

**COLLECTIVE BARGAINING AGREEMENT**

**between**

**Arizona AFL-CIO/  
American Federation of Labor & Congress of Industrial  
Organizations**

**and**

**Office & Professional Employees International Union,  
Local No. 30**



**OCTOBER 1, 2011 through September 30, 2014**

**COLLECTIVE BARGAINING AGREEMENT**  
between  
**OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION, LOCALS NO. 30**  
and  
**ARIZONA AFL-CIO/**  
**American Federation of Labor & Congress of Industrial Organizations**

This Agreement entered into this 1st day of October 2011 by and between OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION, LOCAL NO. 30, hereinafter known as the Union and the ARIZONA AFL-CIO/AMERICAN FEDERATION OF LABOR & CONGRESS OF INDUSTRIAL ORGANIZATIONS, hereinafter known as the Employer.

**ARTICLE I - PREAMBLE**

The purpose of the Agreement is to establish harmonious relations between the parties and to facilitate orderly adjustment of grievances, complaints and disputes which may arise from time to time between the Employer and the Union. This Agreement is entered into in consideration of the mutual performance thereof in good faith by the parties.

**ARTICLE II - RECOGNITION**

- Section 1. The Employer agrees to recognize the Union as the sole collective bargaining agent with respect to hours, wages and working conditions of all employees coming under the jurisdiction of this Agreement: Specifically, any phase of non-exempt office or clerical work. However, the Employer shall allow OPEIU, Local 319, currently located in Tucson, AZ to also represent its' members who fall under this Agreement.
- Section 2. The Union agrees to use every reasonable effort to promote the welfare of the employer.
- Section 3. The Employer recognizes the fact that bonafide supervisory employees are only those who have the authority to hire, promote, discipline, discharge or otherwise change status, and it is not its policy to establish jobs or job titles for the purpose of excluding such employees from the unit as established in this Article.
- Section 4. The Employer or his representative shall make known to the employee the duties he/she is to perform and from whom he/she is to receive his/her instructions.
- Section 5. No employee shall, as a condition of his/her employment, be required or permitted to participate in any internal union political action of their Employer, nor shall he/she be required or permitted to campaign for any individuals who are candidates for a union office.

**ARTICLE III - BONDING**

When the Employer requires a Fidelity Bond of any employee, the premium of said bond shall be paid by the employer.

#### **ARTICLE IV - WAGE SCALES AND CLASSIFICATIONS**

- Section 1. The Employer agrees to PAY NOT LESS THAN THE MINIMUM hourly wage scale shown in Exhibit "A" of this Agreement.
- Section 2. It is expressly agreed that the wage scales herein provided for are minimum scales. No clause in this Agreement shall at any time be so construed as to reduce the pay, increase the hours, nor shall privileges now enjoyed by the employees be eliminated as a result of this Agreement. Nor can it be construed that an employee may not obtain a salary above minimum, be granted an increase in pay before period specified, or be advanced or promoted in the service of the Employer.
- Section 3. Any employee working regularly on a combination of classifications shall be paid the wage scale of the highest classification for the work day of four (4) hours or more.
- Section 4. Any position not covered by Exhibit "A" or any positions which may be established during the life of this Agreement shall be subject to negotiations between the Employer and the Union. In the event that the parties are unable to agree as to the classification and rate of pay for the job in question, such dispute shall be submitted to the grievance and arbitration machinery contained in this Agreement.

#### **ARTICLE V - PROBATIONARY, INCIDENTAL, TEMPORARY AND REGULAR PART-TIME EMPLOYEES**

- Section 1. All employees may be regarded as probationary employees for the first ninety (90) days of employment. There shall be no responsibility for re-employment of probationary employees if they are laid off or discharged during the probationary period, except that the Union reserves the right to take up grievances resulting from activities in actions arising from membership in the Union.
- Section 2. At the closing of the probationary period, all employees, other than incidental, shall be considered a regular employee, except as otherwise provided in this Agreement and shall be entitled to all contract benefits.
- Section 3. The temporary employee must be informed at the start of employment and may not work past ninety (90) days of employment, except as a replacement for periods of sick leave, vacation or leave-of absence.
- Section 4. Regular part-time employees must be covered by all the conditions as set forth in the Agreement for regular employees.
- Section 5. Incidental employees may be scheduled various days and hours and are not guaranteed a minimum number of hours of work in a day or days in a work week.

