

**COLLECTIVE BARGAINING AGREEMENT**

**between**

**International Brotherhood of Electrical Workers,  
Local No. 266**

**and**

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



**May 1, 2017 through April 30, 2022**

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**COLLECTIVE BARGAINING AGREEMENT**  
**between**  
**OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION, LOCAL NO. 30**  
**and**  
**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL NO. 266**

**PURPOSE OF AGREEMENT - ARTICLE I**

- Section 1. Where the word "EMPLOYER" is used in this Agreement, it means the International Brotherhood of Electrical Workers, Local No. 266, AFL-CIO of Phoenix, Arizona.
- Section 2. Where the word "UNION" is used it means Office and Professional Employees International Union, Local No. 30, of Phoenix, Arizona.
- Section 3. Where the word "EMPLOYEE" is used in the Agreement, it means all hourly rated employees engaged in office clerical work.
- Section 4. It is the intention of the parties that this Agreement will establish sound relations between the Employer and the Employees which will promote harmony, genuine cooperation and efficiency, to the end that the employees and the Employer may mutually benefit. The Union and the Employer further agree to facilitate peaceful adjustment of differences which may arise from time to time between the Employer and the Union. Accordingly, the Employer and the Union do hereby mutually pledge themselves to make every effort to make this Agreement the means of improving the relations between the employees of the Employer and improving efficiency so that both may prosper.

**RECOGNITION - ARTICLE II**

- Section 1. The Employer agrees to recognize OPEIU, Local No. 30, as the sole and exclusive bargaining agent with respect to hours, wages, and working conditions of all employees under the jurisdiction of this Agreement.
- Section 2. The Union agrees to use every reasonable effort to promote the welfare of the Employer.
- Section 3. a. The Employer recognizes the fact that supervisory employees is meant to include any individual having authority, in the interest of the Employer, to hire, transfer, suspend, layoff, recall, promote, discharge, reward or discipline other employees or to adjust their grievances. This Section is not intended to establish jobs or job titles for the purpose of excluding such employees from the Unit as established in this Article.
- b. The Office Manager may assign work, have responsibility to direct other employees and recommend disciplinary action to the Employer. The Office Manager shall not have the authority to hire or fire.
- Section 4. The Employer and Union agree that this document embodies all Agreements that exist between them and that any item, condition, or matter affecting Employer-Employee relations not specifically relinquished or released in these Contracts, is hereby reserved and exclusively vested in the Employer. Nothing in the Agreement shall be construed as constituting an acknowledgment by the Employer that any work, operations of any equipment is or may become the exclusive right of any employee or classification of employees represented by the Union. However, usual and customary work performed by the clerical staff shall continue to be performed by them.

## **RECOGNITION - ARTICLE II Continued**

- Section 5. This Agreement cancels and supersedes all previous contracts and agreements (written, oral, expressed or implied) of every nature between the Employer and the Union, except those specifically incorporated herein by reference.
- Section 6. The Employer or Office Manager shall make known to the employee the duties to be performed and from whom the employee is to receive instructions.
- Section 7. No employee shall, as a condition of employment be required or permitted to participate in any internal union political action of their Employer, nor shall the employee be required or permitted to campaign for any individuals who are candidates for an official office of the Employer.

## **MANAGEMENT RIGHTS - ARTICLE III**

- Section 1. The Employer reserves the sole and exclusive right to direct the working force, including but not limited to the right to hire, promote, demote, lay-off, discipline, suspend or discharge for cause, together with the right to relieve the employee from duty for lack of work or other legitimate reason: The Employer further reserves the right to establish and enforce reasonable rules, regulations and policies relating to, but not necessarily limited to, safety, conduct of employees, dress code and other related conditions of employment. The above rules will not conflict with any other provisions in this Agreement. In the event the Employer finds it necessary to establish rules, policies, other regulations not covered under this Agreement, except those practices relating to safety, the Employer and the Union will meet to discuss and explain these changes with the Union, prior to the changes going into effect.

