

**2019 LOCAL AGREEMENT**

**BETWEEN**

**UAW LOCAL 933**



**AND**

**FORD MOTOR COMPANY  
Ford Customer Service Division  
Indianapolis High Velocity Center**



**August 19, 2019**

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2019  
LOCAL UNION NEGOTIATING  
COMMITTEE

**Gary Holmes**, President, UAW Local 933  
**Kim Garth**, Chairperson  
**Dan Huddleston**, UAW Regional Representative

2019 FORD MOTOR COMPANY  
REPRESENTATIVES

**Ken Ward**, HVC Building Manager  
**Tim Wheeler**, Human Resources Regional Manager  
**David Person**, Superintendent  
**Virgil Seal**, Human Resource Associate

## TELEPHONE NUMBERS

UNION CHAIRPERSON'S OFFICE	(317) 837-2310
HEALTH & SAFETY / ERGONOMICS OFFICE	(317) 837-2335
QUALITY OFFICE	(317) 837-2311
WAREHOUSE MANAGER'S OFFICE	(317) 837-2302
ATS CALL IN NUMBER	(866) 367-3773
SECURITY OFFICE	(317) 837-2300
HUMAN RESOURCES	(720) 374-7012
MEDICAL OFFICE	(734) 942-6339
MEDICAL FAX	(734)-942-6316
UNICARE	(877) 475-9652
BLUE CROSS/BLUE SHIELD	(800) 367-5893
CONCENTRA	(317) 856-2945
WORKERS COMP	(734) 523-4112
NATIONAL EMPLOYEE SERVICE CENTER (NESC)	(800) 248-4444
HARASSMENT HOTLINE	(888) 735-6650
QUALITY, HEALTH & SAFETY HOTLINE	(866) 723-3937

## IMPORTANT INFORMATION YOU SHOULD KNOW

1. Read the agreements, both Master and Local Agreements, carefully. It is your responsibility to know their contents. If you have any questions, contact your UAW Chairperson.
2. Discuss any concerns or complaints you may have initially with your supervisor prior to seeing the UAW Chairperson. This is the first step in the grievance procedure.
3. Keep informed, read the bulletin boards daily.
4. Do not sign any papers without first reading them. Be sure of what you are signing.
5. For failure to report language, please refer to the National Agreement, Volume 1, Article VIII, Section 5(4).
6. VERY IMPORTANT - Employees must keep both the Union and the Company informed of **their** correct address and telephone numbers. This is **the employee's** responsibility.
7. Check the DROTs daily to avoid possible shortages on your paycheck.
8. UAW members are encouraged to attend all Union meetings and participate in Union elections by casting your vote. The date and times of all Union activities will be posted on the Union bulletin boards as notification of meetings, elections, or as social activities come up.

RATE and CLASSIFICATION AGREEMENT

It is mutually agreed between the International Union, Indianapolis HVC UAW Local 933 and the Company, that the following classifications and rates shall be established for the Indianapolis HVC.

<u>Classification</u>	<u>Rate</u>
Warehouse Specialist	\$30.425
Maintenance General Plant-Skilled	\$33.125 to \$33.325
 <u>In-Progression</u>	 <b>In accordance with Appendix V of the Master Agreement</b>
 <u>Temporary Employee</u>	 <b>In accordance with Appendix K of the Master Agreement</b>

In the constant pursuit by the Company and the Union to improve the flexibility, effectiveness and competitiveness of operations in the ever changing industry, it is agreed that employees will be cross trained as the business necessitates.