#### **ARTICLE VI - HOURS OF WORK**

- Section 1. The employer agrees that the regular work week will be Monday through Friday. The employer agrees that work on Saturday's will be paid at the rate of time and one half, and Sunday or Holiday work will be paid at the rate of double time.
- Section 2. Employees reporting for work on straight time days shall receive not less than

four (4) hours pay. When an employee must return to work after completion of the regular scheduled eight (8) hour day, he/she shall be compensated at the rate of time and one-half for not less than four (4) hours.

Section 3. In lieu of contract language at this time, the employer will agree to a pilot program for this contract to test the impact of flexibility in scheduling as requested by the employee for varied schedules including four day workweeks. Such requests must not impede the conduct of the business of the office and must be approved by management prior to taking effect. Such approval shall not be unreasonably denied.

#### **ARTICLE VII - TECHNOLOGICAL CHANGES**

Section 1. In the event of proposed technological changes, such as the introduction of data processing equipment, computers, or other automated office machines, the Employer agrees to discuss such changes with the Union Representative before such changes are made.

Section 2. Any job created by virtue of the installation of such equipment will be posted for bidding among the employees within the collective bargaining unit.

Section 3. In the event training programs are necessary for employees to qualify for such jobs, the Employer agrees to institute a training program for those senior employees to be displaced who wish to accept employment in the resultant automated positions.

Senior employees shall be given first opportunity to qualify for the new positions before any persons outside the bargaining unit are hired to fill the resultant job.

#### **ARTICLE VIII - NONDISCRIMINATION**

Neither the Union nor the Employer, in carrying out their obligations under this Agreement shall discriminate in matters of hiring, training, promotion, transfer, layoff, discharge or otherwise because of race, color, creed, national origin, sex, age or handicap.

#### **ARTICLE IX - REST PERIODS**

Fifteen (15) minutes shall be allowed in the morning and fifteen (15) minutes in the afternoon for each working day as a rest period for the employees. This time shall not be taken as to be any continuance of the employee's lunch hour, nor to disrupt the regular office routine unless so arranged with the Employer.

#### **ARTICLE X – HOLIDAYS & PERSONAL TIME OFF**

Section 1. All employees coming under the jurisdiction of this Agreement shall be allowed a minimum of nine (9) holidays with pay. As many of these holidays as possible are to coincide with the holidays observed by the Employer (See Exhibit "B"). Holidays falling on Saturday shall be observed on Friday and holidays falling on Sunday shall be observed on Monday.

Section 2. All full-time employees required to work on any Holiday shall be paid double their scale. Those not required to work on Holidays shall receive their regular pay

only.

- Section 3. In the event any of the Holidays observed in this Article, Section I, occur during the period of an employee's vacation, an additional day's vacation shall be allowed for each Holiday.
- Section 4. A temporary employee shall be paid for a Holiday after fifteen (15) days of employment, if he/she has worked the day preceding and the day following the Holiday.
- Section 5. A REGULAR PART-TIME EMPLOYEE shall be paid for a holiday at the regular scale, if the Holiday falls within the time regularly employed. Holiday pay shall be pro-rated to reflect the average number of hours worked for the previous four (4) weeks. (i.e. 1<sup>st</sup> of 4 weeks the employee worked 3 hours, 2<sup>nd</sup> week 24 hours, 3<sup>rd</sup> week 40 hours, 4<sup>th</sup> week 10 hours to average 19.25 hours for the previous 4 weeks, which, in turn, is an average of 3.85 hours per day, therefore, the regular part-time employee will be paid for 3.85 hours for the unworked holiday.)
- Section 6. After ninety (90) days of employment, Incidental employees shall be paid for a holiday at the regular scale, if the Holiday falls within the time regularly employed. Holiday pay shall be pro-rated to reflect the average number of hours worked for the previous four (4) weeks.
- Section 7. After ninety (90) days of employment, all regular full time and part time employees shall be eligible for four (4) days of Personal Time Off "PTO" and shall follow the rules of pro-rated time off as per Section 5. All PTO days shall be approved by the Employer for scheduling.
- Section 8. Time off during shutdowns; the employer will agree to flexibility in schedules, including work from home opportunities, or will provide work to do in the office for employees who wish to work during such times. Requests for these options shall not be unreasonably denied.