## **STRIKES AND LOCKOUTS - ARTICLE IV**

- Section 1. The Employer agrees that while this Agreement is in effect, it will not engage in any lockout of its employees and the Union guarantees the Employer on behalf of itself and each of its members that: There will be no authorized strike of any kind, boycott, picketing, work stoppage, slowdown or any other type of organized interference, coercive or otherwise, with the Employer's business.
- Section 2. The Union shall not question the qualified right of the Employer to discipline or discharge employees engaged in, participating in, or encouraging such action as is described in Section 1 of this Article. It shall be final and binding upon the Union and its members and shall in no case be construed as a violation by the Employer of any provision of the Agreement. However, the Union may subject an issue of fact as to whether or not any particular employee has engaged in, participated in, or encouraged any such violation to the grievance procedure.
- Section 3. The Employer agrees, as part of the consideration of this Agreement, that neither the Union, its Officers, Representatives, or members shall be liable for damages for unauthorized stoppages, strikes, intentional slowdowns, or suspensions of the work in the Employer's service, if:
- a. The Union gives written notice to the Employer within twenty-four (24) hours of such action that it has not authorized the stoppage, strike, slowdown, or suspension of work.
  - b. Copies of the notice described in (a) above are posted immediately by the Union on the bulletin board.

## STRIKES AND LOCKOUTS - ARTICLE IV - Continued

- c. The Union further cooperates with the Employer in getting the employees to return and remain at work.

## COOPERATION AND CONFIDENTIALITY - ARTICLE V

- Section 1. During the term of this Agreement the employees pledge that they will maintain a high standard of workmanship by performing their work efficiently, economically and effectively to the best of their ability, within the framework of Article III herein.
- Section 2. The employees assure the Employer that they shall keep all business of the Employer confidential, this includes any and all information in files, records, correspondence or otherwise obtained which they have access to at their place of employment. The employees also agree to refrain from any and all discussion with any third party involving Employer business or concerns of any nature. **VIOLATION OF THE ABOVE MAY RESULT IN IMMEDIATE DISCIPLINE OR DISCHARGE.**

## TECHNOLOGICAL CHANGES - ARTICLE VI

- Section 1. In the event of technological changes, such as the introduction of data processing equipment, computers or other similarly related office equipment, the Employer agrees to notify and discuss such changes with the Union Representative.
- Section 2. In the event orientation and/or instructional programs are needed to familiarize the employee(s) with the new equipment, the Employer agrees to provide such instruction and/or orientation programs, if they are available.
- Section 3. It is agreed that in the event the Employer establishes a new classification, the Union and the Employer will meet to discuss its inclusion into the bargaining unit, rate of pay, and other conditions of employment regarding the new classification. Failure to agree shall be processed in accordance with Article XIV herein.
- Section 4. The employee shall be reimbursed for job-related education courses taken through an Arizona-accredited college. An employee must receive a passing grade of "C" or above and the course **must receive prior approval of the Business Manager.** After the course is completed, the employee will submit the necessary paperwork for reimbursement.

Job-related professional seminars, **approved by the Business Manager,** will be reimbursed upon completion of the seminar. If the seminar is scheduled during the employee's regular working hours, the employee will be paid their regular wage and the time used will not be charged against vacation hours.

Approved educational courses shall be reimbursed at that undergraduate rate charged by Arizona State University for each credit hour.

Any training or education required to perform job functions will be paid by the IBEW Local Union No. 266.

## HOURS OF WORK - ARTICLE VII

- Section 1. The minimum work week for regular full-time employees shall be forty (40) hours, Monday through Friday between the hours of 7:00 a.m. and 6:00 pm. Scheduling of hours shall be at

## HOURS OF WORK - ARTICLE VII - Continued

the discretion of the Employer and changes in hours worked before 7:00 a.m and after 4:00 pm shall be on a voluntary basis by the employees. All time worked in excess of forty (40) hours shall be paid for at the rate of time and one-half (1 ½).

