar (180) is transferred back into the Bargaining Unit from salary shall upon completion of the salaried job assignment, return to the Bargaining Unit and test their Seniority in their former Division. Any seniority employee who accepts a transfer from the Bargaining Unit to a salaried job that exceeds one hundred eighty (180) calendar days and who is transferred back into the Bargaining Unit from salary shall upon completion of the salary job assignment, return to the Bargaining Unit and test their Seniority site-wide.

### Extra Help

2. When extra help is to be selected in accordance with Paragraph 179 of the National Agreement for Maintenance Department work during model changeover period or plant rearrangements, employees will be permitted to apply for such work at Labor Relations. Employees who can do this work will be selected from among applicants. Employees with the greatest seniority will be given preference as openings occur and their application will remain valid for the entire Paragraph 179 period. When extra people are needed as contemplated by this paragraph, Management will notify employees in a reasonable time ahead of the need and will

advise employees of the time and place to make application. Management will notify the Shop Committee as far in advance as possible of the number of employees to be transferred under Paragraph 179 of the National Agreement and the dates they are requested.

3. It is agreed by the Parties that in order to minimize the problem of obtaining the necessary temporary manpower to assist in such Skilled Trades work as is necessary during model change and plant rearrangement in accordance with Paragraph 179 of the UAW-GM National Agreement and to provide for greater flexibility in the granting of vacation time off to employees in Skilled Trades classification who are working on jobs which usually operate when most of the plant is shutdown. Management will adhere to the following:
  - a. Employees transferred to Paragraph 179 classification will retain and accumulate seniority in the occupational group from which they were transferred.
  - b. Employees transferred to Paragraph 179 classifications will retain the right to return to the shift and plant (seniority permitting) from which they were transferred and will be afforded the same opportunity for shift preference upon their return as all other employees in their classification and occupational group.
  - c. Notwithstanding the provisions of Paragraph 62 of the National Agreement, an employee

who is transferred into an occupational group to replace an employee who transfers to a Paragraph 179 classification, shall not establish seniority in the occupational group to which transferred. Rather, such employee shall retain and accumulate seniority in the occupational group from which transferred and shall be returned to the occupational group, seniority permitting, upon the return of the Paragraph 179 employee.

- d. Employees returning from Paragraph 179 assignments will be returned to their occupational group, starting with the last job assignment prior to being transferred to Paragraph 179.
4. Management will select employees who have applied for inventory work in their respective Division, starting with the most senior applicants. If fewer employees apply than are required to perform the general inventory work, Management will then assign the least senior employees in each respective Division to perform the work. Employees will be permitted to apply for such work for not more than six (6) weeks, nor less than three (3) weeks prior to the first day of the general inventory period for their Division. The nature and duration of the inventory assignments for each employee will be the responsibility of supervision. Applications must be renewed for each general inventory period. The word "Division" in Paragraph 5 and Paragraph 6 of this Section, as it pertains to the Material Division, means that occupational group within Material that is assigned to a

particular Plant Division, such as Body, Paint or General Assembly.

A core of employees who have particular knowledge, abilities or prior inventory experience is required in order to effectively prepare for and complete an annual general inventory. Accordingly, Management in each area will first make every effort to seek volunteers with the necessary knowledge and abilities before assigning other employees.

5. When employees are needed for clean-up work during model change, plant rearrangement, or vacation shutdown period, Management will select the most senior employees in each Division who have applied for such work prior to model change or plant rearrangement, provided they are capable of performing the work. If fewer employees apply than are required to perform the clean-up work, Management will then assign the least senior employees in each Division to perform the clean-up work. If some employees will be laid off before the clean-up work is completed in each Division, thereby leaving some employees in each Division still performing clean-up work, Management will retain those employees who are at work by virtue of their application. In laying off employees who were selected to perform clean-up work based on their low seniority, Management will retain the least senior employees who are at work on clean-up in each Division.
6. In the event that during the vacation shutdown weeks employees are needed for “traditional”

work, Management will canvass for volunteers, starting with the most senior employee in the EOH Group where the work is to be performed. In the event that it becomes necessary to supplement the EOH Group where the work is to be performed, Management will canvass by seniority for volunteers who are capable of performing the work.

### **Employees Returning from a Leave of Absence**

7. Employees on a leave or restricted from their job assignment less than seventy (70) calendar days will return to their former job assignment. (While on a leave or restricted from their job assignment less than seventy (70) calendar days, the employee's seniority rights to the job assignment in question will be treated as though the employee had been at work). Employees on a leave or restricted from their job assignment longer than seventy (70) calendar days will return to their former occupational group, seniority permitting unless mutually extended by both Parties.
8. Any openings that may result from a leave that exceeds seventy (70) calendar days will be filled in accordance with the provisions of this Agreement. When an employee returns from a leave of less than seventy (70) calendar days and is at work for less than one (1) full calendar week and subsequently returns to a leave, the employee will be considered, for the purposes of filling the opening, to still be on a leave.

## **Temporary Leave Replacement**

9. Notwithstanding the provisions of Paragraph 62 of the National Agreement, an employee who is transferred into an occupational group to replace an employee who went on a leave, shall not establish seniority in the occupational group to which they transferred. Rather, such employee shall retain and accumulate seniority in the occupational group from which they transferred and shall be returned to that occupational group, seniority permitting, upon the return of the employee who was on a leave. It is understood that this provision applies to leaves of no more than seventy (70) calendar days in duration.

## **Placement-Restricted Team Members**

10. Seniority employees, who, because of physical limitations, are unable to perform work in their occupational group, will be transferred to other occupational groups in their Division or other Divisions site-wide on work that they can perform except they shall not displace another restricted employee. If under the above guidelines the employee is unable to be placed on work that they are capable of performing within their restrictions, then and only then will jobs within their home Division, that are occupied by restricted employees be reviewed starting with the lowest seniority first. Such transferred employees will displace employees with less seniority who in turn will be placed in their Division in accordance with the flow chart for that Division on work they are capable of performing.

- a. Seniority employees affected by the application of this procedure will upon transfer immediately establish their seniority in their new occupational group.
  - b. Blind employees and employees in wheelchairs having seniority, who have been placed on jobs which they can perform will not be displaced in a reduction-in-force until they are laid off under the provisions of Section II, unless their job is eliminated.
11. Currently, joint placement coordinators start at the low seniority Team Member (job) and work up in seniority until they find a job that can be performed within the Team Member's medical restrictions. However, the Parties agree that the joint placement coordinators will consider the Team impact. Therefore, placing restricted Team Members on fully rotational Teams will only occur as a final option before placement on inactive status. Joint placement coordinators will only consider placement into a Team where the employee can perform the majority of the jobs in the Team, without impeding the full Team rotation, keeping in mind that off-line kitting jobs attached to production Teams constitute a single job in the rotation.
12. Where a job or jobs have caused Team Member injuries within a Team, and this is a Team that Management has not allowed to rotate because of special circumstances, the Group Leader will meet with the Team. Working with the Team the Group Leader will identify the problem

operation(s), consult with Medical and J.E.T.T.'s Representative(s), and, if deemed appropriate, implement full job rotation within that Team as a proactive measure to minimize Team Member exposure to potential injury.

## **Lunches and Breaks**

13. Management agrees not to call break or lunch more than thirty (30) minutes before the normally scheduled times, except in the case of a major break down lasting thirty (30) minutes or more. In which case Management will review with Committee any break changes that may be necessary.
14. It is Management's intention that under present methods and operating conditions, relief will not be scheduled to occur during the first hour of the shift nor during the first hour after lunch. Additionally, during Holiday weeks where the schedule is 10.7, 10.7, 10.6, Management will not send employees to break within the first two (2) hours of the shift. During periods of breakdowns lasting thirty (30) minutes or more Management will review with Committee any changes that may be necessary.
15. Management will not schedule the lunch period to occur any earlier than four hours after the regularly scheduled shift starting time.
16. Management recognizes the desirability of notifying employees of any scheduled line time as soon as practical after the schedule is finalized. Management will announce line time

in advance of last break and will comply with Doc. 56 of the UAW-GM National Agreement whereby it states no more than two (2) breaks after lunch. Any unforeseen parts shortages, breakdown, or quality spill that may occur after last break will be reviewed with the Shop Committee.

17. Management recognizes the undesirability of changing the established lunch period or relief time, and will not do so without good reason. If a breakdown, parts shortage or other unforeseen event occurs which might prompt a change in the established lunch period or relief time, Plant Management will inform the appropriate available Union representatives before making such a decision. Also, Management will inform the cafeteria of any such change. In the event that break times are being changed more frequently than normal, the Shop Committee member responsible for the area can bring the issue to Labor Relations for consideration of other options such as tag relief or the use of additional manpower which may be utilized until such time as the situation improves.
18. Following All Peoples Meetings, evacuation, or take shelter drills Management will monitor and ensure that employees are able to return to work or break within the allocated time requirements. Any violations will be reviewed with the Department Manager and Employees will be made whole.
19. Management will review in the Key 4 meeting adding additional time regarding Team meal

requests and endeavor to provide additional time before the Thanksgiving and Christmas Holidays (through Team Meetings, scheduling, etc.) Any time added for Thanksgiving and Christmas Holiday meals will be added to the end of their normally scheduled lunch or break time.

## **Relief Agreement**

20. Under present methods and operating conditions, mass relief will normally be used. However, if the plant or an area has to revert to the tag relief procedure, Management will notify the Shop Committee person of the area involved and discuss with them the reasons for the change. Further, if we return to tag relief, Management will provide additional Team Members to provide each employee on production lines with personal relief as provided for in the National Agreement taking into consideration that the first hour at the start of each shift and the first half-hour after lunch are not ordinarily required for relief except in emergency, details to be implemented locally with the understanding this provision shall not interfere with any mutually satisfactory local practice. It is recognized that there will be occasions when employees will need emergency relief. It will be provided, with proper authorization where possible, but in any event the employee will be allowed emergency relief when it is necessary. Legitimate emergency relief will not be deducted from regular relief.

## Vacation

21. During the vacation application period set forth under the provisions of Paragraph 202(c) of the National Agreement, valid applications for full weeks of vacation will take precedent over valid applications for single or multiple day vacations short of a full week. Employees granted a full week vacation may only cancel the full week not single or multiple days within that week.
22. When an employee's seniority has not been given proper consideration in accordance with the vacation application procedure of the National Agreement, Management will provide a correction for the grieved employee. If Management is unable to persuade the employee who was granted vacation in error to agree to another vacation period, both the grieved employee and the employee(s) granted vacation in error will have their vacations approved.
23. Management recognizes the desirability of excusing an employee from work on the Saturday and Sunday preceding the start of an approved Monday through Sunday vacation, the assumption is the approved vacation will include the Saturday and Sunday following the approved Friday, if available. Accordingly, Management will endeavor to the greatest extent possible to grant the weekend preceding the approved vacation.
24. On a 4-10 schedule, employees can choose to apply eight (8) hours of VP time for requests up

to three (3) days within one pay period.

25. Management agrees to approve applied for VR days, when used consecutively with other approved vacation (VP) days to create one period of time off. This will be true even if the Department vacation allotment has already been filled. Employees must have VR time available and not have exhausted their five (5) instances under Document 8 of the National Agreement. Blackout and Holiday qualifying days may not be used under this language and all other contractual rules around the use of VR will apply.

### **Loaning of Employees**

26. In loaning of employees at Lansing Grand River and Lansing Stamping during regular working hours for the purpose of supplementing, Management will loan the lesser seniority employees capable of performing the work assignment, when available for this purpose, when this does not interfere with the efficiency of operations or conflict with any provisions of the National or Local Agreement. In areas that have an extra man assignment the following will occur: Extra employees in the department will normally be loaned out before employees who are assigned to regular jobs in the department.
27. In loaning employees across Complex lines, Management will loan by seniority (ask high, force low).

**SECTION VIII**  
**SHIFT PREFERENCE AGREEMENT**  
**PRODUCTION**

This Agreement is entered into this 16th day of March 2020 between the Lansing Site Management of, General Motors Company, and the General Motors Unit of UAW Local 652, and shall be known as the Shift Preference Agreement.

The Parties agree that this Agreement supersedes and cancels all other provisions pertaining to shift preference, and that this Agreement is supplemental to the National Agreement, and that no provisions of this Shift Preference Agreement shall supersede or conflict with any provisions of Paragraph 75 of the National Agreement between General Motors Company and the International Union, UAW.