#### **ARTICLE XI - VACATIONS**

- Section 1. Each employee with at least six (6) months of service, but less than one (1) year, shall receive one week's vacation with pay, plus one (1) additional day's vacation with pay for each month in excess of six (6) months heretofore required.
- Section 2. Employee's with one (1) year of service shall receive two (2) weeks vacation with pay.
- Section 3. Employee's with two (2) years of service shall receive three (3) weeks vacation with pay.
- Section 4. Employee's with ten (10) years of service shall receive four (4) weeks vacation with pay.
- Section 5. Employee's with twenty (20) years of service or more shall receive five (5) weeks vacation with pay.
- Section 6. A vacation schedule shall be prepared by the employees and presented to the Employer by April 15th of each year. It shall be mandatory that all vacation time accumulated shall be used each year.

Section 7. Whenever possible, the Employer shall grant vacation time to accommodate the employee, however, such vacation period must be arranged to avoid unnecessary interference with the Employer ' s operation. In the event it is not possible for an employee to be granted all vacation time, by mutual agreement, the employee may be able to carry over unused vacation time or be paid for any accumulated vacation which cannot be taken.

Section 8. Senior employees shall be given preference in the selection of vacation periods.

**ARTICLE XII - SICK LEAVE AND LEAVE-OF-ABSENCES**

Section 1. Regular employees with at least one year of service shall be paid in accordance with the following schedule, which is also explained in the Employer's Handbook: (P=Paid, U=Unpaid)

<u>Term of employment</u>	<u>Absence on day no.</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
Less than 1 yr.		U	P	P	P	P	P	P	P
1 yr. or more		P	P	P	P	P	P	P	P

If an employee is absent from work three (3) days or more, the Employer may request a doctor's certificate.

Section 2. At the Employer's option, after twelve (12) months of continuous service, an employee may obtain a leave-of-absence due to a sickness or other causes, without pay, which shall not exceed six (6) months and such leave-of-absence shall be verified in writing, in triplicate - one copy to the Employer, one copy to the Union and one copy to the employee. At the expiration of such leave, the employee shall be reinstated without loss of any of his/her rights or privileges of seniority.

Section 6. If an employee is selected to perform work for the OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION, LOCALS NO. 30 including conventions and conferences, at the Employer's option, the employee may be granted a reasonable unpaid amount of time off.

Section 7. When an employee is called for jury duty and must serve, the employee shall suffer no loss of rights or benefits. The difference between jury pay and regular salary shall be paid by the Employer. Employees must return to work after being excused from jury duty.

Section 8. BEREAVEMENT LEAVE. In case of death in the immediate family, an employee shall be granted a leave-of-absence of three working days with pay, in state, and five (5) working days with pay, out of state. This leave-of-absence shall not be charged against sick leave. Immediate family shall consist of the following: Parents, Spouse's Parents, Spouse, children, stepchildren, brothers, sisters, Grand-parents and Step-Parents.

**ARTICLE XIII - WELFARE**

Section 1. The Employer shall pay for Health and Welfare Insurance up to the sum of \$868.00 per month for each employee covered in this Article, Section 3 below and/or by the terms of this Labor Agreement who has worked seventy (70) hours or more during the month for which the payment is to be made. The Employer contribution shall not exceed eight hundred and sixty eight dollars (\$868.00)

monthly, per employee for the term of the contract. Upon changes to the benefits provided by the Employer's choice of health plan providers this Agreement shall be opened for negotiation. The Employer's plan shall include all of the benefits provided, at the time of the signing of this Agreement, by the OFFICE & PROFESSIONAL EMPLOYEES WELFARE FUND, which shall remain the standard for comparable benefits.

Section 2. The Employer contribution, as provided herein, shall be made on eligible employees, on the effective date, after ninety (90) days of employment for Regular Full-Time and Regular Part-Time employees and one (1) year for Incidental employees.

Section 3. The Employer shall continue contributions for the first calendar month following the month in which the employee begins a sick leave, personal leave-of-absence, or layoff. Thereafter, the employee shall make provision for the payment of the full amount of the contribution, which is then to be paid by the employee.

#### **ARTICLE XIV - SENIORITY**

Seniority is defined as an employee's continuous service with the Employer, based upon the time actually spent on the payroll, plus approved absence. An employee will lose seniority if he/she is discharged for just cause, when he/she quits, or when he/she has been laid off for a period in excess of six (6) months.

#### **ARTICLE XV - LAYOFF AND REHIRE PROCEDURE**

When it becomes necessary to layoff employees, they will be laid off according to their seniority within the classification and within the same county. Recalls will be made in the reverse order of layoff.