- Section 2. Any work performed on Saturday shall be considered overtime and required pay at the rate of time and one-half (1 ½). Any work performed on Sunday shall be paid for at the rate of double-time. In both instances, no employee shall be paid for less than three (3) consecutive hours of work. Employees reporting for work on straight time days shall receive not less than four (4) hours pay.
- Section 3. When an employee must return to work after completion of the regular work day, he/she shall be compensated at the rate of time and one-half (1 ½) for not less than three (3) hours. If an employee is required to work on Saturday, Sunday or Holidays, after the hours of his stipulated work day, he/she shall be compensated at the rate of pay for each hour worked and for not less than three (3) hours of work.
- Section 4. All time paid in accordance with this Agreement shall be considered as time worked for the purpose of Pension, Health and Welfare and Seniority including vacation and sick leave time. Time worked at the overtime rates shall not be considered as time worked for the purpose of computing benefits.
- Section 5. In the event overtime is necessary to accomplish clerical work, overtime will be offered to the current employees. In the event additional help is needed, the procedure in Article XIX shall be followed.
- Section 6. With prior approval and by mutual agreement, an employee may select up to one week per month to work a four-ten schedule. When an employee requests and is granted a four-ten work week, all employees will work a four-ten schedule with alternating days off. The four-ten schedule shall consist of ten (10) hours per day for four (4) days with no overtime until after forty (40) hours have been worked.
- Section 7. A minimum of two (2) hours at the rate of time and one half (1 ½) shall be paid to any employee who is called out by duly authorized person(s), renters, or the alarm company for the purpose of working outside the employee's established hours of work. The employee who has been called out shall be paid at the overtime rate only for that time worked outside the employee's established hours of work.

## HOLIDAYS - ARTICLE VIII

- Section 1. Employees covered by the Agreement shall be allowed the eleven (11) HOLIDAYS LISTED BELOW, PROVIDED: The employee works the last scheduled work day prior to and the first scheduled work day following the holiday unless excused due to sick leave, earned vacation time or excused leave of absence. Martin Luther King, Jr. Day, Washington's Birthday and Veterans' Day shall be flexible holidays.

NEW YEAR'S DAY  
MARTIN LUTHER KING JR. DAY  
WASHINGTON'S BIRTHDAY  
MEMORIAL DAY  
FOURTH OF JULY  
LABOR DAY

VETERANS' DAY  
THANKSGIVING DAY  
THE DAY AFTER THANKSGIVING  
CHRISTMAS EVE DAY  
CHRISTMAS DAY

- Section 2. The above holidays will apply only if probationary period has been served.

**HOLIDAYS - ARTICLE VIII - Continued**

- Section 3. Any work, performed on holidays will be paid for at the rate of double (2X) time the employee's regular hourly rate, in addition to the holiday pay.
- Section 4. In the event any of the holidays observed occur during an employee's vacation, they may be granted **AN ADDITIONAL DAY OF VACATION.**
- Section 5. No work will be performed on Labor Day except in extreme emergencies.
- Section 6. Holiday pay shall be the employees regular hourly rate times the number of hours regularly scheduled to work that day.
- Section 7. Holidays that fall on Saturday will be observed on Friday and those falling on Sunday will be observed on Monday.

**SICK LEAVE, LEAVE OF ABSENCE - ARTICLE IX**

- Section 1. Sick leave with normal days pay shall be granted to all regular employees at the rate of one (1) day per month of employment to a maximum of ninety (90) working days to be used as needed, with any, in case of prolonged illness. For the purposes of this Article, workdays shall equal eight (8.0) hours.
- Section 2. Once ninety (90) days of sick leave has been accumulated, all unused sick leave in the current calendar year will be reimbursed at 50%. Payment will be made on the employee's anniversary date.
- Section 3. If an employee is absent from work three (3) days or more, the Employer may request a doctor's certificate.
- Section 4. Sick leave shall be granted only in case of sickness or injury, except that an employee shall be allowed to use forty (40) hours of accumulated sick leave per year for personal business.
- Section 5.
  - a. At the option of the Employer, employees may be granted a leave of absence for other than medical reasons according to the following schedule:

<b>After one (1) year seniority:</b>	<b>30 days</b>
<b>After two (2) years seniority:</b>	<b>60 days</b>
<b>After three (3) years seniority:</b>	<b>90 days</b>
<b>After four (4) years seniority:</b>	<b>120 days</b>
<b>After five (5) years seniority:</b>	<b>6 months</b>