1. This Section of the Agreement is designed for the purpose of establishing provisions for shift profiles for all hourly-rated employees, except Skilled Trades, at the Lansing Site represented by the General Motors Unit of UAW Local 652.
2. Shift Profile definition: an employee's documentation on a form provided by Management of their most desirable shift (1<sup>st</sup> choice), next desirable (2<sup>nd</sup> choice), and least desirable choice (3<sup>rd</sup> choice).
3. Shift Profile Moves are subject to the following conditions:

- a. Moves will be made from a Team in an occupational group within a Department (as defined in the Shift Preference Agreement) to a Team, Occupational Group and Department on another shift, seniority permitting, and provided the employee is physically capable of doing all the jobs within a Team. Employees will be placed on the most preferred shift that their seniority allows based on their current shift profile. Employees transferred under this Agreement to the shift of their choice will take an open job or displace lesser seniority employees starting with the least senior in the Occupational Group and Department.
- 4. Seniority employees must submit a shift profile in writing on forms provided by Management. Employees are permitted to exercise their shift profile twice (2) in a calendar year, provided they have not made a change within the previous four (4) months. It is the employee's responsibility to know their current shift profile.
  - a. Changes to an employee's shift profile form must be on file seven (7) calendar days in order to be valid. When calculating the seven (7) calendar days, the first day will be the day the change is filed with Management.
  - b. Management will move employees based on their current shift profile.
- 5. An employee's Shift Profile will be honored, seniority permitting, no later than the second

Monday following the date their profile becomes valid. It is understood that shift transfers will normally be made on a Monday. Employees who are to be displaced from their shift by a more senior shift profile, will be notified as far in advance as possible but in any event no later than five (5) calendar days in advance of being moved to another shift.

6. Management will not be required to make shift profile moves during the following period:
  - a. NORMAL MODEL CHANGE - The last two weeks of the model run before buildout, by shift preference group, and continuing through the first thirty (30) days at new model startup, after the entire shift preference group has resumed work.
  - b. MAJOR MODEL CHANGE - The last two weeks of the model run before buildout, by shift preference group and continuing through the first sixty (60) days at new major model startup, after the entire shift preference group has resumed work.
    - i. Major model change is a significantly modified version of existing product which could involve several major panels or major portions of the exterior appearance panels. (outer and inner) including fascias. Major changes or new IP and complex tunnel console and interior trim (excluding new seat frames) may be included. Some glass may change. May also include some of the following:

new IP, glass change, new drivetrain, major front-end structure or black metal, chassis components, paint, electrical systems, new or modified processes. A new roof and several lower body or front-end sheet metal panels or all panels except roof and doors would constitute a “MAJOR”. The addition of a new body style (e.g. Chevy Camaro) is typically equivalent to a “MAJOR”.

- c. Line acceleration during the model year through one week after reaching full acceleration. The total freeze time is not to exceed sixty (60) calendar days (may be extended/decreased by mutual agreement).
7. Employees who are recalled from permanent reduction in force will submit a new Shift Profile. Employees who move to a new Shift Preference Department will carry their Shift Profile with them.
8. An Employee who transfers to a lesser desired shift (as reflected on their Shift Profile) as a result of a 63(b) transfer within their Shift Preference Department will be required to change their Shift Profile to reflect the shift transferred to as a more desired choice.
9. It is recognized that under certain unusual circumstances, it may be necessary for a seniority employee to request a temporary change from their regular shift to another shift due to a hardship. Such request will be made in writing to the employee’s supervisor stating the

reason for the request and the length of time for which the change is desired, and a copy will be furnished to the Shop Committee. Every consideration will be given to the merits of such request, and whenever possible, applicants will be temporarily transferred for a specific period not to exceed thirty (30) days, unless extended by mutual agreement as follows:

- a. To any vacancy that may exist, on a job that the applicant can do within their job classification and occupational group in their Department.
  - b. If no vacancy exists, another employee may voluntarily trade shifts with the applicant for the required length of time, if satisfactory to all Parties concerned. If more than one employee in the applicant's Shift Preference Department volunteers to trade shifts under these provisions, the most senior volunteer will trade shifts for the required period of time, provided that employee is physically capable of doing the job on the other shift.
  - c. When a shift change occurs due to a hardship the effected employees will assume each other's position on the EOH charts.
10. On a temporary basis, we recognize that certain employees may be required to work on a shift other than the one on which they are working due to training. Management will canvass for volunteers starting with the most senior capable of performing the work. If there are an inadequate number of volunteers Management

will force the low senior capable of performing the work. Such employees will be returned to their former shift no later than thirty (30) days after their original move unless the time is extended by mutual agreement. Prior to the move being made, Management will review the move with the District Committeeperson.

11. Management may place new employees on any shift for training purposes and cannot be required to displace new employees with seniority employees during their initial thirty (30) days of employment. When they are fully able to meet the requirements of the job, they will be placed on another shift.
12. Any Elected or Appointed representative or Official of the Local Union who, under the terms of the National Agreement, leaves office will be placed on the most desired shift (per their shift profile) that seniority permits upon their return to work. Elected or Appointed UAW representatives shall not be displaced from the shift their office warrants, so long as they remain in such official capacity.
13. In the event problem situations arise in conjunction with the application of the foregoing provisions, they will be reviewed by the Shop Committee representing the group where a problem exists, a member of the Labor Relations Staff and the Area Manager involved. If the problem still exists after being reviewed by this group, the Chairperson of the Shop Committee may be called to enter the discussion.

14. Management will provide an accurate list of reduced employees due to shift profile moves to the District Committee person upon request.

## **SHIFT PREFERENCE DEPARTMENTAL LIST**

### **LANSING STAMPING**

LRS Production (Team Leaders and Team Members).....1 Department

LRS Material (Team Leaders and Team Members).....1 Department

LGS Production (Team Leaders and Team Members).....1 Department

LGS Material (Team Leaders and Team Members).....1 Department

### **REPAIR**

GA (Team Leaders and Team Members).....1 Department

Body (Flat-Top/Body Repair Paint)(Team Leaders and Team Members).....1 Department

Paint (EOL/Panel/Spot)(Team Leaders and Team Members).....1 Department

### **MATERIAL**

Material GA (Team Leaders and Team Members).....1 Department

Material Body (Team Leaders and Team Members).....1 Department

Material Paint (Team Leaders and Team Members).....1 Department

Material Core (Team Leaders and Team Members).....1 Department

## **QUALITY**

C.M.M. (Team Leaders and Team Members).....1 Department

Dimensional,Weld Integrity (Team Leaders and Team Members).....1 Department

Quality Assurance (GA) (Team Leaders and Team Members).....1 Department

Supplier Action Center (GA, Body) (Team Leaders and Team Members) .....1 Department

General Assembly (Team Leaders and Team Members).....1 Department

Care, Final (Team Leaders and Team Members).....1 Department

Core (Team Leaders and Team Members).....1 Department

## **BODY**

Production (Team Leaders and Team Members).....1 Department

## **PAINT**

Production (Team Leaders and Team Members).....1 Department

Mix Room (Team Leaders and Team Members).....1 Department

Core (Team Leaders and Team Members).....1 Department

## **GENERAL ASSEMBLY**

Production (Team Leaders and Team Members).....1 Department

Core, Pilot (Team Leaders and Team Members).....1 Department

## MEMORANDUM OF UNDERSTANDING

This Agreement is made this 16<sup>th</sup> day of March 2020 between Lansing Management, General Motors Company, and the Shop Committee of the General Motors Unit of UAW Local 652, for the purposes hereinafter stated.

In order that special shift employees, may be scheduled to start their regular working week on Sunday night instead of Monday and end their working week on Friday instead of Saturday, the Parties hereto agree that the application of the Working Hours and the Holiday Pay Sections of the GM-UAW National Agreement will be applied as follows.

1. For employees falling within the parameters of this Memorandum their working week shall be a calendar week beginning on Sunday at the regular starting time of the shift to which they are assigned. [See Par. 82 of the National Agreement]
2. Employees will be compensated straight time for the first forty (40) hours in the employee's working week, less all time for which holiday overtime has been earned. [See Par. 84(a) of the National Agreement]
3. Employees will be compensated time and one-half for all hours in excess of 40 hours in the employee's working week, less all time for which holiday overtime has been earned. [See Par. 85 of the National Agreement]

4. Employees will be compensated double time for hours worked on Saturdays as follows:
  - a. For all hours worked on a calendar Saturday on a shift that starts on Saturday.
  - b. For time worked during the first eight (8) hours of a shift which starts on Saturday and runs over into the calendar Sunday.
  - c. For time worked in excess of the first eight (8) hours on a shift which starts on Friday and runs over into the Calendar Saturday.
5. Employees will be compensated double time for hours worked on each holiday specified in Paragraph 203 of the National Agreement as follows:
  - a. For all hours worked on the day before a calendar specified holiday, for a shift which starts on the day before a calendar specified holiday.
  - b. For time worked during the first eight (8) hours on a shift which starts on the day before each holiday specified in Paragraph 203 and runs over into the day of the calendar holiday.
  - c. For time worked in excess of the first eight (8) hours on a shift which starts prior to the day before a holiday and runs over into the day before a calendar holiday.

If either party desires to cancel, modify or change this agreement, it shall be at least sixty (60) days prior to the date when it proposes such cancellation, modification or changes, become effective, give notice in writing of the proposed cancellation, modification or change to the other party. Within ten (10) working days after receipt of notice to modify or change this agreement, a conference will be arranged to negotiate the proposal.

This agreement is subject to written notice of ratification by the Local Union, to be given to Local Management no later than the 16<sup>th</sup> day of March 2020. After such notice of ratification is received from the Local Union by Management, this Agreement will be effective as provided for herein upon approval of the General Motors Corporation and the International Union.

In Witness whereof the Parties have caused their names to be subscribed by their duly authorized officers and representatives the day and year first above written.

Local 652, International Union, United Automobile,  
Aerospace, Agricultural Implement  
Workers of America

Lansing Management, General Motors Corporation

**SECTION IX  
ADMINISTRATION PROCEDURE  
RESPECTING THE REQUIREMENTS  
OF PARAGRAPH 71  
PRODUCTION**

Extra work hours and regularly scheduled work hours will be recorded and overtime hours will be equalized among the employees in the Group in accordance with the provisions of Paragraph 71 of the National Agreement.

To ensure that Management will fulfill its obligations under the above paragraph, Management will use a method, such as Kronos or a computer program, to track the hours of Equalization of Hours (EOH) Groups, in order to ensure that a proper record of those groups will be maintained. These charts will be made available to employees by being openly displayed on the side of the Team Leader stand up desk or agreed upon location and in such a manner that employees may check their standings. Management will retain the records for a period of one year.

This section of the Agreement is designed for the purpose of establishing the provisions for the Administrative Procedure Respecting the Requirements of Paragraph 71 for all hourly employees, except Skilled Trades, represented by the General Motors Unit of UAW Local 652.

**Group Leader's Responsibility:**

1. It shall be the responsibility of the Group Leader of a Department to prepare and maintain a record

of the number of regularly scheduled work hours that are available and overtime hours that are available for each employee to work. This record shall also show the accumulated available hours of each employee on a continuous basis as long as the employee remains in the Group.

2. It shall be the responsibility of each Group Leader to make sure that each record in their Department is posted daily and totaled each week, and such weekly records shall be maintained to coincide with the calendar days of the current month.
3. It shall be the responsibility of the Group Leader and the District Committeeperson to review the EOH charts in each Department once a month, and to initial the charts when they are found to be satisfactory. If a problem is found to exist, it shall be brought to the attention of the Shop Committee and the Area Manager of the area who will meet to resolve the problem. If the problem is not resolved, it will be brought to the attention of the Chairperson of the Shop Committee and the Labor Relations Department for resolution.

**Preparation of Hourly Employees' EOH Record, Kronos or a computer program:**

4. The following method of preparation of Hourly Employee's EOH Record must be followed in all instances to ensure a uniform method of recording available work hours in each EOH Group.

5. When work hours are available and or worked by employees in their own EOH Group, the available hours shall be recorded in Kronos or computer program.
6. If an employee has refused training making them unqualified to perform specific job assignments during overtime work hours, the employee will be charged the available hours.
7. Management will make an attempt to contact an employee who is in training for overtime in their home EOH when it is practical to do so.  
Employees who are offered and either accept or decline will be charged the hours.
8. An employee will be charged for overtime hours accepted or refused for voluntary in-plant technical training classes.
9. An employee will be charged for all hours offered.
10. When an employee in an EOH Group is on layoff under the provisions of Section III of the Local Seniority Agreement, all hours will be recorded on the EOH charts the same as they are recorded when the employee is on vacation. The employee will only be charged for overtime hours if they are in line on the EOH chart to be offered work.
  - a. When employees in an EOH Group are working under the provisions of Section VII, Par. 4 or Par. 5 of the Local Seniority Agreement, any hours an employee works

on general inventory or cleanup will not be charged.