This agreement is subject to the approval of the proper representatives of the National Ford Department of the UAW and the Arbitration & Wage Administration Section, Labor Affairs, Human Resources, of the Ford Motor Company **and recognizes that any adjustments to the above rates will be in accordance with the agreement between the aforementioned parties.**

## OVERTIME AGREEMENT

It is mutually agreed between Ford Motor Company, Ford Customer Service Division, Indianapolis HVC, and the International Union, UAW Local 933, that the following provisions will govern the exercise of overtime in accordance with Article IV, Section 6 of the Master Agreement:

1. All reasonable means will be employed to rotate and equalize overtime among qualified employees, by shift. When there is a tie in overtime hours, selection for the opportunity will be based on plant seniority.
2. Employees will be charged at the applicable rate for all hours worked or refused.
3. Overtime hours will be charged, at the applicable rate, if an employee is absent for any reason and would have otherwise been solicited or scheduled to work the overtime.
4. Employees who accept a weekday overtime opportunity and fail to work will be charged double the number of hours they would have been charged had they worked.
5. Employees must notify Management of any change in their commitment to work voluntary weekend overtime at least twenty four (24) hours before the voluntary overtime opportunity.
6. Reinstated employees, rehired employees, newly hired employees, or employees returning from an inactive medical leave will be charged with the highest overtime hours accumulated by any employee on the overtime equalization list.
7. Employees who change shift shall assume average hours.
8. On the first Monday, following the ratification date of this agreement, an adjustment of the overtime lists will be made such that each employee will begin with zero hours. The overtime equalization lists will be zeroed out each year effective the Monday of the first full pay period in December. The revised listing will place employees in plant seniority order for the first overtime solicitation.
9. When overtime is necessary, employees should be surveyed by low overtime hours to high overtime hours. Should the target number of volunteers not be reached, forcing an employee to work, will then be done by low hours.
10. An employee will not be required to work when weekend overtime is scheduled if the employee is granted by Management pre-approved paid time off the Friday immediately prior to or the Monday immediately following the weekend overtime.
11. Overtime equalization lists will be maintained and posted.

## OVERTIME AND EMPLOYEES RETURNING FROM DISCIPLINARY LAYOFF

During 2019 local negotiations, the parties discussed the issue of employees returning from an extended disciplinary layoff unaware of scheduled overtime. This letter addresses this issue and the parties' agreement.

Employees returning to work from a disciplinary layoff, who were not at work during the time mandatory daily overtime was scheduled, will not be required to work such mandatory daily overtime during the workday in which the employee returns. It is understood, however, that ensuing mandatory overtime is not included as part of this agreement.



## TARDY POLICY

The local parties recognize the importance of reporting to work on time in order to contribute to the success of the Indianapolis HVC. However, sometimes there are external factors beyond an employee's control that prevent an employee from being able to report to work on time. The local parties agree that employees will be allowed two (2) tardies within a rolling 18-month period prior to beginning the disciplinary progression. An employee will receive a formal written warning upon their third tardy within a rolling 18-month period, then the discipline progression will warrant disciplinary time off work beginning with the fourth tardy within this period.

### Progression of discipline:

- 1<sup>st</sup> Tardy free
- 2<sup>nd</sup> Tardy Free
- 3<sup>rd</sup> R&W
- 4<sup>TH</sup> R&W + 1 DAY
- 5<sup>TH</sup> R&W + 3 DAYS
- 6<sup>TH</sup> R&W + 1 WEEK
- 7<sup>TH</sup> R&W + 2 WEEKS
- 8<sup>TH</sup> R&W + 1 MONTH
- 9<sup>TH</sup> TERMINATION

## EMPLOYEE EVALUATIONS

During 2019 local negotiations, the parties discussed the issue of the Union being informed of the progress of temporary or new-hire employees, and their performance evaluations.

To this end, the Company agrees that it will communicate to the Plant Chairperson the progress of such employees prior to the evaluation taking place between the employee and the Company. In this manner, the Union will be provided advance knowledge of the performance of an employee, and be in a position to offer coaching advice to employees who might benefit from additional input from a Union perspective.

## REPLENISHMENT RELIEF

During 2019 local negotiations, the parties discussed at great length the issue of employees needing to replenish their bodies, especially in warm weather situations.

As the parties know, the Indianapolis High Velocity Center has been recognized as one of the most efficient warehouse operations in the United States, and neither the Company nor the Union wants to jeopardize that status.

In light of the competitive environment the Indianapolis HVC finds itself, employees often feel a need to remain on the job, instead of taking a short break to attend to their bodily needs, e.g., going to the restroom or hydrating themselves.