Verification of the leave shall be made in writing to the employer and the Union. At the expiration of such leave, the employee shall be reinstated into his/her regular position without loss of seniority according to the above schedule.
  - b. An employee with three (3) years or more seniority shall be granted a medical leave of absence to a maximum of eight (8) weeks. The employee shall suffer no loss of seniority or benefits for such medical leave of absence. The Employer may request a doctor's certificate verifying the need for such medical leave of absence. Verification of the medical leave shall be made in writing to the Employer and the Union. At the expiration of such medical leave of absence, the employee shall be reinstated into his/her regular position without loss of seniority or benefits.

## **SICK LEAVE, LEAVE OF ABSENCE - ARTICLE IX - Continued**

- Section 6. At the option of the Employer, employees may be given time off to perform Union business (i.e. conventions, conferences, grievances and negotiation meetings) for the Office and Professional Employees International Union, Local No. 30, but not to exceed ten (10) working days per calendar year.
- Section 7. In the event an employee on the active payroll is called for jury service, the employee shall be excused from work for each such day on which the employee serves or reports to serve and shall be paid for the time necessarily lost from regular work schedule due to such jury service, provided the employee notified the Employer of the intended absence. An employee excused from jury service shall report to work as soon as possible after being released. The employee will present proof of service or jury duty notice or summons to the Employer.
- Section 8. In case of death in the immediate family an employee shall be granted a leave of absence of three (3) 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, children, step-children, brothers, sisters, spouse and grandparents.
- Section 9. An employee who retires in good standing after ten (10) years of service shall be paid for all unused sick leave at 50%.

## **VACATION - ARTICLE X**

- Section 1. Regular full-time employees with one (1) year seniority shall be entitled to vacation pay at the employee's then current regular hourly rate for two (2) weeks. A regular full-time employee with six (6) months seniority shall be entitled to vacation pay at the employee's then current regular hourly rate for one (1) week. For the purposes of this Article, vacation week and vacation day is calculated on an eight (8.0) hour day.
- Section 2. Regular full-time employees with five (5) years seniority shall be entitled to three (3) weeks vacation pay at the employee's then current regular hourly rate.
- Section 3. Regular full-time employees with thirteen (13) years seniority shall be entitled to four (4) weeks vacation pay at the employee's current regular hourly rate.
- Section 4. Regular part-time employees shall be entitled to vacation time pro-rated according to hours worked in accordance with Sections 1, 2 and 3 above.
- Regular full-time employees with twenty-two (22) years seniority shall be entitled to five (5) weeks vacation pay at the employee's current regular hourly rate.
- Section 5. Vacation may be carried over from year to year to a maximum of two (2) years' accrual. Any amount over such maximum shall be paid out to the employee at the end of each year at the employee's then current rate of pay.
- Section 6. Employees shall not be allowed to take their full vacation in consecutive weeks and at a time mutually agreeable between the Employer and the employee. However, such vacation period must be arranged to avoid unnecessary interference with the Employer's business. However, in the event one (1) day's vacation is requested, a minimum of one (1) week's advance notice will be required and the employee shall be notified on the second day after such request whether the same is approved. In the event two (2) days or more, but not exceeding one (1) week's vacation is requested, a minimum of two (2) week's advance notice will be required



## VACATION - ARTICLE X - Continue

and the employee shall be notified within five (5) days thereafter whether the same is approved and in the event a vacation of more than one (1) week's vacation is requested, a minimum of two (2) week's advance notice will be required and the employee shall be notified within five (5) days thereafter whether the same is approved and in the event a vacation of more than two (2) week's is requested a minimum of thirty (30) days advance notice will be required and the employee shall be notified within seven (7) days thereafter whether the same is approved.

Section 7. Once management has granted vacation, it will not be altered by subsequent requests by more senior employees.

## GENERAL - ARTICLE XI

Section 1. When the Employer requires a Fidelity Bond of any employee the premium of said bond shall be paid by the Employer.

Section 2. The Employer shall provide unemployment insurance coverage for all employees through the Employment Security Commission.