11. When hours are available in the employee's own group 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 shown on the employee's record as if the hours had been worked, with the following exceptions:
  - a. Employees contacted after the end of their shift will not be charged hours, unless accepted.
  - b. Employees who accept overtime and fail to show for any reason, excluding bereavement, shall be charged twice the number of hours they would have normally been charged.
  - c. Employees attending mandatory out of town training.
12. The hours recorded shall be shown as "hours charged" by applying the proper multipliers found in paragraphs 85 and 86 of the National Agreement. For example, four (4) hours available at time and one-half would be shown as six (6) hours on the chart. Sunday and Holiday available hours; four (4) hours available at double-time would be shown as eight (8) hours on the chart. Employees who work on a paid holiday shall be charged overtime hours worked less holiday paid hours.
13. Figures to be posted in the "Accumulated Total Hours" columns shall be determined as follows:

- a. The accumulated total hours shall be posted from the preceding sheet to the first “Accumulated Total Hours” column on the new sheet, Kronos or computer program.
  - b. Employee weekly totals shall be added to the sum previously brought forward in the “Accumulated Total Hours” column.
  - c. Totals thus are accumulated weekly in the appropriate “Accumulated Total Hours” column reflecting hours charged to an employee on a continuous basis.
  - d. Hours will be totaled at the end of the scheduled Sunday, or in the event of a holiday weekend at the end of the scheduled holiday, whichever is later.
14. Temporary employees will be charged .1 (one-tenth) of an hour more than the highest hour person in the EOH Group to which they are assigned.
15. Seniority employees who are laid off under Section II of the Local Seniority Agreement shall, upon being recalled from layoff, be credited with the average hours of the EOH Group which they enter.
16. When employees are transferred from one EOH Group to another (including transfer from one shift to another) such employees will be given the average hours of the EOH Group to which they are transferred.

17. Employees on a leave of absence for a period of seventy (70) calendar days or longer shall, upon re-entering the EOH Group, be given the average hours of the group. Employees on leaves of absence for a period of less than seventy (70) days will be charged on the EOH chart the same as they are charged when an employee is on vacation. The employee will only be charged if they are in line on the EOH chart to be offered work. Employees returning to the bargaining unit from salary will be credited with .1 (one-tenth) of an hour more than the highest hour person in the EOH Group which they enter.
18. When an employee is offered work in another EOH Group for the purpose of augmenting the group and accepts or declines the offer of work, they shall be charged with the hours available in their own EOH Group, except for the provisions of paragraph 11 of this Section. This will not expand existing groups nor extend to any employee the right to equalization in any group other than their own. It shall be the responsibility of each Group Leader borrowing an employee to augment a group under their supervision to advise, in writing, the Group Leader from which each employee is borrowed, the name and GMIN of each employee and the date and paid hours worked so that appropriate entries may be recorded in Kronos or computer program.
19. In the event an employee is transferred to another EOH Group and subsequently is returned to their former group within a period of thirty (30) calendar days they shall, upon return to their

former group, be placed in the same position relative to the average hours of their group as when they were first transferred. (For example, if they were ten (10) hours higher than the average when they transferred out, they shall be given ten (10) hours higher than the average upon their return.)

20. During the period of time an employee is serving as a Chairperson, Shop Committeeperson, or District Committeeperson, their hours will not be charged nor will they show on the EOH charts, Kronos or computer program. When Committeepersons cease to function as such, they will be charged on the appropriate EOH chart. An employee serving as a Committeeperson or Alternate Committeeperson for a period of less than thirty (30) days will retain their same position relative to the average hours of their group. If serving for more than thirty (30) days, they will be given average hours when they return to the group.

In addition, Alternate District Committeepersons should be placed into the appropriate EOH Group at the hour position specified by the Local Agreement. Alternate Committeepersons while functioning as District Committeeperson will be charged for all hours that would have been available to them in their home EOH. But, will not be charged for hours offered for the purpose of functioning as District Committeeperson that are not available to their home EOH.

21. When employees are contacted at home and offered an opportunity to work and they refuse

such an offer, or if they cannot be reached, the hours will not be charged to the employees in Kronos or computer program. Accordingly, if employees accept such an offer and then fail to report for work, they shall be charged twice the number of hours they would have normally been charged in Kronos or computer program.

22. EOH charts will be kept on a continuous basis. When the employee with the lowest number of hours in an EOH Group reaches 1,000 hours on the Equalization chart, the figures for all employees in the Group are to be reduced by 1,000 hours.
  - a. Place the revision date on the equalization chart and identify on the chart the number of times the chart has been reduced to zero.
  - b. To minimize confusion, advise the District Committeeperson when such revisions are made.
23. If an absent employee returns to work on the last scheduled work day or prior to the weekend work and notifies their Group Leader of their availability for work and they are not scheduled for such-work, the hours will not be charged.
24. Established EOH Groups cannot be changed without mutual agreement by the Parties. Accordingly, when a change in the structure of an established EOH Group is contemplated, supervision will notify Labor Relations of the intent to make such a change. Next, supervision involved, the Shop Committee and a member of the Labor Relations Staff will meet to discuss the

issue. At this meeting Management will set forth its reasons for wanting to make the change. In the event a problem still exists after being reviewed by this group, the Chairperson of the Shop Committee may be called upon to enter the discussion.

25. Management reaffirms its commitment to Paragraph 21 of the National Agreement and will schedule the appropriate representation on other than regular hours.

The Parties agree to the following clarification as it relates to the Administration Procedures Respecting Paragraph 71 of the Local Seniority Agreement. After following the procedure for volunteers to work has been exhausted and Management still needs manpower and a forced situation occurs, Management will begin to force the low houred employee in the EOH Group to which the work belongs and continue until the manpower requirements have been met.

## EQUALIZATION OF HOURS

The general rule to be applied to EOH Groupings is like work and geography, the same principle used to determine Teams. Therefore, each Team will be considered as its own EOH Group, excluding the Team Leader. Team Leaders within a group will each constitute their own EOH Group. Management will solely administer EOH and the maintenance of the EOH. The charts will be reviewed weekly by the Group Leader and the Team Leader to maintain accuracy. However, the accuracy of the EOH charts will be the responsibility of the Group Leader.

## **Lansing Stamping and Repair**

26. Management's intent is to maintain a consistency of less than fifty-six (56) hours between shifts. If the equity between shift hours is not maintained, then the Committee of the area in question will meet with Plant Management to address the inequity.

## **Lansing Stamping**

The general rule to be applied to EOH Groupings is like work and geography. Team Leaders within a group will constitute their own EOH Group.

27. In order to clarify issues regarding permanent employee EOH Groups, and the administration of Paragraph 71, the following will apply:
- a. Overtime hours available within an employee's own EOH Group will be offered prior to overtime hours for supplementing metal finish or batch and hold.
  - b. In the event of an inequity of 56 hours on the AA lines during weekend overtime, the low hour EOH will perform the functions of the AA line.
  - c. In the event of an inequity of 56 hours on the B lines during weekend overtime, the low hour EOH will perform the functions on the B line.
  - d. In the event of an inequity of 56 hours on the XL lines during weekend overtime, the low hour EOH will perform the functions on the XL line.

When manpower is needed to metal finish or batch and hold, Management will ask the low hour press Team Member Group first.

When additional manpower is needed to supplement metal finish or batch and hold, Management will ask EOH Groups (including both TM and TL EOH Groups) starting with the next low hour group first, then continuing through the remaining groups capable of doing the work until the complement is filled.

## TO: ALL SUPERVISION

During 2019 Local Contract Negotiations, it has come to the attention of the Parties that in some areas of the plant, supervision has not devoted the necessary attention to administering the Equalization of Hours procedure. This lack of necessary attention has sometimes resulted in Equalization of Hours records being maintained in an unsatisfactory manner and has led to allegations by the Local Union that employees within each Equalization of Hours group have not been given equal opportunity for available overtime earnings to the extent that the National Agreement contemplates.

Management is firmly committed to correct any out-of-line conditions which occur in this area, now or in the future. Each member of supervision is charged with the responsibility to ensure that all employees within each Equalization of Hours group have equal opportunity for overtime earnings on work within their group, and that Equalization of Hours records be accurately posted and kept up to date. No member of supervision should take this important responsibility lightly nor mistakenly minimize the firmness and importance of Management's obligation in this area. Management is committed to undertake necessary measures to ensure that this important function is properly administered and that our obligation to our employees and the Local Union is effectively met.

Repeated violations of this commitment may, if requested by the Union, result in a meeting of the Plant Manager or their designated Representative, Labor Relations and the area Shop Committeeperson

along with the Supervisor of the area in question, for discussion and corrective action if necessary.

Lansing Management

## **SECTION X**

### **GRIEVANCE PROCEDURE**

The purpose of this procedure is to provide for orderly collective bargaining and for the prompt disposition of grievances between representatives of the General Motors Unit of UAW Local 652 and Lansing Management.

The procedure listed below is designed to aid and assist the Parties in the implementation of the provisions of the National Agreement respecting representation.

#### **Procedure:**

1. Any employee having a concern, or one designated member of a group having a concern, should first take the concern up with the Group Leader who will attempt to resolve it.
2. Any employee may request that the Group Leader call the Committeeperson for the district to handle a specific concern with the Group Leader. The Group Leader will send for the Committeeperson without undue delay and without further discussion of the concern.
3. The proper Parties are then required to make every effort to resolve the concern prior to reducing the concern to writing in the form of a grievance.
4. When presenting a written grievance to the Group Leader at the first step of the grievance procedure, the District Committeeperson will

leave a copy of the grievance with the Group Leader. As soon as all pertinent facts are known, the Group Leader will answer the grievance without undue delay, and in all disciplinary cases a prompt answer will be given. When the Group Leader is ready to answer the grievance the District Committeeperson will present the other two copies of the grievance to the Group Leader. The Group Leader will affix Management's answer on all three copies and they will retain a copy.

5. If the grievance is not settled at the first step, the District Committeeperson may take up the grievance with higher supervision with or without the assistance of the Shop Committee.
6. If the grievance is not settled with higher supervision at this step (commonly known as the step and one-half), it may be appealed to the second step. Grievances appealed to the second step must appear on the agenda submitted by the Union at the next meeting between Shop Committee and Management following the step and one-half answer. A final decision on appealed grievances will be given by a representative of the highest local Management within fifteen (15) working days from the first written filing thereof, unless an extension of time is mutually agreed upon.

### **Committeepersons:**

7. A District Committeeperson will function full time in accordance with Paragraph 16 of the UAW-GM National Agreement.

8. A District Committeeperson desiring the Shop Committee to assist them in discussing a grievance with higher supervision will be afforded the services of the Shop Committee.
9. The Parties agree that normally the Shop Committee will not be assigned to handle grievances in Divisions other than their own. If it is necessary to assign the Shop Committee to a grievance in another Division, the Chairperson of the Shop Committee will write on the grievance the name of the Shop Committee person assigned to the grievance and will indicate such assignment by their initials. The Chairperson will also provide Labor Relations with a notice of the above assignment change.

Committeepersons whose zones cover multiple areas in the General Motors Unit of UAW Local 652 Bargaining Unit will be permitted to travel between plants.

## **SECTION XI WAGE RULES**

### **General**

In compliance with the UAW-GM National Agreement, the establishment of wage scales for each operation is a matter for Local Negotiation and agreement between Local Management and the Shop Committee.

When these wage rules are applied to employees who have not attained the maximum base rate of the job classification and who are covered by Paragraph 98 of the New Agreement, the appropriate rate in Paragraph 98 of the New Agreement will apply.

### **Seniority Employees**

A seniority employee who is transferred to a different job classification will be transferred at the appropriate rate.

Any employee returning to a higher rated job classification which they previously held will automatically receive the appropriate rate.

### **Temporary Job Assignments - Reclassification**

Certain situations may require that employees be temporarily assigned to job classifications which pay a rate higher than the rate for the employee's current classification. Management will not work employees on higher-rated jobs for extended periods of time without reclassifying them. Therefore, no employee, or employees who

have been assigned temporarily to a job classification paying a rate higher than the rate for the employee's current classification may receive added compensation on a full-time, day-to-day basis in excess of ten (10) continuous working days, except to replace employees who are absent from work for reasons of sickness, jury duty, vacation, annual military reserve training periods and other situations of a similar temporary nature.

### **Temporary Job Assignments - Wage Rates**

Any employee required to work temporarily out of their classification on a lower-rated classification shall receive their regular rate for the balance of the pay period.

When a seniority employee is temporarily assigned for one hour or more to a higher-rated job on any given day, they will be paid the top rate of the job to which they are temporarily assigned for the entire shift.

Temporary employees required to work temporarily out of their classification on a higher-rated classification shall receive their regular rate or the hiring rate, whichever is greater, for the entire shift.

### **Wage Adjustments**

Supervision will be instructed to get all wage adjustments for each week into the payroll system before the time is computed for that week. This will result in the employees receiving their wage adjustment pay the week following the entry of the

wage adjustment into the payroll system.

## **Pay Shortage**

The procedure for correcting pay shortages due to Management error of four (4) pay hours or more will be consistent with Document 126 of the National Agreement. Additionally, Management will offer the employee the option of having the correction added to the next check.