#### **ARTICLE XVI - TERMINATION OF EMPLOYEE**

Section 1. It is hereby agreed that the Employer has the right to discharge for sufficient and reasonable cause. The Employer agrees to advise the Union of any such action and the reasons thereof prior to such action.

Section 2. Regular Full-time and Regular Part-Time employees after six (6) months service, shall be required to give one (1) weeks' notice prior to termination of services; and Employers shall be required to give one (1) weeks' notice prior to termination of services, or one (1) weeks' salary in lieu of notice to regular employees. In the case of notice to regular employees who shall have served three (3) years or more, two (2) weeks' notice shall be required from either employee or Employer, or two (2) weeks' salary in lieu thereof.

Section 3. Vacation or vacation pay shall in no way be construed as payment for notice or termination pay.

Section 4. Any controversy arising out of this discharge procedure concerning monies due will be arbitrated as set forth in Article XXIII and shall be binding, not be withstanding any other clauses in this Agreement.

## ARTICLE XVII - JOB VACANCIES

- Section 1. The Employer agrees that when vacancies occur, or when new employees are needed to perform work covered by the collective bargaining agreement, it shall notify the Union as to the number and type of employees desired and the Union shall endeavor to supply such help.
- Section 2. The Employer shall requisition all employees in the bargaining unit from the Hiring Hall list of O .P.E.I. U., Local No. 30.
- There shall be two lists -- an "A" and "B" list.
- (a) The "A" list shall consist of the employees who have worked sixteen hundred (1600) hours in the last four (4) years for Employers signatory to Local No. 30 Agreements.
  - (b) When group "A" has been exhausted, all other employees who are properly qualified and registered on group the "B" list and who are available for employment will be dispatched from the hiring hall.
  - (c) The "B" list shall consist of any other applicants.
  - (d) The Employer has the right to requisition any employee off the "A" list. The "B" list shall consist of any others who do not qualify for the "A" list.
- Section 3. The selection of applicants for referral to jobs shall be on a nondiscriminatory basis and shall not be based on, or in any way affected by Union membership, By laws, Constitutional provisions, or any other aspects or obligations of Union membership, policies or Union requirements.
- Section 4. The Employer has the right to make personal interviews of all applicants referred to him by Local Union No. 30.
- Section 5. The Employer retains the right to reject any applicant referred by Local Union No. 30 for any lawful purpose.

## ARTICLE XVIII – UNION REPRESENTATION

- Section 1. There shall be a Steward appointed by the Union as the needs dictate.
- Section 2. The Union is responsible for notifying the office of the Arizona AFC-CIO, in writing, of the identity of any Steward so appointed.
- Section 3. The Arizona AFC-CIO recognizes that adequate and proper Union representation is essential to proper administration of the terms of the Agreement. As such, duly appointed Stewards shall be allowed a reasonable amount of time to investigate and process grievances during working hours.
- Section 4. A Union Steward shall not suffer a loss in pay while attending any join Union-Arizona AFL-CIO meetings or for reasonable travel time to and from such meeting. It is understood that such joint meeting and travel time is considered work time.
- Section 5. With the employer's permission, it is mutually agreed that an employee has the right to discuss any grievance with the Union Representative during working hours.
- Section 6. Employees shall be compensated for time spent with Employer's representatives on any grievance involving the employer.



Section 7. With the Employer's permission, it is mutually agreed that an employee has the right to discuss any grievance with the Union Representative during working hours

#### **ARTICLE XIX - REIMBURSEMENT TO EMPLOYEES**

Section 1. Office employees are not to furnish normal office equipment or supplies unless properly reimbursed; and, if any office employee incurs any expenses during the performance of his/her duties, he/she shall be reimbursed.

Section 2. Any employee that may utilize their personal vehicle for the employer's business shall be reimbursed at rate set each year by the Internal Revenue Service.

#### **ARTICLE XX – GRIEVANCE AND ARBITRATION**

Section 1. A grievance within the meaning of this Agreement shall be any contractual dispute arising between the parties hereto, relating to any matter of wages, hours and working conditions, or any dispute between the parties involving interpretation or application of any provision of this Agreement and shall be processed in the following manner Any employee who has been discharged and then reinstated by the Grievance Procedure shall retain his/her seniority.