This letter confirms the Company's position regarding this matter. In keeping with the spirit of Article V, Section 1 of the Master Agreement regarding the Union's adherence to the principle of a fair day's work for a fair day's pay, employees are to be given a reasonable amount of time to replenish their bodies. This time needs to be managed by employees so as to not interfere with the operation of the business, and should be consistent with the need to fulfill the Company's obligations to the customer. This time likewise should not impede upon the needs of employees to receive due time to attend to the replenishment of their bodies.

## PICKING TIMES

During 2019 local negotiations, the Company and the Union discussed the issue of picking times as they relate to targets or goals. The parties have a long history of discussing this matter as reflected in some of the letters of understanding contained in the Master Agreement.

The parties agree that picking times are set as targets or goals for employees to achieve while working at a normal pace. The parties also agree that there are circumstances that may prevent an employee from achieving a set target or goal, and that these circumstances need to be taken into account before considering corrective action against an employee. Additionally, these targets or goals are not to be used to establish production standards, or to be used solely for the purpose of disciplinary action against an employee, as expressed in the letters of understanding mentioned above.

## "ONE-LINER" CART METHODS REVIEW

During 2019 local negotiations, the Union requested that the Company perform a methods review for "one-liner" carts. It is the position of the Union that, at times, one-liner carts are as time-consuming to complete as 16-line carts due to the volume of parts contained on one-liner carts. The Company agreed to conduct such a review, and to include the Union Chairperson and Superintendent in the process. The intent of the review is to establish an acceptable goal or target time.

## **GENERAL COMMITMENTS**

1. The Company has agreed to respond to an employee with an answer on vacation/personal or family day requests within forty-eight (48) hours of submission by the employee, when the request is outside of the annual open vacation scheduling period.
2. The Company will use only hourly employees to place labels on primary and reserve locations within the Warehouse.
3. The Company will inform the Union of all new work procedures.
4. In the event two people are hired at the same time, their seniority shall be determined by the employee's last four (4) digits of their social security number with the highest number being recorded first on the seniority list.
5. The Company agrees to recognize employees who have perfect attendance for the year.
6. In the event an employee receives an emergency phone call at the plant, the Company will make every effort to notify the employee immediately.
7. The Company agrees to provide a beverage to all employees under adverse heat conditions consistent with the Company's Heat Stress program requirements and policies.
8. Be it resolved that the Company agrees to provide and maintain two (2) refrigerators, and three (3) microwaves for employee usage.
9. The Company will provide the Indianapolis HVC a salt spreader for emergency and supplemental use whenever the contracted snow removal personnel are not readily available or it is deemed that additional attention is needed to an outside surface to ensure safety.
10. The Company will provide maintenance a secured storage area for maintenance tools.
11. The Company will practice sound employee relations when assigning work. Where merit and ability are equal, an employee's seniority will apply. Training needs and other factors may also apply. This agreement at no time limits the Company's responsibilities under Article IV, Section 1.

## **REDUCTION IN FORCE PROCEDURE**

The following provisions shall govern the classification structure and the reduction in force agreement for this Unit in accordance with Volume I, Article VIII and the "Non-Skilled Classification - Parts Supply & Logistics" 2011 letter in Volume IV of the Master Agreement.

It is agreed that one (1) non-skilled classification shall be established, and they shall be identified as follows:

- Warehouse Specialist

In the event two people are hired at the same time, their seniority shall be determined by the employee's last four (4) digits of their social security number, with the highest number being recorded first on the seniority list.

Deviations from this agreement may be affected by mutual agreement between Local Management and the Local Unit subject to approval of the National Ford Department and Labor Affairs.

## SHIFT PREFERENCE AGREEMENT

It is mutually agreed between the International Union, UAW Local 933, Ford Motor Company, Ford Customer Service Division and the Indianapolis HVC that Assignment of Shifts shall be governed in accordance with the provisions of Article VIII, Section 28(a) of the Master Agreement, if the Indianapolis HVC has multiple shifts.

Hourly employees classified in the Warehouse Specialist classification will be allowed to request a shift bump once a year. The shift bump survey will be administered in September annually, if the Indianapolis HVC has multiple shifts at that time.