The adjustment of payroll errors which are not the fault of the employee must be accomplished promptly. Any unreasonable delays in making such corrections should be brought to the attention of Labor Relations and will be adjusted promptly.

Information regarding wage adjustments, including pay shortages, will be available on the employee's check stub. (In addition, the following information at a minimum will be listed on the check stub: year-to-date earnings, Federal, State and Local taxes, Union dues).

## TO: ALL SUPERVISION

The GM Workplace Violence policy states: "GM will not tolerate any threat direct or implied, or physical conduct which results in harm to people or property, or which harasses, disrupts, or interferes with another's work performance, or which creates an intimidating, offensive, or hostile environment." In instances where discipline is contemplated under this policy rather than under a shop rule, the member of Supervision before deciding upon a course of action should ask themselves two (2) overarching questions:

1. Is this a violent situation with immediate danger?  
For example:
  - a. Harm or a violent action has occurred.
  - b. A weapon is present, or an object has been used as a weapon.
  - c. There was a threat to do immediate harm.
  - d. There was a physical assault with or without a weapon.
  - e. There was a display of uncontrolled behavior.
  - f. There was a display of loud, abusive, or aggressive behavior.
  - g. There was hostage taking or terrorist activity.
2. Is this a potentially violent situation? For example:
  - a. There was a direct or indirect expression of intent to cause physical harm.
  - b. There were written threats made.
  - c. Stalking or harassment causing worry, fear, terror, or intimidation has occurred.
  - d. An employee repeatedly being in an area when requested not to be there.

- e. There were overheard verbal threats or gestures indicating the intent to do harm.
- f. There was a display or displays of uncontrolled behavior.
- g. A hostile work environment was created through unwelcome words, action, or physical contact not resulting in harm.

Generally, for a threat to exist the person subject to the behavior must hold a reasonable belief they are being threatened. Words actually uttered, spoken, or written cannot be disregarded in determining cases of threat. In some instances, bullying tactics may properly fall under either shop rule #21 or the GM Workplace Violence Policy; incidents must be evaluated on a case-by-case basis. Poor judgment and insensitivity should also be taken into account when establishing whether actions constitute a violation of the shop rules or GM Workplace Violence Policy. Every incident may not rise to the level of a violation of the GM Workplace Violence Policy and thus be subject to “zero tolerance;” however, this policy will be enforced.

All supervision should be mindful that consistency and fairness in the administration of corrective discipline is imperative. The selection of a shop rule or policy to be invoked when disciplining an employee should be based on the circumstances which prompted the discipline rather than on the personalities involved.

## **TO: ALL EMPLOYEES**

General Motors maintains a written and widely distributed policy prohibiting harassment.

Harassment based on age, race, color, sex, religion, national origin, disability, sexual orientation, gender identity, or gender expression is a violation of this policy.

All employees are expected to deal fairly and honestly with one another to ensure a work environment free of intimidation and harassment. Abuse of the dignity of anyone by means of ethnic, racist, religious, or sexist slurs; or through other derogatory or objectionable conduct, is unacceptable employee behavior. This policy also prohibits unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

All General Motors employees are entitled to a workplace environment in which words and actions do not have even the appearance of disrespect. Demeaning, disrespectful, or insensitive jokes, cartoons, pictures, or language are inappropriate for the GM work environment. Likewise, lewd, vulgar, or profane gestures and unwanted touching may be offensive to people and may result in an uncomfortable or hostile work environment. These types of conduct will not be tolerated in the workplace.

If you believe you have been subjected to harassment that violates this policy, you may bring your concerns to the attention of your immediate supervisor, site personnel director, Equal Employment Opportunity

Representative, or Human Resources. Union-represented employees may address their concerns with a Union representative, however, such action may not necessarily result in notification to General Motors management of your concern or appropriate corrective actions.

## **RATIFICATION AND TERMINATION**

### **CLAUSE**

This agreement supersedes all prior Local Seniority Agreements.

No provision of this agreement shall be retroactive prior to the date hereof unless otherwise specifically stated herein.

This agreement is subject to written notice of ratification by the Local Union to be given to Local Management no later than the 16<sup>th</sup> day of March 2020. After such notice of ratification is received from the Local Union by Management, this Agreement will be effective as provided for herein upon approval of the General Motors Company and the International Union.

If either party desires to cancel, modify or change this agreement, it shall at least sixty (60) days prior to the date when it proposes such cancellation, modification or change become effective, give notice in writing of the proposed cancellation, modification or change to the other party. Within ten (10) working days after receipt of notice to modify or change this agreement, a conference will be arranged to negotiate the proposal.

In witness whereof the Parties have caused their names to be subscribed by their duly authorized officers and representatives the day and year first above written.

**Local 652, International Union, United  
Automobile, Aerospace, and Agricultural  
Workers of America.**

Ted Krumm

Dave Gaudard

Scott Gaudard

Scott Lounds

**Lansing Management, General Motors, LLC**

Sandy Workman

Marla Becker

Daniel Green

## **Local Concerns**

143	Bargaining Unit Work
143	Breaks/Lunch/Cafeteria
145	Clothing
145	Discipline
149	Employee Assistance Program
150	Fans/Ventilation
150	Fitness/Recreation
152	Floor Mats
152	General
153	Health/Safety
159	Ice Machines/Water Coolers
160	Lansing Regional Stamping
161	Lockers/Locker Rooms
161	Lost/Damaged Property
162	Management/Employee Relations
163	Material Handling
164	Medical
167	Noise Level
167	Parking/Walkways
169	Payroll
170	Plant Gates/Time Clocks
171	Restrooms
171	Stools/Benches
172	Suggestions
172	Team Issues
175	Telephones
175	Training
176	Union Concerns
180	Vacation
181	Vendors
182	Working Conditions

## **Skilled Trades Concerns**

184	Apprentice/JIT
184	Electrical
185	General
187	Health/Safety
187	Manpower
188	Overtime/Equalization
189	Shift Preference
189	Subcontracting/Sourcing
190	Tools/Equipment/Toolbox
191	Training
193	Union Concerns

## **Bargaining Unit Work**

### **GC5-19 – Outsourcing**

**Answer:** Management agrees that prior to the outsourcing of any repair to a production vehicle Management will have discussion with the Shop Committee.

### **GC136-19 – SAC Manpower**

**Answer:** Resolved to the satisfaction of both Parties. Management agrees to increase headcount in the SAC to fulfill the enhanced working responsibilities.

### **GC140-19 – 3-D Printer**

**Answer:** This demand is resolved on the basis that any 3-D printing for multiple quantity production will be performed by bargaining unit employees.

## **Breaks/Lunch/Cafeteria**

### **GC4-19 – Cafeteria**

**Answer:** This demand is resolved on the basis that a Hybrid Café will be provided in General Assembly in place of the current Cafeteria.

### **GC13-19 – Picnic Tables**

**Answer:** Management agrees to replace three (3) of the wooden picnic tables with new composite picnic tables.

### **GC144-19 – Slushie Machine**

**Answer:** This demand is resolved on the basis that a drain will be provided for the installation of a slushie machine in the LGS fresh market.

### **GC73-15 – Department sinks**

**Answer:** Management will evaluate requests for sinks for departmental use on the plant floor on a case-by-case basis. Sinks that are currently in use that are not working properly should be brought to Management's attention for repair.

### **GC2-15 – Early Breaks**

**Answer:** Management will explore other options (e.g. Team meetings, safety talks, etc.) in lieu of changing relief time, when it makes sense for the efficiency of operations.

### **GC46-15 – Picnic Tables**

**Answer:** In light of new construction and building updates, Union and Management will identify areas for new picnic tables and smoke shacks around the complex. Furthermore, Management is committed to repair or replace picnic tables and smoke shacks that are out of repair.

### **GC177-03 – The Union demands employees not be ordered back to work once they have started their relief period.**

**Answer:** It is not Management's intention to interfere with employee's relief time; however, certain extreme situations may necessitate an employee being called back to work from their relief. Any recurring problems in a particular area or department may be brought to Management's attention.

### **GC181-03 – The Union demands Management stop infringing on employee's rights while on personal relief.**

**Answer:** It is not Management's intention to infringe on employee's rights while on personal relief. Any

problem situations brought to Management's attention will be corrected.

## **Clothing**

### **GC39-03 – Suitable clothing for employees required to work outside during the winter.**

**Answer:** Employees whose daily job assignments do not require them to be exposed to the elements will be furnished adequate protective clothing when necessary, if they are so assigned.

### **GC21-02-11 – Management provide cotton uniforms for safety in the body shop.**

**Answer:** Management will make arrangements and provide space to allow an outside vendor to rent uniforms to employees at employee's expense.

## **Discipline**

### **GC66-19 – Discipline Removal**

**Answer:** This demand is resolved on the basis that employees discipline record for code of conduct will be reduced one level upon effective implementation date of the 2019 Local Agreement unless otherwise agreed to by the National Parties. Employees with Memorandum of Understanding on file or 30 days on record for code of conduct will remain unchanged.

### **GC 33-19 – Mutilations – Team Members and Team Leaders not be subject to discipline for “self-declaring” mutilations, missed elements, damage to parts, or mis-installation of components.**

**Answer:** Team Members and Team Leaders will not be subject to discipline for "self-declaring" defects, if immediately notifying a member of management

when the defect occurs and where there is no malicious intent.

### **GC14-19 – Twelve (12) Month Repeat**

**Answer:** Following the issuance of a written reprimand or disciplinary layoff, the employee is subject to discipline of the next progressive step for a violation of any plant rule during the next 12 months. If it has been more than 12 months but less than 18 months, repeat the current step in progression

### **GC8-19 – Shop Rule Progression – Management add a second (2) written warning and change balance and three (3) days to balance and two (2) days.**

**Answer:** Management will add a second (2<sup>nd</sup>) written reprimand in the discipline progression for all shop rule violations.

### **GC24-03 - Dual supervision**

**Answer:** 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 Management's attention.

### **GC31-07 – Discipline**

**1. Management abide by the National Agreement and send out 64(c) letter prior to a 64(d) being issued.**

**Answer:** Management will continue to abide by the language of the National Agreement relative to issuing contractual letters.

## **2. Revisit GC#275-1976-Do not use Audit for disciplinary purposes.**

**Answer:** This settlement was reached on the basis of the following statement by Management. The minutes would reflect that Management stated that it could not guarantee the Union that Management would never discipline an employee for a defect found in audit. Management stated, however, that generally when a defect is found in audit, the employee will be shown the defect and cautioned about the importance of high quality standards. Management assured the Union that employees may be disciplined for defects found in audit only if the defect stems from a gross act of job-related misconduct.

## **GC45-03 - Biometric Devices Concerns**

**Answer:** Any problems arising as a result of Management incorporating biometric technology, such as employee privacy issues, discipline issues, etc., will be addressed with the Union prior to utilizing biometric devices.

## **GC59-03 - Electronic devices**

**Answer:** It is Management's sole responsibility to maintain discipline and efficiency of employees. Management cannot guarantee the Union that electronic information won't be utilized during the investigative and disciplinary process. It is not Management's intent to utilize such information as the primary source of disciplinary consideration.

## **GC73-03 -Review and correct procedure of recording discipline or letters being placed in, or removed from, the employee's record.**

**Answer:** In the interest of uniformity in the recording and/or removing of discipline from employee

records, Management has agreed to follow certain procedures relating to discipline records. Those procedures which are set forth below should be followed by all supervisors and clerical personnel in the maintenance of employee discipline records: Disciplinary forms (warnings, reprimands and DLO notices) and notes concerning a verbal warning should be removed from employee folders when they have become outdated or when it has been agreed to remove discipline from an employee's record. Employee discipline should be recorded on discipline cards in the appropriate plant offices unless other satisfactory recording methods are devised. Discipline for absenteeism should be distinguished from discipline for other infractions. When an agreement is made to remove discipline from an employee's record, that disciplinary entry should be completely obliterated from the discipline card and the disciplinary notice should be destroyed. When employees are transferred, a discipline record is forwarded with the transferred employee. It is to be accurate and up-to-date in order to avoid confusion in the department to which the employee is being transferred.

**GC107-03 - Grievance pay settlements be made within one week after grievance settlement.**

**Answer:** After all facts are known and the investigations are completed by the Parties concerned, back pay awards will be processed within a two-week period.

**GC158-03 - Discipline Issues**

**Answer:** When discipline is removed from an employee's record for other than automatic removals, Management will notify the area Committee persons in writing in a sealed envelope. Management advised

the Union that regarding notifying the area committeeperson in writing, an appropriate location where the Committeeperson may pick up the notification may be a drop point in a clerk's office, for example. The notification may be a copy of the letter that goes to Labor Relations notifying Labor Relations that discipline is being removed from an employee's record or any such appropriate form of communication.