Section 3. Pay days shall be bi-weekly (every other Friday).

Section 4. The Employer will endeavor to pay employees vacation pay on the last work day prior to the start of their vacation period if requested.

Section 5. Regular employees after six (6) months service shall be required to give two (2) week's notice prior to termination of services. In the event of lay-off, the Employer shall also be required to give the employee two (2) week's notice. In the event the employee fails to give the required two (2) week's notice, any vacation benefit entitlement will be forfeited. In the event the Employer fails to give the required two (2) week's notice, two (2) week's pay will be paid in lieu of the notice. No notice shall be required from the Employer in the case of termination for just cause.

Section 6. 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, CLC**, and under agreement with the Union. This card is to be the property of the Union.

## SENIORITY - ARTICLE XII

Section 1. Seniority is defined as the length of time spent on payroll.

Section 2. All new employees shall be regarded as probationary employees during the first six (6) months of employment with the Employer.

A probationary employee shall have no seniority rights and the employee's retention as an employee is entirely within the discretion of the Employer. At the end of the probationary period, the employee shall be classed as a regular employee and his/her seniority shall start from the date of employment.

Section 3. A regular part-time employee is defined as an employee who works a minimum of eighty (80) hours per month.

## **SENIORITY - ARTICLE XII - Continued**

- Section 4. A part-time employee is defined as an employee who works less than eight (80) hours. This employee is not eligible for vacation, holidays, sick leave or Health and Welfare and Pension benefits. Should the employment status of a part-time employee change to that of a regular employee, the employee's seniority will date back to the date of hire, which will be computed for vacation and sick leave benefit eligibility, pro-rated on hours actually worked.
- Section 5. A temporary employee must be informed at the start of employment that this employee may not work past six (6) months, except as replacement for periods of sick leave, vacation and leave of absence.
- Section 6. Continuous service or seniority shall be considered broken by any of the following contingencies:
- a. If an employee quits or resigns
  - b. Discharge by the Employer for cause
  - c. Lay-off longer than twelve (12) months
  - d. Failure or refusal to report to work within two (2) weeks after being recalled to work following a lay-off.
  - e. If absent for three (3) consecutive days without notifying the Employer.
- Section 7. When it is necessary to lay-off employees, qualifications being substantially equal, seniority shall prevail.

## **NON-DISCRIMINATION - ARTICLE XIII**

Neither the Employer or the Union will discriminate against any employee because of race, color, creed, national origin, religion, sex, age or Union membership.

## **GRIEVANCE & ARBITRATION PROCEDURES - ARTICLE XIV**

- Section 1. A grievance for the purpose of this Agreement is an alleged violation of a specific Article and Section of this Agreement. Should any grievance arise, the matter shall be settled in the manner outlined below:
1. An aggrieved employee must first present the grievance to the Employer and/or Union Steward within five (5) working days after the alleged violation.
  2. If the grievance is not settled in Step one (1) within five (5) working days, it shall be presented in writing by the Union to the Employer within ten (10) working days thereafter.
  3. If no agreement is reached on the grievance within fifteen (15) working days from the date it was first presented in writing to the Employer, either the Employer or the Union shall request, in writing, that the matter be submitted to arbitration.
  4. The parties may singularly or jointly request the Federal Mediation and Conciliation Service to submit a panel of five (5) qualified arbitrators. Upon receipt of the names, the parties will alternately strike names until only one (1) name remains, who shall be the arbitrator. Striking the first name shall be determined by lot.
  5. The arbitrator shall have no authority to add to, subtract from or modify in any

manner the terms and conditions as set forth in this Agreement. The arbitrator's  
**GRIEVANCE & ARBITRATION PROCEDURES - ARTICLE XIV - Continued**

decision shall be final and binding on both parties.

The arbitrator's fees and expenses shall be borne equally by both parties. The arbitrator shall, in his decision, determine who is the losing party. Each party shall bear the expense of preparing its own case.

**HEALTH AND WELFARE - ARTICLE XV**

Section 1. The Employer has previously executed or will execute a Subscriber's Agreement and by such agreement shall become and will remain a part employer to the Agreement and Declaration of Trust of the LINECO Line Construction Benefit Fund (hereinafter referred to as the "Fund").