- (a) An aggrieved employee must first present the grievance to the Employer and/or the Union Steward within two (2) working days after the grievance occurs or when the Union became aware of the events giving rise to the grievance.
- (b) If the grievance is not settled in the first step within two (2) working days, it shall be presented, in writing, through the Union, to the Employer within five (5) working days thereafter.
- (c) If no agreement can be reached on the grievance within ten (10) working days from date it was first presented to the Employer, either the Employer or the Union may request, in writing, that the matter be submitted to the Board of Adjustment within three (3) working days thereafter. The Board of Adjustment shall be comprised of two (2) representatives of the Union to be selected by the Union and two (2) representatives of the Employers signatory to this Agreement and shall be selected by the Employer involved in the grievance. The Board of Adjustment shall render its decision within five (5) working days after submission.
- (d) If the Board of Adjustment is unable to reach a decision within five (5) working days, they shall endeavor to mutually select an impartial arbitrator to render a decision which shall be final and binding on all parties to the grievance. If the Employer and the Union cannot agree upon an arbitrator within seventy-two (72) hours, a joint request will be made to the Federal Mediation and Conciliation Service to forward a list of five (5) impartial arbitrators with each side having the privilege of scratching two (2). Decision of the Arbitrator to be final and binding, with the expense of the arbitrator to be divided equally by the parties. Time limits set forth shall exclude Saturdays, Sundays and Holidays. Time limits may be extended by mutual consent of the parties.
- (e) Nothing contained herein may be interpreted to permit or grant power to the Arbitrator to alter, amend, modify or otherwise change any terms or conditions of the collective bargaining agreement.

## ARTICLE XXI - DISCIPLINE

- Section 1. No employee covered by this Agreement shall be suspended, demoted or discharged, except for just cause.
- Section 2. The Arizona AFL-CIO shall give the Union notice of the suspension, demotion or discharge of any represented employee prior to the disciplinary action. The Arizona AFL-CIO shall be able to discipline a represented employee in certain circumstances without prior notification to the Union. The Union shall be notified within two (2) calendar days after the discipline occurs in this situation.
- Section 3. The question of whether "just cause" exists for the discipline shall be subject to the grievance and arbitration procedure provided herein.
- Section 4. It is understood that each employee shall have the right of due process and shall be afforded the right of representation.

## ARTICLE XXII - WAGE ASSIGNMENTS

The Employer shall honor wage assignments executed voluntarily by the employees, when presented by the Union with such wage assignments, and shall accordingly deduct from the employees wages, the regular dues, initiation fees, reinstatement fees, regular and uniform assessments, and shall promptly remit all money so withheld to the Union. (All such assignments shall be revocable with applicable State and Federal Laws).

## ARTICLE XXIII – PENSION AND SEP/IRA

- Section 1. Effective September 1, 2005 the Employer agrees to contribute seventeen percent (17%) of the base hourly rate provided for in "Exhibit A", for each hour which an employee is compensated into the current Employer's pension plan. The Employer contribution, as provided herein, shall be made on eligible employees on the effective date, except for employees serving their ninety (90) day probationary period. The contribution for probationary Regular Full-Time and Regular Part-Time employees shall start on the first of the month following their ninety (90) day probationary period. No contribution shall be required of the employer for Incidental employees.
- The Employer's contributions to the employee's SEP-IRA shall be five percent (5%) of their base hourly rate for each hour which an employee is compensated. The Employer contribution, as provided herein, shall be made on eligible employees on the effective date, except for employees serving their ninety (90) day probationary period. The contribution for probationary Regular Full-Time and Regular Part-Time employees shall start on the first of the month following their ninety (90) day probationary period. No contribution shall be required of the employer for Incidental employees and may not be claimed as a deduction on the employee's income tax return. The Individual Retirement Account can be set up by the employee at any bank, brokerage firm, or insurance company.
- Section 2. Regular part-time employees who work over seventy (70) hours per month shall be covered by the provisions of this Article.
- Section 3. Terms and conditions shall coincide with applicable laws and legal guidelines.)(It is not the intent through this proposal to include the preceding sentence as language in the agreement.

**ARTICLE XXIV - UNION SHOP CARD**

The Employer agrees to permit the display of a Union Shop Card signifying that the Office is staffed by members of the OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION, Local No. 30, AFL-CIO and under agreement with the Union. This card is to be the property of the Union.

**ARTICLE XXV - SEVERABILITY**

In the event that any provision of this Agreement shall be found contrary to any State or Federal Statute or Decision, then such provision shall be deemed null and void, and its exclusion shall in no manner affect the balance of this Agreement.