**GC190-03 -The Union demands that direct orders be issued only under extreme necessity and they be good only until the end of the shift.**

**Answer:** It is understood that there can be no restriction on supervision's right to issue legitimate orders or instructions to employees. The use of direct orders will be restricted to the necessary minimum in handling disputes of misunderstandings arising out of specific job-oriented situations.

**GC195-03 - Employee called to Plant Protection must be advised of right for representation.**

**Answer:** Plant Protection will notify Management if an employee is called to Plant Protection. Upon Management's arrival, if it is determined that a disciplinary interview is necessary, Management will inform the employee of their rights per Paragraph 76 of the National Agreement.

### **Employee Assistance Program**

**GC13-11 – EAP – Management provide a sound proof Employee Assistance Program office.**

**Answer:** Management will make accommodations to provide appropriate confidentiality in the current Employee Assistance Program office.

## **Fans/Ventilation**

### **GC95-15 – Fan for Every Job**

**Answer:** The Body Shop and General Assembly are in the process of analyzing each area for proper air flow and will continue to listen to the Union's concerns regarding ventilation for resolution. Specific concerns should be brought to the attention of the area TCAC for resolution.

### **GC26-19 – Fans**

**Answer:** This demand is resolved on the basis that UD-10485-2015-00125 will be applied when determining placement of fans.

### **GC27-19 – Ventilation**

**Answer:** Resolved on the basis that evaluations will be done on ventilation systems for necessary improvements

### **GC50-19 – Weld Curtains**

**Answer:** Management commits to provide protection for employees from weld sparks in work areas and in identified areas where shielding would promote cleanliness or aid in Torit ventilation efficiency. Employees are encouraged to utilize the employee safety concern (ESC) process for escalation.

## **Fitness/Recreation**

### **GC05-13-11-15 -19 – Management continue to provide the current gym reimbursement.**

**Answer:** The Parties recognize the importance and benefits of having a physically fit and healthy workforce. In an effort to continue to promote physical fitness and wellness for our employees, active Local 652 represented employees will be

eligible for reimbursement, once per calendar year, up to \$300.00 per employee for fees associated with an annual membership in an off-site health and fitness organization during the life cycle of the 2019 Local Agreement. In order to receive reimbursement, the employee must submit a validated receipt, in their name, showing proof of membership no later than the end of February of the year following the attempted reimbursement year.

Further, for the life of the 2019 Local Agreement, seniority employees will be permitted to be reimbursed for up to \$150.00 toward jointly approved fitness related, footwear and sporting related expenses once per year. If an employee opts to use the money in this way, they cannot use their \$300.00 toward a fitness center membership in that year. Employees must apply for this reimbursement through the Labor Relations Department.

### **GC86-19 – Gym**

**Answer:** This demand is resolved on the basis that Management will purchase two (2) rowing machines to be placed in the fitness center.

### **GC151-19 – Treadmills**

**Answer:** This demand is resolved on the basis that Management will post the process for calling in equipment repairs in the fitness center. Equipment that cannot be repaired and needs to be replaced will be reviewed by the joint Parties to determine replacement utilization.

### **GC20-19 – Gym- Management install weight rooms at both LGS and LRS**

**Answer:** This demand is resolved on the basis that equipment will be relocated to a mutually agreed upon location at LRS.

## **Floor Mats**

### **GC60-03 - Ergonomic Problems**

**Answer:** Ergo mats are provided to assist in eliminating foot/leg injuries. This practice will continue as the need becomes known to Management. It is not the intent of Management to have employees standing stationary on unpadded surfaces. These work stations should be identified and brought to Management's attention. If there is an operation that matting could not be used and data supported a potential injury, the Medical Department/Ergo Rep will review the operation.

## **General**

### **GC59-19 – Computers**

**Answer:** Management agrees to have 4 desktop PC's (2-GA, 1-Paint, 1-Body) for Team Members to use for HCC needs.

### **GC25-19 – Turnstiles**

**Answer:** This demand is resolved on the basis that Management will develop a weekly cleaning schedule for housekeeping to sweep for spiders at all outside turnstiles from April 1 – November 1. Any additional concerns outside of the timeframe will be brought to the attention of Labor Relations/Facilities.

### **GC59-15 Televisions Re-install cable feed for Local News on all break room televisions.**

**Answer:** Local news will be provided on break room televisions.

### **GC48-07 – Air Conditioning Issues**

**Answer:** Problems or issues regarding this matter, which are brought to Management's attention, will be investigated and corrective measures will be taken where necessary.

### **GC58-03 -Line Speed Concerns – notifications when happening in advance to Union leadership.**

**Answer:** It is Management's intention, when contemplating increasing the speed of the line at Lansing Grand River, to include the Union in that discussion in advance of any changes.

### **GC159-03 - Alternate Work Schedule Concerns**

**Answer:** Recognizing that there may be areas in the plant where a 4-day schedule may be feasible, Management is willing to discuss with the Union any alternative work schedule that is beneficial to both Parties. The Parties should maintain an open mind and recognize that there are many factors to consider when establishing work schedules.

### **GC12-02-11 – Management stop salary people working on the line.**

**Answer:** Management will properly instruct manufacturing personnel of proper Para. 215 administration. Any issues with the interpretation of Para. 215 will be brought to the attention of the Shop Committee and Labor Relations for resolution.

## **Health/Safety**

### **GC139-15 – Safety Standard Updates**

**Answer:** Management will purchase one (1) current copy of the NFPA 101 Life Safety Code.

### **GC113-15 – Bi-focal Safety Glasses**

**Answer:** Under current operating conditions, Management agrees to provide two (2) pair per year (throughout the life cycle for the 2019 Local Agreement) of non-prescription bi-focal safety glasses to employees who require them for their job function. Employees must return their previous pair to receive their second pair in a calendar year. Any issues with the implementation of this will be brought to the attention of Labor Relations and the UAW Shop Committee.

### **Union Demand #005-07**

**Have a First Aid Station open and staffed any time there are Local 652 people working in the plant.**

**Answer:** Medical will be open during regular production days. During times of partial operations, medical requirements will be reviewed by the local Skilled Trades Committee based on job risk. Any other times of partial operations, medical requirements will be reviewed by the joint health & safety team, medical supervisor, and Shop Committee. Any problems will be brought to the attention of Labor Relations.

### **Union Demand #006-07**

**The Union demands Management stop creating a safety hazard in parking cars in all aisles when repair is backed up thereby blocking exits for employees in case of fire. Answer:** Aisles shall be kept clear and means of egress free of obstructions. Any problem situations will be brought to Management's attention for resolution.

### **Union Demand #013-07**

**The Union demands all fans be cleaned on a regular basis at least quarterly.**

**Answer:** Fans will be cleaned annually, or on an as needed basis.

#### **Union Demand #021-07**

**The Union demands that management not allow anyone to work on the Assembly lines where the line inclines and/or declines.**

**Answer:** The Health and Safety of our Team Members is our overriding priority. Management will take appropriate measures to ensure safe working conditions are provided on all assembly line operations in line with the UAW-GM audit module guidelines. Because of potential hazards associated with assembly line work in incline or decline areas, employees are not assigned to such areas. If work is being considered in an area where there is an assembly line incline or decline, Management will first review it with the Joint Health and Safety Committee for their safety approval.

#### **Union Demand #028-07**

**We demand that all disconnects which cannot be operated without having a part of the body in front of the disconnect be changed so one can stand to one side while operating the disconnect (to include all new and existing disconnects).**

**Answer:** It is Management's intention to have all on/off disconnects located in a position such that a person operating the on/off can stand to one side without having a part of the body in front of the disconnect.

#### **Union Demand #032-07**

**Union Demands incoming drinking water supply be checked for lead, copper, and heavy metals once a year.**

**Answer:** Management grants this concern. On an annual basis, a random sample will be taken from Body, Paint, General Assembly, Building 66, Lansing Support Group and Lansing Regional Stamping.

#### **Union Demand #034-07**

**Employees have the right to refuse to work with a chemical material if the container is not labeled properly.**

**Answer:** The National Parties require all containers be properly labeled as to the identity of the chemical material, with appropriate hazard warnings conveying the physical and health hazards as directed under the Health and Safety audit module addressing Hazard Communication and Management of Hazardous Material Program. If an employee has a reasonable belief that using a chemical material may result in injury or illness, it should immediately be discussed with the supervisor for resolution and a proper label placed on the container immediately (or discontinue use of the non-labeled container).

#### **Union Demand #037-07**

**If an ingredient is not properly listed on the M.S.D.S. the chemical material is not used until the information is accurate.**

**Answer:** All chemical materials will be reviewed prior to approval in accordance with the Hazardous Materials Control Program. Management will not require employees to work with chemical materials with inadequate M.S.D.S.

#### **Union Demand #038-07**

**Employees have the right to refuse work when they believe that the job is unsafe, until a determination is made by the Joint Committee. That no workers be required to perform work under conditions that is unsanitary, hazardous or dangerous to his/her safety and health.**

**Answer:** Employees exposed to imminent danger type hazards will immediately notify their supervisor for prompt resolution. Until the hazard is removed the employee will not be required to perform the task. The Joint Health and Safety Committee will be available for consultation as required.

#### **Union Demand #069-07**

**The Union demands that no employee work in yellow painted caution areas.**

**Answer:** Management agrees not to work production employees in yellow painted caution areas.

#### **GC72-03 - Qualified personnel operate power equipment.**

**Answer:** Management will instruct supervision to see that only properly qualified personnel will operate power equipment. Any abuses which are brought to the attention of Management will be investigated and corrected without undue delay.

#### **Union Demand #077-07**

**Management provide clean and salted sidewalks from all parking lots to building entrances before the start of shifts and at the end of shifts.**

**Answer:** It is Management's intent to provide safe sidewalks during cold weather conditions.

#### **Union Demand #081-07**

**1. The Union demands all employees who work around chemicals, etc., be given coveralls and**

**safety shoes and these employees be given ample time to shower and change.**

**2. The Union demands Management maintain an adequate supply of protective clothing in all sizes for all shifts.**

**Answer (1 and 2):** Employees are provided the proper training, Material Safety Data Sheets and Safe Use Instructions for any chemicals they may be required to use on their job assignment. Where necessary, personal protective equipment will be provided.

### **Union Demand #104-07 Furnishing gloves**

**Answer:** Management will provide appropriate gloves on operations where hand hazards may exist. Employees will not be required to use washed gloves which are so worn they don't provide adequate protection.

In the event a safety hazard is alleged concerning the use of gloves or the lack of gloves, the Joint Health and Safety Committee will be requested to review the operation and submit its recommendation to Management and the District Committeeperson.

### **Union Demand #106-07 - Outdoor repair work in adverse weather.**

**Answer:** Some employees enjoy working outdoors on repair in weather which other employees might consider cold or undesirable. Management will not require employees to work outdoors on repair during extreme weather conditions.

### **Union Demand #107-07**

**The Union demands that employees be given the choice between earmuffs and/or ear plugs and further if the employee chooses the option of ear**

**plugs, that they be fitted by the proper medical personnel and that each member be given proper instruction in their use and maintenance.**

**Answer:** Under present methods and operating conditions Team Members have the choice between ear plugs or earmuffs. There are visual postings in each facility that displays the proper use of ear plugs and earmuffs.

**Union Demand #3-11 - Management provide CPR training during normal work hours to all hourly workers who request to take the course.**

**Answer:** This demand is resolved on the basis that as part of the Health and Safety ERT training plan, management agrees to allow employees to fill any available openings for the CPR and Basic First Aid classes. Priority is always given to those employees that require the training as part of their job responsibilities

### **Ice Machines/Water Coolers**

**GC44-19 – Additional Water Coolers**

**Answer:** Management agrees to purchase and maintain five (5) water coolers, to be placed in General Assembly.

**GC34-19 – Ice Machines**

**Answer:** Management agrees to purchase three (3) new ice machines, to be rotated through areas that current ice machines need to be repaired.

**GC40-15 - Ice Machines Replaced**

**Answer:** Management commits to maintaining the existing ice machines. If an ice machine is not working properly it should be called in on WOR's and will be fixed and/or replaced to correct.

### **GC51-07 - Ice Machines**

**Answer:** An ice machine will be provided in General Assembly and located in south area of the T, Bay location T14.5. The problems identified in this concern have been corrected to the mutual satisfaction of both Union and Management. Any new problems that arise will be resolved by the Area Shop Committee and Labor Relations.

### **GC53-07 -Water Coolers**

**Answer:** Management and Union will jointly perform a survey to determine the additional need of water coolers in Body, Paint, and General Assembly.

## **Lansing Regional Stamping**

### **GC130-15 – LGS ATM**

**Answer:** Management agrees to provide the floor space and infrastructure required to install and maintain an ATM in the new Lansing Grand River stamping facility.

### **GC04-I-11 - LRS**

#### **1. Management provide better ventilation at Lansing Regional Stamping.**

**Answer:** Management agrees to provide and maintain current fans at LRS. At the point that pedestal fans break down or require maintenance they will be replaced with mounted fans for workplace organization and Health and Safety purposes.