Section 2. Contributions shall be due by the Employer and coverage shall be provided by the Fund on the first of any given month for any regular employee who has worked at least eight (80) hours in the previous calendar month. Work as used herein includes paid holidays, vacation and sick leave.

Section 3. Health and Welfare coverage shall include the following:

1. For employees and their dependent:

- a. Comprehensive Hospital-Medical benefits and Prescription Drug Benefits
- b. Dental Plan
- c. Orthodontic Treatment Benefits
- d. Vision Care Benefits

2. For Employees only:

- a. Extended Disability Benefits
- b. \$12,000 Life Insurance and Accidental Death and Dismemberment Benefits

Section 4. The Employer shall contribute to the Fund a monthly amount which is required to maintain in effect the benefits listed in Section 3 above. The amount of such contribution shall be determined by the Board of Trustees of the Fund and such Trustee Action shall be binding on the Employer.

Section 5. The Employer contribution, as provided herein, shall be made on eligible employees, on the effective date, after six (6) months of employment.

Section 6. The Employer shall continue contributions for the first calendar month following the month in which the employee begins a sick leave or personal leave-of-absence or lay-off. Thereafter the employee shall make provisions for the payment of the full amount of the contribution which is then to be paid by the employee.

Section 7. The Employer and the employees agree to be bound by the terms and provisions of the LINECO Line Construction Benefit Fund.

**RETIREMENT HEALTH & WELFARE – ARTICLE XVI**

Section 1. An employee with ten (10 to fourteen (14) years of service and has reached the age of 55 years of age, IBEW Local Union No. 266 will pay 80% of the Health Insurance and the employee will pay 20% upon retirement until the employee is eligible for Medicare Insurance.

## **RETIREMENT HEALTH & WELFARE - ARTICLE XVI – Continued**

Section 2. An employee with fifteen (15) or more years of service and has reached the age of 55 years of age, IBEW Local Union No. 266 will pay 100% of the Health Insurance upon retirement.

## **PENSION - ARTICLE XVII**

Section 1. **Effective May 1, 2012**, the Employer agrees to contribute to Western States Office and Professional Employees Pension Trust Fund a contribution on behalf of each eligible employee in the amount of two dollars and seventy cents (\$2.70) per hour worked.

Effective with the May 1, 2012 hours paid, the Employer agrees to contribute on behalf of each employee the surcharge amount listed in the Supplemental Contribution Schedule provided by the Trustees of the Western States Office and Professional Employees Pension Fund. Should the Contribution Schedule change in any subsequent years, the Employer shall adopt the newest yearly schedule as presented by the Trustees of the Fund. If the Fund releases the Employers from the obligation to pay according to any Contribution Schedule, then the pension contribution shall be the amount contained in Article XVII Section 1

**Effective May 1, 2013**, increase amount to \$2.90 per hour worked

**Effective May 1, 2014**, increase amount to \$3.10 per hour worked.

**Effective May 1, 2015**, increase amount to \$3.30 per hour worked

**Effective May 1, 2016**, increase amount to \$3.50 per hour worked

Pension shall be paid on all time paid in accordance with Article VII, Section 4. The Employer contribution, as provided herein, shall be made on eligible employees on the effective date. The contribution for probationary employees shall start on the first of the month following their six (6) month probationary period.

Section 2. Regular part-time employees who work over eighty (80) or more hours per month shall be covered by the provisions of this Article.

Section 3. The Employer has notified the Union of its intent to withdraw from the Western States Pension Plan. It is agreed that the Union and the Employer will meet to determine avenues to put the \$3.50/hour contributions on behalf of employees once the withdrawal process is started.

## **SEVERABILITY - ARTICLE XVIII**

If any provision of this Agreement shall be held invalid or in conflict with the law, the remainder of the Agreement shall not be affected thereby, and any such provision declared invalid shall be re-negotiated by the Union and the Employer.