**ARTICLE XXVI - PARKING FEE**

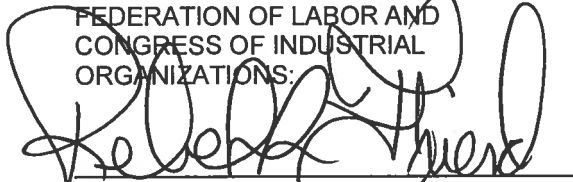
The Employer will assume the customary and reasonable fees for parking for all employees when it is necessary to pay for parking privileges for their motor vehicles. The Employer will make every reasonable effort to acquire the closest parking location to their place of employment.

**ARTICLE XXVII - DURATION**

This Agreement shall be in full force and effect on and after the 1st day of October 2011, to and including the 30th day of September 2014, and shall be automatically renewed from year to year, unless the Union or signatory Employer serves upon the other a ninety (90) day written notice of desire to modify, amend or terminate this Agreement, prior to October 1, 2014. If the agreement upon such amendments or modifications is not reached before the 30th day of September 2014, this Agreement automatically terminates unless prior to that date, the parties in writing, have agreed to extend this Agreement for a specified period of time.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized signatures to be subscribed hereto on the day and year first above written.

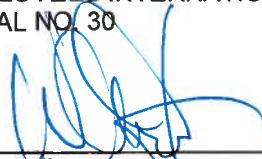
ARIZONA AFL-CIO/AMERICAN  
FEDERATION OF LABOR AND  
CONGRESS OF INDUSTRIAL  
ORGANIZATIONS:



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Rebekah Friend  
Secretary-Treasurer/Executive Director

OFFICE AND PROFESSIONAL  
EMPLOYEES INTERNATIONAL UNION,  
LOCAL NO. 30



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Walter Allen, Jr.  
Executive Director/CFO



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Cynthia E. Chacon  
Bargaining Committee

**EXHIBIT "A"**

Section 1. HOURLY RATE SCHEDULE EFFECTIVE AS FOLLOWS:

		<u>October 1, 2011</u>	<u>October 1, 2012</u>	<u>October 1, 2013</u>
	COLA	+2.50%	+3.00%	+3.50%
<b><u>Group 1</u></b>	\$17.68	\$18.12	\$18.58	\$19.04
Clerk Receptionist Typist				
<b><u>Group 2</u></b>	\$19.46	\$19.95	\$20.45	\$20.96
General Office Workers Accounting Clerk				
<b><u>Group 3</u></b>	\$22.19	\$22.74	\$23.31	\$23.90
General Secretary Full Charge Bookkeeper				
<b><u>Group 4</u></b>	\$22.30	\$22.86	\$23.43	\$24.01
Accountant				

Section 2. INEXPERIENCED EMPLOYEES

There shall be a classification for "INEXPERIENCED EMPLOYEES". This rating shall apply only to persons who have office training, but have never worked in an office and have no office experience. Records of their on-the-job training shall be kept by the job dispatcher for the Union who will furnish the records to the Employer for the purpose of determining their starting wage. Approval to use this classification must first be obtained from the Union.

**Inexperienced employees will be paid sixty-five percent (65%) of the current rate appropriate to the job group of the employee.**

At the end of the ninety (90) days training program, the Employer must make a decision as to the classification, or terminate said trainee.

Employees falling in Group 1 shall be able to perform any one, or all operations.

Employees falling in Group 2 shall be able to perform any one, or all operations, plus those listed in Group 1.

Employees falling in Group 3 shall be able to perform any one, or all operations, plus those listed in Groups 1 and 2.

General Secretary - In addition to being a General Office Worker, this position includes: One who exercises independent judgment in answering personal and confidential correspondence without direction or dictation.

Employees falling in Group 4 must be able to answer personal and confidential correspondence, with or without dictation or outline the duties of the other office employees, or must be able to perform all the duties of the other job descriptions, or is the personal secretary of the Office Manager, or Business Manager of the Employer, or have complete charge of the books of the organization.

## **EXHIBIT "B"**

### **HOLIDAYS**

The following list of holidays is submitted for observance. The first consideration will be given to those holidays observed by the Employing office. If the Employer does not observe thirteen (13) holidays, the selection of additional paid holidays will be from the following list:

New Year's Day  
President's Day  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving Day  
The Day after Thanksgiving  
Christmas Eve  
Christmas Day