#### **2. Management replace certain matting at Lansing Regional Stamping.**

**Answer:** Management agrees to replace matting at LRS where necessary. The TCAC will work to

jointly determine areas in need and continue to review future needs.

## **Lockers/Locker Rooms**

### **GC147-03 - Locker Room Concerns**

**Answer:** Adequate size lockers will be provided for Team members assigned to Lansing Grand River Complex operations for the purpose of storing personal items.

LRS Management will provide adequate shower facilities in the men's locker room. Problems brought to Management's attention will be reviewed and corrected.

### **GC78-19 – Lactation Room**

**Answer:** Management agrees to provide a lockable room in the GA mezzanine for breastfeeding mothers in General Assembly.

## **Lost/Damaged Property**

### **GC21-03 -Lost and damaged property belonging to employees.**

**Answer:** Management will conscientiously review any situation brought to Management's attention regarding the damage of personal property of employees and where justified, proper adjustment will be made.

### **GC32-03 - Replacement of worn-out or broken tools.**

**Answer:** Management reiterated its existing policy that when an employee's tools are worn-out or broken while being utilized to repair company equipment, Management will replace the tools with tools of equal

quality. American made tools when available. A procedure has been established for the replacement of unmarked tools.

### **GC49-07 -Badge Issues**

**Answer:** Employees who have lost their pass will be provided up to two replacement passes. Employees who have received two replacement passes and subsequently lose their pass may obtain a pass for \$5.00. Damaged or inoperative passes will be replaced at no cost to the employees.

## **Management/Employee Relations**

### **GC45-19 – AVO – Management provide an AVO (Avoid Verbal Order) upon request when assigning work.**

**Answer:** Management will provide AVO (Avoid Verbal Order) forms to be used when specific directions are needed to be given to complete work tasks.

### **GC106-19 – All People Meeting Q and A**

**Answer:** This demand is resolved on the basis that each building will have a question and answer drop box provided for employee questions/concerns prior to “All People” Meetings.

### **GC10-03 -Representation for laid off restricted employees.**

**Answer:** When an employee is to be laid off as unable to perform available work, he/she will be provided representation, upon request, before he/she is required to leave the plant. In the interest of the above, employees who are to be laid off will be informed a reasonable time before the end of the shift whenever it is practical to do so.

### **G11-03 - Transfer of restricted employees**

**Answer:** It is recognized by the Parties that restricted employees are not always capable of performing all elements of work in certain job classifications or Team functions. However, restricted employees will be given the same consideration for transfer as other employees, taking into account the individual restrictions as it relates to the content of the job/Team for which the restricted employee has applied.

### **GC66-03 - Employees be excused for absences due to hazardous driving conditions.**

**Answer:** When weather related hazardous driving conditions are a factor in the absence of an employee, Supervision will give consideration to that circumstance when making a decision whether or not to issue discipline.

### **GC 193-03 - Management-Employee Relations**

**Answer:** Both the Union and Management recognize a small number of supervisors and employees may employ untactful or discourteous methods when giving or receiving instructions. It is the Union and Management's intention that supervision and employees treat each other with dignity and respect. Any out-of-line situations in this regard may be brought to the attention of the Parties to be reviewed and corrected.

### **GC201-03 - Verbal Agreements.**

**Answer:** It is the intent of the Parties to abide by all agreements, both written and verbal.

## **Material Handling**

### **GC134-15 – Material Truck Training**

**Answer:** This demand is resolved on the basis that any person driving mobile equipment within LGR/LRS will be trained to the UAW-GM standard.

### **GC6-07 -Material Handling**

**Answer:** When material tuggers are replaced, the current corporate replacement contract provides for tuggers with stand-up/sit down operation.

All weather jackets have been provided to Material Handling Dock Team Members whose daily job assignments have them unloading trailers on the docks.

Problems brought to Management's attention will be reviewed.

## **Medical**

### **GC28-19 – Medical Visits**

**Answer:** This demand is resolved on the basis that employees who are injured at work and transported to the hospital will not be charged for any lost overtime hours.

### **GC103-15 – LGR Medical**

**Answer:** Upon the opening of the new stamping plant at the LGR site, the medical doctor responsible for LGR will also have the responsibility of the LRS site. Employees working at the LRS site, who do not have restrictions may, clear at either the LGR or LDT site.

### **GC7-07 - Medical**

**Provide a qualified doctor on both day and afternoon shifts.**

**Answer:** It is the intention of Management that all employees receive competent and courteous treatment by the Medical Department. A qualified physician is available on all shifts. If problems arise, the situation will be reviewed by the Area Shop Committee, the Plant Personnel Director, and Labor Relations for resolution.

**Union Demand#040-07**

**The Union demands that all employees be allowed to go to First Aid upon request, immediately and without undue harassment from their immediate supervisor, and once in First Aid, that employees be treated properly and without additional harassment from the First Aid attendant.**

**Answer:** Employees requesting to go to Medical must first receive a Medical Pass from their Supervisor, unless it is an emergency. Management will treat employees with respect and integrity.

**GC114-03**

**The Union demands that no supervision be allowed to call medical personnel with personal opinions concerning an employee's physical condition.**

**Answer:** Employees requesting to go to Medical must first receive a Medical Pass from their Supervisor, unless it is an emergency. Management will treat employees with respect and integrity.

**GC103-03 - Employees who request to go home through Plant Medical be allowed to do so.**

**Answer:** It is not the intent of Management to require employees to work when they are ill. Whether or not an employee is too sick and should be sent home, or is not ill and should remain at work, is a decision that should be made only by qualified Medical

Department personnel. The Medical Department will make their decision based solely on the medical expertise. Problems or issues regarding this matter, which are brought to Management's attention, will be investigated and corrective measures will be taken where necessary.

**GC07-11 - Management provide accurate plan for medical transporting employees to and from the hospital.**

**Answer:** Management has provided the following guidelines for transportation from plant if injured:

- If the injury/medical complaint is severe (heart attack, chest pains, etc.) the employee is brought to the hospital by ambulance.
  - The employee pays for ambulance.
  - The employee signs to get on ambulance.
- If the injury/medical complaint is not critical (not bleeding a lot or not a laceration in a critical area) then the employee is brought by cab.
  - The cab is paid for by GM with cab slips for the ride there and ride back.
- The nurses make the decision on how the employee should be sent to the hospital through their vitals and the situation.
- If the injury is work related then GM pays for the ambulance.
  - It's against GM policy to allow the employee to get in their own vehicle if they're not stable and the injury is work related.
- The employee also has the option to have one of their family members or someone pick them up from

the plant and take them to the hospital, avoiding the cab and ambulance if possible.

-If the employee has someone coming to pick them up security will coordinate with them to get the car in and out of the plant to ease the pickup of the employee.

- If the employee refuses to go in the ambulance and the paramedics rule that the employee must because of their critical state. The paramedics can get a court order to legally get the employee in the ambulance.

## **Noise Level**

### **GC39-07 -Noise Levels**

**1. Noise levels in General Assembly be reduced.**

**2. Noise levels in the Andon areas be reduced.**

**Answer:** The Parties agree that reducing noise levels in the assembly area is a common goal that will continue to be pursued. This commitment is reflected by noise levels in the assembly area being reduced in excess of 8 decibels during the 2003 Agreement.

Management is committed to investigating and implementing additional noise-reduction options in a continuous effort to improve noise levels in the assembly area (for example: Spring Loaded Escapements and Carrier Release Bars, additional Andon speakers for lower volumes and ASH power down during breaks.

## **Parking/Walkways**

### **GC112-19 – Contractors Parking and Entry**

**Answer:** This demand is resolved on the basis that contractors' badges will be activated for the CUC gate only.

### **GC91-19 – GM Parking**

**Answer:** This demand is resolved on the basis that the building 66 parking lot will be identified as GM vehicle parking only. Repeated violations will be reviewed by the joint Parties and may be subject to being towed or progressive discipline.

### **GC12-03 - Walkways concerns**

**Answer:** Management will ensure that all walkways are properly marked and maintained. Any problems brought to Management's attention will be evaluated and corrected.

### **GC53-03- Improve lighting in parking lot east of 70 and LGR.**

**Answer:** On a regularly scheduled basis, parking lot lights and exterior building lights will be surveyed, and problem situations will be corrected. The lighting in the parking lot east of Building 70 has been upgraded. Further lighting concerns brought to the attention of Management will be addressed.

### **GCI33-03 - Employees be escorted to parking lots on night shift by Security when requested if employee is leaving the plant at other than their end of shift time.**

**Answer:** If an employee on the night shift requests an escort from the plant at other than the employees normal shift end, Supervision will arrange for the employee to reach the parking area safely.

### **GCI36-03 -The Union demands Management provide emergency services in parking lots for employees who need cars started or tires changed, etc.**

**Answer:** It is not Management's intention to discontinue any practices now in effect Management

has every intention of utilizing available equipment to assist employees in starting their cars in the parking lots during extreme weather conditions. Management will provide jumper cables through Plant Protection. Employees using the cables will be required to sign authorization cards so that the value of the cables can be deducted from a subsequent payroll check, if the cables are not returned.

## **Payroll**

### **GC57-19 – On Call Pay Corrections**

**Answer:** This demand is resolved on the basis that management will provide to the Shop Committee for extended weekends/holidays a contact list for any payroll issues that may arise by department. All other weekends will be the responsibility of the department contact to notify the Shop Committee of any changes.

### **GC55-03 - Pay shortage**

**Answer:** The Company recognizes the financial burden that may occur when a pay shortage is discovered. The employee should bring this shortage to the attention of supervision. The supervisor will use present method (GMTKS) to correct pay shortage and follow procedures set forth in document #126 of the National Agreement.

### **GC127-03 - Payroll Concerns**

**Answer:** In situations brought to Management's attention regarding payroll processes, i.e., return to work from leaves of absence that involve reactivating employee status through Medical, Management will expeditiously pursue a resolution.

When an employee returns from a medical leave of absence, the following procedure will be followed:

Employee must clear through the proper Medical Department and be okayed to return to work. If employee does not show up on supervisor's GMTKS screen, supervisor should send employee back to Medical to be cleared back to work.

When employee does show up on supervisor's GMTKS screen, supervisor should enter proper time punches.

If by the time the employee shows up on the supervisor's GMTKS system, the supervisor has to enter time on the prior week correction screen, then the supervisor should notify Payroll of the prior week correction. This will help to ensure the employee receives a paycheck on time.

## **Plant Gates/Time Clocks**

### **GC200-03 - Time Clock Concerns**

**Answer:** Palm buttons for plant gates

Under current operating conditions LGR and LRS utilize a card access system for both entrance into and exit from the plant. In the event future changes or replacement gates are contemplated, consideration may be given to using palm buttons rather than card access for exit purposes. Additionally, information recorded by the card access system will not be used as the primary source of evidence for taking corrective disciplinary action against employees.

### **Plant gates**

Plant gates are accessible for all Local 652 represented employees. When employees have a bona fide need to enter a plant other than the plant to

which they are assigned, authorization will be granted through the established security procedure.

## **Restrooms**

### **GC30-07 – Restrooms**

**Answer:**

1. Management agrees to install privacy dividers between urinals within the LGR Complex where they are currently lacking.
2. Management agrees to review restroom issues brought to its attention for continuous improvement opportunities.

### **GC207-03 – All restrooms be supplied with sanitary disposable seat covers.**

**Answer:** Disposable toilet seat covers will be provided.

### **GC209-03 – Fumigate all restrooms on a semi-monthly basis.**

**Answer:** When problems arise with restrooms, fumigation will be performed when required.

### **GC47-19 – Cleaning Schedule**

**Answer:** This demand resolved on the basis that cleaning schedules will be set up around employee breaks or lunches. Any issues will be brought to the attention of Labor Relations.

## **Stools/Benches**

### **GC24-19 – Stools**

**Answer:** Management agrees to provide stools lineside as needed to permanent workstations.

### **GC29-07 - Stools and Benches**

**Answer:** In applying GM-GMS lean operating principles of waste elimination and workplace organization, the placement of seating within Lansing facilities will be reserved to group rooms, meeting rooms and cafeterias unless identified as an ergonomic assist necessary to perform a work assignment. (See minutes dated September 18, 2007)

## **Suggestions**

### **GC3-07 -Suggestions**

**Answer:** Management will give due consideration to training opportunities for suggestion activity Team members.

The office arrangement for the joint suggestion activity Team is consistent with the LGR office layout. The suggestion activity Team will jointly review current practices and develop solutions to ensure the privacy and control of suggestion documentation is not compromised.

It has been, and continues to be, Management's intent to leverage the appropriate employment resources for staffing levels consistent with our overall business objectives in order to exceed customer expectations and enhance job security. Under current operating conditions, the joint administration of the suggestion program is adequate.