## **WAGE SCALES - ARTICLE XIX**

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 are minimum scales. Nor can it be construed that an employee may not obtain a salary above minimum, be granted an increase in pay before specified, or be advanced or promoted in the service of the Employer.

Section 3. In the event an employee of the highest labor grade is off for a least one(1) day due to sickness, vacation, leave of absence, bereavement, etc., the employee in the next highest

labor grade will receive that rate of pay when performing the actual duties associated with those functions and responsibilities.

Section 4. The parties agree that future wage increases for the bargaining unit shall be the same as/equal to the same increase received by members covered under the SRP agreement with IBEW, Local 266 for the same year.

**HIRING HALL PROCEDURES - ARTICLE XX**

The Employer will interview no more than five (5) applicants. If the Union cannot supply the required qualified applicant, the Employer has the right to interview outside of the Union.

**401(k) - ARTICLE XXI**

The Employer agrees to match employee contributions to the IBEW 401(k) plan up to 6% of salary on behalf of each bargaining unit employee participating in the IBEW 401(k) plan. The plan will be the same as is in effect for all Collective Bargaining participants.

The match for probationary employees shall start when the employee has completed their six (6) months probationary period.

**STEWARD TRAINING - ARTICLE XXII**

The employer agrees to allow Union Stewards to attend steward training once each year with pay.

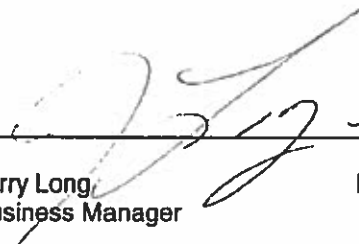
**DURATION - ARTICLE XXIII**

This Agreement shall be in full force and effect from May 1, 2017, and shall remain in force until April 30, 2022 and thereafter until either party hereto shall give the other party ninety (90) days written notice.

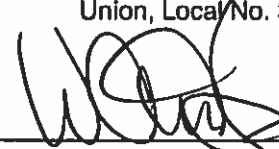
IN WITNESS WHEREOF, the parties hereto have caused their duly authorized signatures to be subscribed hereto on the day and year first above written.

Approved by Employer Negotiating Committee:

Office and Professional Employees International  
Union, Local No. 30

  
\_\_\_\_\_  
Jerry Long  
Business Manager

3-31, 2017  
Date

  
\_\_\_\_\_  
Walter Allen, Jr.  
Executive Director/CFO

4-2-17  
Date

**EXHIBIT "A"**

Section 1. It is hereby agreed that the following hourly rates reflected below shall be effective 2016.

	<u>2016</u>	<u>2017</u>
<u>GROUP I</u>		
Receptionist/Typist	\$16.88	\$16.88
Clerk/typist		
File Clerk		
Basic Computer Knowledge		
<u>GROUP II</u>		
Secretary/Bookkeeper	\$20.91	\$20.91
Basic Computer Knowledge		
Must be able to perform all functions of Groups I and II.		
<u>GROUP III</u>		
Bookkeeper	\$27.36	\$27.36
Familiar with computer systems administration management, and working knowledge of administering all programs.		

Maintain Office Calendar.

Good computer knowledge and Windows XP, Microsoft Word, Excel and Access. Working knowledge of LPX dues systems and QB Bookkeeping Systems and State of AZ Political Action Committee software.

Be creative in developing the IBEW Local 266 Web Site.

Must be able to perform all office functions in Group I and II.

<u>GROUP IV</u>		
Full Charge Bookkeeper	\$28.79	\$29.29
Prepare Cash Flow Statements for Local Union and Building Corporation for Regular Membership Meetings.		
Balance receipts and disbursements in Accounts Receivable and Cash Disbursements journal of Building Corporation and post them in QB General Ledger.		
Prepare income and expense reports.		
Prepare information's necessary for quarterly audit by CPA.		

Must be able to perform all office functions in Group I, II and III.

<u>GROUP V</u>		
Office Manager	\$32.50	\$33.00
Computer System Administration Management and working knowledge of administering all programs.		
Must be able to perform all functions of Group I, II, III and IV.		

Section 2. **TRAINEE:** This classification will apply only to those persons with no office experience.

At current Trainee pay