## **Team Issues**

### **GC72-19 – CIP Training**

**Answer:** CIP's, Extras, and ARO's are required to be certified on two (2) job stations in the Team that they EOH with, and one (1) job in each additional Team of the department. They may also be required to learn

more jobs due to long term sick leaves within the Department, as to not impact or restrict Team rotation.

### **GC122-19 – Hourly I.E.**

**Answer:** Management agrees to add I.E. related involvement to the Union GMS coach positions.

### **GC126-19 – Salary I.E.**

**Answer:** Demand is resolved on the basis that Management will continue to provide I.E. support on off shifts as required/requested to meet the needs of the business.

### **GCI8-07 -Team Issues**

- 1. A Team Leader be brought in whenever the plant is working overtime (Saturday, Sunday, or daily), for every (4) Team Members working.**

**Answer:**

- a. It is LRS Management's intent to continue to support Team Leaders working overtime as appropriate. If issues arise Committee will meet with Plant Management for resolution.
- b. It is the intent of LGR Management to support Team Leaders working overtime as appropriate. The Team Leader will be scheduled to support standardized work when the plant is working scheduled production overtime. During non-production overtime, when all members in a single Team are working, the Team Leader will be scheduled to support their Team. Issues regarding the administration of this language may be brought to the attention of the Plant Manager, Labor Relations, and the Area Shop Committeeperson for resolution.

**2. Support Group communicates to the area trades Team Leader and/or Group Leader, before any physical contact to the equipment or electronic data.**

**Answer:** Management agrees that the safety of our own employees, as well as that of our supporting engineers from outside of LGR/LRS, is best supported by following the process outlined in the "Protocol for non-LGR/LRS employees working on LGR/LRS process equipment".

**GCI40-03 - Manpower Concerns**

**Answer:** LRS will take a lead role in training our employees in Team Build. Management remains committed to our Team Build process and will provide adequate manpower to sustain Team training.

LRS is committed to following all the GM-GMS principles to include QNPM Strategies. LRS will provide appropriate manpower and resources to achieve these principles.

Management remains committed to Team Build training. When manpower becomes available, Management will reevaluate the possibility of creating a pool of people for backfill training.

**GC189-03 - Team Room Concerns**

**Answer:** Management will continue to provide the necessary amenities for each group room throughout the Lansing Grand River Complex. LGR Management is also committed to improving the current decibel level to a level more conducive for personal conversation and the successful execution of regular Team meetings.

**GC11-11 - Team Room Issues**

**1.Management provide every employee with their own locker.**

**Answer:** Management will provide adequate locker space for all Team members in the group rooms.

**2.Management update Team room equipment and appliances.**

**Answer:** Management commits to maintaining the existing equipment and appliances in the Team rooms. (Example: Microwaves/refrigerators not working properly should be called in on WOR's and will be fixed and/or replaced to correct.)

**3.Management provide paper cups in the Team areas.**

**Answer:** Paper cones will be available at water coolers.

## **Telephones**

### **GC78-15 – Landline Phones**

**Answer:** If an hourly Team member needs to make an urgent phone call and they have no personal phone, Management will make a phone available for that immediate use.

## **Training**

### **GC95-19 – Computer Training**

**Answer:** Management agrees to have our Local Training Department hold periodic training sessions on basic computer applications for our hourly workforce to sign up to take on their own time.

### **GC25-07- Training:**

**Answer:**

1. Notwithstanding the provisions of Paragraph 89 of the UAW-GM National Agreement, employees who are required to attend in-plant training necessary to upgrade their skills in their classification on a shift other than their normal shift will be paid shift premium normally paid for their regularly assigned shift during the period they are attending such training.

2. The Training Department considers many criteria in determining when in-plant training will be scheduled. The Training Department will take into consideration the working hours of the class participants as one of the criteria when scheduling in-plant training.

**CC80-03 - Per Year Training Concerns**

**Answer:** Appropriate training will be provided on an as needed basis.

**Union Concerns****GC110-19 – Retirement**

**Answer:** Management will continue its current practice regarding an employee's last workday before retirement. Management will also continue providing a cake.

**GC23-19 – Communication**

**Answer:** Management is committed to providing appropriate communication to all employees. In addition to the current methods of communication through the plant newsletter and associated notices/postings, Management agrees to add production schedule changes to the broadcasts on the group room televisions and also to have notifications

sent to all employees via text message or email that are set up in HCC.

### **GC11-07 -Chaplaincy**

**Answer:** Under current methods and operations if there are employees available in protected status the chaplain position will be maintained. If manpower is not available the chaplain position will be combined with another appointed job(s), where the jobs are done by the same person. Management will work with the Union to develop a workable solution.

### **GC25-03-15 - District and Alternate District Committeepersons affected by reductions-in-force be recognized and honored site-wide.**

**Answer:** In the event of a reduction-in-force, District or Alternate Committeepersons will be reduced from their non-interchangeable occupational group in line with their seniority. At the point they do not have enough seniority to remain in their Division, they will be transferred within their district, to the Division where the least senior employee is working. A District or Alternate Committeeperson will be returned to their former Division and occupational group in-line with their seniority as openings occur or if they resign the committeeperson position.

### **GC50-03 - Documentary surveys.**

**Answer:** When documentary surveys are scheduled, Management will inform the Union of the subject matter and will ask the Union for its cooperation in the conducting of said survey. Information acquired from bargaining unit employees will not be used as a basis of discipline.

### **GC77-03 - Area Hire Concerns**

**Answer:** The Local Parties recognize the working culture of our operations as one of pride in workmanship, quality, productivity and community. We so value this culture that we commit to develop an enhanced version of our new hire orientation program to be utilized when significant numbers of extended area hire employees are being placed in Lansing 652 represented plants.

### **GC83-03 - National Guard Concerns**

**Answer:** Afternoon or midnight shift employees who are required to attend a Saturday reserve drill and requests time off at the end of the shift, within a reasonable time in advance, will be given consideration, and their supervisor will make an effort to excuse the employees whenever practical and possible to do so.

### **GC210-03 - Printer Concerns**

**Answer:** Consistent with the UAW-GM National Agreement (Memorandum of Understanding on Union Work Centers), Management recognizes the benefit in providing Union officials, who utilize Union Work Centers, the necessary resources to perform at the highest professional level. Therefore, when a business case demonstrates the need for a printer, it will be provided. When applicable, joint funds will be utilized for such purchases.

### **GC211-03 - Fax Machines Concerns**

**Answer:** Consistent with the UAW-GM National Agreement (Memorandum of Understanding on Union Work Centers), Management recognizes the benefit in providing Union officials, who utilize Union Work Centers, the necessary resources to perform at the highest professional level. Therefore, when a business case demonstrates the need for a fax,

it will be provided. When applicable, joint funds will be utilized for such purchases.

### **GC156-03 Union Concerns**

**Answer:** International and locally appointed reps function on their jobs on overtime.

Management will continue to abide by the language in the National Agreement, and under current operating conditions, does not intend to change existing practices. If a new resolution is reached at the National level, the local Parties will abide by and implement the resolution.

### **2.Sunglasses – Photosensitive sunglasses be supplied for outside work**

**Answer:** Photosensitive sunglasses are not approved by the Safety Department. However, Management will continue to supply approved sunglasses for outside work.

### **3.Management check the 800 number for call-in before they issue a 64c letter**

**Answer:** Management will continue to abide by the language of the National Agreement relative to issuing contractual letters. In addition, Management will continue to follow the established process for checking the GM call-in system 1-800 number.

### **4.Union Officers**

**Answers:** The National Agreement provisions regarding the treatment of Local Union Officers pertaining to the issues of pay, benefits, credited service, seniority, employment status and any other fringe benefits will be honored by local Management.

### **5.Picnic Area at LRS**

**Answer:** Lansing Regional Stamping, in conjunction with the Delta Assembly Plant, will evaluate the site for a pavilion area to be jointly used.

### **GC5-5-11 - Management apply shop rules 12 and 18 correctly.**

**Answer:** During the recent local negotiations the Union asserted that Shop Rules 12 and 18 have not always been uniformly applied in the administration of discipline. These Shop Rules read as follows:

12."Refusal or failure to do job assignment. (Do the work assigned to you and follow instructions; any complaint may be taken up later through the regular channels) (One day or more to discharge)."

18."Making scrap unnecessarily, or careless workmanship. (Reprimand to discharge)"

The Union went on to say that employees are sometimes disciplined for violation of Shop Rule 12 in order to impose a D.L.O. rather than a reprimand when the circumstances call for invoking Shop Rule 18, depending on whether the employee is a "good" employee or a "bad" employee in the opinion of their supervisor.

All supervision should be reminded that consistency and fairness in the administration of corrective discipline is imperative. The selection of the Shop Rule to be invoked when disciplining an employee should be based on the circumstances which prompted the discipline, rather than on the personalities involved.

Your cooperation in adhering to the principle set forth herein is important in conjunction with the fair administration of corrective discipline.

## **Vacation**

### **GC143-19 – Half Day Vacation**

**Answer:** Management agrees to honor half day vacations on the last scheduled workday of the week to grant employees the following weekend off as well, providing the half day vacation is the second half of the day and granted within the Departments allowed allotment.

### **GC38-07 - Manpower**

**Answer:** Management will provide appropriate manpower in order for Lansing to produce world-class vehicles. Management will continue to make every effort to accommodate Team Member and Team Leader vacation time off requests and resolve vacation issues in line with the vacation provisions of the UAW-GM Local and National Agreements. It is Management's intention to assist the Teams in addressing those issues that prevent the Team Leader and Team Members from focusing on their core responsibilities, as defined in the Team Build Section of the Local Agreement, within their respective Team.

### **GC54-03 - Employees returning from leave applying for vacations.**

**Answer:** Employees returning from a leave of absence will be allowed to apply for a vacation. Vacation applications made after the specified application period will be considered after those which were filed and granted before the late application was made.

## **Vendors**

### **GC137-19 – Vendor Work Review**

**Answer:** Management agrees that when a 3<sup>rd</sup> party is to perform work or is checking quality on site, it will be reviewed with Shop Committee.

## **GC40-07 -Vendors**

**Answer:** The established subcontracting review procedure is a form of vendor notification. The appropriate Union representative will be notified when vendor personnel are within the facility. Vendors will be issued a visitor badge attached to a fluorescent green lanyard and required to wear orange vests at all times, as jointly recommended by the PIV Committee, while on Company property for purposes of identification. Any problems that arise will be addressed by Area Shop Committee and Labor Relations.

## **Working Conditions**

### **GC26-15 Ear Buds/Radio Outlets**

**Answer:** 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.

### **GC157-03 -Employees have the right to refuse to work when they believe that the job is unsafe, until a determination is made by the Joint Committee.**

**Answer:** Employees exposed to imminent danger type hazards will be granted the right to refuse to do the job until an evaluation is made by the first-line supervisor and district committeeman. Joint Health and Safety Committees will be available for consultation as required.

### **GC166-03 -The Union demands that no employee be forced to work in flooded conditions when Flooding occurs due to rainstorms, etc.**

**Answer:** It is not Management's intention to work employees at flooded workstations occurring as a result of rainstorms, etc. Should a hazard exist, the water will be cleared or sufficient dry work platforming installed before continuing operations.

**GCI73-03 - The Union demands that Management take a realistic view when assigning jobs to employees.**

**Answer:** On jobs where physical characteristics are a factor, Management will give appropriate consideration to the physical characteristics of the employee as they relate to the requirements of the job. Any out-of-line situation relative to the above will be corrected when brought to Management's attention.

## **SKILLED TRADES CONCERNS**

### **Apprentice/JIT**

#### **GCST7-03 – Employee and-in-Training-Seniority and Journeyman**

**Answer:** When an employee-in-training, employee-in-training-seniority or a journeyman is requisitioned to return to his skilled trades classification and he is not returned on the date requested, the time from the date requested will be credited to him towards acquiring skilled trades seniority under the applicable provisions of the National Agreement. Starting at the end of a period of five (5) working days, if he is not returned, he will be compensated at the same rate of pay he would have received had he been transferred.

### **Electrical**

#### **GCST52-19 – Controls Engineering**

**Answer:** This demand is resolved on the basis that programming opportunities will be made available for Electricians to perform. This programming will transition to the electricians with OJT training opportunities and demonstrated proficiency. Such training opportunities will take into consideration adverse impact to production, quality and throughput.

#### **GCST2-03 - Electrical Advisory Committee**

**Answer:** Local 652 and Management have jointly established a functioning Electrical Advisory Committee. The Electrical Advisory Committee will provide guidelines to meet all local, state and national codes and General Motors standard electrical specifications. Any electrical questions can be brought to this committee for resolution.

### **GCST48-03 - LGR personal computers**

**Answer:** As electricians become available (i.e. protected employee status), Management agrees to perform LGR personal computer maintenance and/or installation at a corresponding and appropriate level with electricians.

### **GCST-06-07-Electricians**

**Answer:**

Currently Management has a Master Electrician available to utilize for authorization purposes on attainment of a State Master Electrician License.

### **GCST9-11 - Management have electricians be the first responders to break downs and process problems.**

**Answer:** Management will instruct Technical Support Personnel on Paragraph 215 and their role which is to support our process skilled trades employees with their work in the Plant.

## **General**

### **GCST18-19 – Sealer Path Checks**

**Answer:** This demand is resolved on the basis that sealer path checks and dispense verification checks will be transitioned from Skilled Trades to Production thru the application of the Production Maintenance Partnership (PMP) task logic tree.

### **GCST23-19 – Skilled Trades Versatility and TIS**

**Answer:** Union and Management agree to meet to review according to the National Parties versatility training tasks and the related TIS (task instruction sheet).

### **GCST4-15 – GA Parts Coordinator**

**Answer:** This demand is resolved on the basis that GA will assign a working Spare Parts Coordinator.

### **GCST31-03 -Maximo**

**Answer:** Maximo is a corporate common tool used to track and improve preventive maintenance programs. It is not Management's intent to use it for any other purpose. Management will not use Maximo as a primary basis for disciplinary action.

### **GCST34-03 - Sub Station Concerns**

**Answer:** GM's ownership of the power distribution system from the CUC begins at the bus connection point on the secondary side of the secondary breaker. Management will continue to follow existing maintenance practices (UAW electricians) on the GM owned portion.

### **GCST51-03- Spare Parts Coordinator for LGR Paint Shop**

**Answer:** Management agrees to assign a skilled tradesperson from within the Paint Shop as a Spare Parts Coordinator.

### **GCST55-03 - Doc. 63 Procedure Concerns**

**Answer:** Lansing Local 652 and the Lansing Site Management acknowledge the vital support that skilled trades personnel provide to support manufacturing operations. Management and the Union will jointly utilize the processes/procedures spelled out in Document 63 to address deficiencies in the Lansing Site skilled trades workforce.

### **GCST41-11 - Management return overhead crane and vertical conveyor PM's to bargaining unit.**

**Answer:** Under current operating conditions Management agrees to return the Body Shop

overhead crane and vertical crane PM's as manpower permits.

**GCST43-11 - Management provide paid lunch for maintenance trades.**

**Answer:** Management agrees to continue to review individual circumstances related to paying paid lunches when appropriate for skilled trades employee. Any issues regarding this may be brought to the attention of Labor Relations for review.

**Health/Safety**

**GCST31-19 – Weld Jackets**

**Answer:** Management agrees to provide weld jackets to those employees whose job responsibilities require a weld jacket as PPE.

**GCST17-03 - Oil Leaks Concerns**

**Answer:** Oil leaks from mechanical power presses, which cause a health and safety problem, will be repaired. Any specific problems of oil leaks should be brought to the attention of Management for correction.

**Manpower**

**GCST05-03 - Paragraph 152 of the National**

**Agreement Answer:** It is understood by the Parties that, in accordance with Paragraph 152 of the National Agreement, employees working in skilled trades classifications will be permitted to file written application for vacancies in other skilled trades classifications. Selection of employees for such openings shall be in accordance with the applicable provisions of the National and Local Agreements.

## **Overtime/Equalization**

### **GCST17-15 – Shift Overtime**

**Answer:** This demand is resolved on the basis that management will review shift overtime with the Shop Committee weekly in the weekend scheduling meeting. Management will review work schedules with the Shop Committee relative to work that is not being scheduled on the trades regular shift and provide a business case why. Any unresolved issues will be reviewed with the Department Maintenance Manager and Shop Committee for resolution.

### **GCST13-03 - Overtime/Layoffs Concerns**

**Answer:** Management will not work skilled trades employees more than ten (10) hours when layoffs in that classification exists, except for uncontrollable absence, backfill for training or emergency situations (i.e. machine breakdown, act of God). Exceptions to the above will be discussed by Management and the Committee person of the area working the overtime. Note: This settlement supersedes any grievance settlements pertaining to this concern.

### **GCST57-03 -Par. 137-D recognized journeymen or EITS's will not be charged available overtime that they are unable to work because of attendance requirements at related classroom training.**

**Answer:** It is agreeable with Management that when a 137-D journeyman or EITS is scheduled for related training specific to completing his apprenticeship or EIT requirements, he will not be charged with overtime hours available while in class. Any problems with administration of this agreement should be called to Management's attention and resolved by the Parties involved.

## **Shift Preference**

### **GCST7-11 - Management allow shift preference across Divisions.**

**Answer:** Management recognizes the desirability of employees being able to work the shift of their choice based on their seniority. However, both Parties acknowledge there may be circumstances when a skilled trade's employee has sufficient seniority to hold their shift of preference within the trade classification, but not in the Division in which they hold seniority. When skilled trades movement opportunities out of the Division are limited, the Skilled Trades Shop Committeeperson may request to assemble an advisory committee, consisting of the Skilled Trades Shop Committeeperson, the Labor Relations Supervisor and other identified managers to meet to discuss potential remedies and agreeable solutions which may be enacted.

## **Subcontracting/Sourcing**

### **GCST41-03 - Subcontracting Concerns Sourcing Replacement Issues**

**Answer:**

**1. Electricians at LGR site be responsible for maintenance and future installation of drops on the Ethernet network this would include hubs.**

LGR electricians will install or replace Ethernet cable and connectors from the hub to existing process equipment. LGR electricians will work with the Information Technology Provider to test the connectivity of any repaired or replaced Ethernet cables. If installation of Ethernet cable is required for new equipment, Local 652 electricians will work

together with the Information Technology Provider to perform and validate the work.

**2. Electricians at LGR site have control of the software for all workstations and laptops that are connected to process related equipment.** LGR electricians will have access to software and software documentation for maintenance laptops that is required to maintain process equipment. If approved software needs to be loaded on a maintenance laptop for the purpose of maintaining process equipment, LGR electricians will be given the ability to do so.

**GCST43-03 - Subcontracting information**

**Answer:** Management will provide the UAW with the most current information Management has available on a weekly basis. The Parties will jointly resolve any issues that may arise.

**Tools/Equipment/Toolbox**

**GCST23-03 -Kennedy Style Toolbox Concerns**

**Answer:** Management and Union Representatives at their respective sites, will determine the need to replace worn out or outdated toolboxes for plant support personnel.

**GCST28-03 - Replacement of worn-out or broken tools.**

**Answer:** This concern is being referred to the settlement of General Concern #32.

**GCST46-03 -That all new computer equipment be shipped in the original containers, and that all new equipment shipped in shall have the service manuals and diagnostics with the equipment upon arrival.**

**Answer:** Service manuals and hardware diagnostics will be included with new Jointly Funded computer equipment upon arrival.

### **GCST01-07-Die Maker**

**Answer:** It is Management's intent to build a business case that supports the procurement of a boring mill at LRS (see minutes of 9/6/07).

## **Training**

### **GCST22-15 – Trades Training**

**Answer:** This demand is resolved on the basis that the Technical Training Department will conduct a training needs analysis survey that will be provided to all Local 652 Journeymen annually. Based on the analysis, classes will be identified and training will be offered as required.

### **GCST11-15 – Retraining**

**Answer:** This demand is resolved on the basis that the Local joint apprentice committee will continue to maintain an active apprentice list as well as a skilled working production 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.

Upon completion of the current Apprentice testing cycle, the joint apprentice committee will petition the National Parties for approval to add apprentices and a combination of skilled working production employees (JIT/EITS).

### **GCST12-15 – Apprentice Training**

**Answer:** This demand is resolve on the basis of Paragraph 145 of the UAW-GM National Agreement

whereas apprentices will attend required classroom training as indicated by the Local Apprentice Committee.

**GCST4-11 – Management provide Overhead Crane training to all Millwrights.**

**Answer:** Management commits to provide necessary training for any employee who will be operating overhead cranes.

**GCST33-03 - Fiber Optics Training Concerns**

**Answer:** Management will continue the practice of working electricians jointly with fiber optic installation contractor (non-telephone work). In addition, if conditions change, Management agrees to investigate the feasibility of training our electricians to perform the installation of air blown fiber.

**GCST36-03 - Training Memo Concerns**

**Answer:** Lansing Training Center Management and UAW Local 652 members will be responsible for and will facilitate the task/needs analysis, tracking of training projects and project management for new product launches involving the Local 652 workforce.

**GCST39-03 - Training Concerns**

**Answer:** It is the Lansing Training Center's goal to continue to provide classes for electricians on an ongoing basis, and in a timely manner. (See minutes 7/25/07).

**GCST13-11 - Management provide training on company time.**

**Answer:** Management will comply with Paragraph 146 of the National Agreement with regard to payment of hours at straight time when attending related training.

Management will make every reasonable accommodation to send employees retraining under Document 112 of the National Agreement to related training during work hours.

### **Union Concerns**

#### **GCST64-19 – GMS Training**

**Answer:** Demand is resolved on the basis that Skilled Trades employees that are transferring to LGR or new hires to LGR will be provided GMS training during their orientation.

#### **GCST19-15 – Vacation Payout Premium**

**Answer:** This demand is resolved on the basis of Paragraph 193 of the UAW-GM National Agreement.

## Topic Index

Anti-harassment Policy.....	137
AVO's.....	162
Bargaining Unit Work.....	143
Breaks, Lunches, Holiday Meals	
Calling Break or Lunch Early.....	99
Holiday Meal Times.....	100
Interruption of (Skilled Trades).....	50
Limit on how Early in Shift.....	99
Number of Breaks after Lunch.....	99-100
CIP	
Training.....	172
Clearing House	
Definition of.....	4
Complex	
Definition of.....	3
Listing of.....	3
Demands	
Index (Production) .....	141
Index (Skilled).....	142
Department	
Definition of.....	2
Discipline.....	145-149
Division	
Definition of.. .....	3
Lansing Grand River.....	3-4
Stamping Complex .....	3
Grievance Procedure.....	129-131
Job Rotation .....	88-89
Layoff, Temporary	
Production.....	14-16
Skilled Trades.....	25-28
Loaning of Employees.....	103
Memo, Special Shifts.....	58-61, 113-115
Overtime	
Hours Equity (Production).....	125-126

Production.....	116-128
Skilled..... (See Skilled Trades)	
Per Diem .....	92
Pay Corrections .....	134
PMP .....	86-88
Reduction in Force	
Mass Recall From.....	17-18
Production.....	10-13
Recall from Layoff (Production).....	11-12
Return Rights (Production).....	12-13
Skilled Trades (See Skilled Trades)	
Site Wide Placement (Production).....	11
Reimbursement	
Fitness or Clothing.....	150-151
Relief.....	101
Restricted Employees.....	97-99, 163
Return from Leave (70-day rule).....	96
Seniority	
Groups, Definition of.....	2
Production.....	1-2
Skilled Trades.....	2, 19
Shift Preference	
Departments.....	110-112
Production.....	104-109
Skilled.....	28-32, 189
Shifts	
Time Changes.....	4
Skilled Trades	
Division Transfers.....	23
EOH Groups.....	33
Flow-back to previous trades.....	25
Leveling Production.....	21
Overtime, Bypassing.....	45-47
Overtime Charging.....	39-43
Overtime Equity Between Shifts.....	37
Overtime Forcing List.....	48
Overtime, Layoff Concerns.....	188

Overtime Notice and Posting.....	35
Overtime Scheduling.....	37
Overtime Sign-up. ....	35
Recall from Layoff .....	21-23
Reduction in force.....	20
Return to former Division.....	21
Running Production .....	49
Shift Preference.....	28-32
Shift Profile Rules.....	29-32
Team Leader De-Selection.....	52-54
Team Leader Selection.....	50-52
Temporary Layoff.....	25-26
Transfer to Production.....	24
Vacation Shutdown Scheduling.....	57-58
TCAC.....	65
Teams	
CIP's, Extra's, ARO's.....	172
Definition of (size).....	64
Meetings.....	90-91
Team Leader De-Selection (Prod.).....	83-86
Team Leader De-Selection (Skilled)....	52-54
Team Leader Selection (Prod.).....	81-83
Team Leader Selection (Skilled) .....	50
Transfers	
63(a) .....	5
63(b) .....	5, 7
Divisional (Production).....	5
Free Moves.....	9
Skilled Trades .....	23-25
Vacation.....	102-103, 181
Wages	
Adjustments.....	133
Corrections.....	134
Workdays	
Definition.....	3
Workplace Violence.....	135





## 2019 Lansing GM Labor Relations Bargaining Staff



Jay Rogers  
Safety Supervisor



Daniel Green  
People HR/LR Partner



Darci Marcum  
Plant Director



Marla Becker  
People HR/LR Partner



Ryan McNamara  
Safety Representative

# ***Lansing*** ***Grand River***



ALLIED UNION SERVICES

