

**AGREEMENT**  
between  
**INTERNATIONAL BROTHERHOOD OF ELECTRICAL  
WORKERS**  
**LOCAL UNION #1116**  
And



**OFFICE & PROFESSIONAL EMPLOYEES INTERNATIONAL  
UNION LOCAL #30**

**AUGUST 1, 2014 THROUGH JULY 31, 2017**

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## AGREEMENT

THIS AGREEMENT, made and entered into this 3<sup>rd</sup> day of October 2014, by and between the **INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL UNION #1116**, hereinafter referred to as the Employer, and the **OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION, LOCAL No. 30, AFL-CIO-CFL**, hereinafter referred to as the Union.

### WITNESSETH

WHEREAS, it is mutually agreed by and between the parties hereto as follows:

### PREAMBLE

The purpose of this Agreement is to establish harmonious relations between the parties and to facilitate orderly adjustment of grievance, 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.

All reference to employees in this Agreement shall apply equally to both sexes.

### ARTICLE I - 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, exclusive of designated Employer officials. The Employer agrees to abide by recognized Union principles and all applicable statutes of the State of Arizona.

SECTION 2. The Union agrees that the Employer is entitled to receive care and diligence in the performance of duties and to cooperate with the Employer for the benefit of the Employer's business during the life of this Agreement.

SECTION 3. The Union and the Employer agree that every effort will be made to administer this Agreement in accordance with the true intent of its terms and provisions, to the end of maintaining sound labor relations. The parties hereto will attempt to the best of their abilities to provide a good workable relationship between them.

SECTION 4. The spirit of this Agreement is one whereby the Employer will deal with its employees honestly, fairly, and with humanity consistent with sound

business principles. The Union agrees not to do anything detrimental to the interests of the Employer.

SECTION 5. The Employer agrees to recognize the geographical jurisdiction of Office and Professional Employees International Union No. 30 as the following counties of the State of Arizona:

***Santa Cruz, Pima, Cochise, Greenlee, Graham and Pinal***

## **ARTICLE II – NONDISCRIMINATION**

SECTION 1. The Union agrees that it will not coerce nor intimidate employees into becoming or remaining members of the Union. The Employer will not interfere with, restrain, coerce, intimidate nor discriminate against employees covered by this Agreement because of membership in or activity on behalf of the Union.

SECTION 2. Neither the Employer nor the Union in carrying out their obligations under this contract shall discriminate because of race, creed, color, national origin, sex or age.

## **ARTICLE III - AUTOMATION**

Office employees, exclusive of designated Employer Officials, have complete jurisdiction over operation of any and all automatic office machines presently in use, during regular work hours.

## **ARTICLE IV - BONDING**

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

## **ARTICLE V - UNEMPLOYMENT INSURANCE - INDUSTRIAL INSURANCE**

Employers having one or more employees shall provide unemployment insurance coverage through the Department of Economic Security, and shall provide industrial insurance coverage through the State Compensation Fund or the Employer's private carrier.

## **ARTICLE VI - JOB VACANCIES**

SECTION 1. When a position is to be filled the Employer agrees first to notify the Union of job openings for positions covered by the Agreement, and provide members of the Union an equal opportunity to fill the position. The Employer retains the right to determine the competence and qualifications of the applicants.

SECTION 2. Within five (5) days after a new employee starts to work, the Employer agrees to notify the Union, giving the name and address of the new employee's starting date, classification and wage rate.

SECTION 3. Any position not covered in Classifications and Wages of this Agreement, but which does come under the Agreement of Office and Professional Employees International Union, shall be submitted for negotiations between the Employer and the Union. In job vacancies it is mutually agreed that present employees shall be given first opportunity to qualify for the new position before any persons outside the bargaining unit are hired to fill the jobs.

## **ARTICLE VII - PROBATIONARY PERIOD**

SECTION 1. All regular and regular part-time employees may be regarded as probationary employees for the first one hundred eighty (180) calendar days. There shall be no responsibility for reemployment of probationary employees if they are laid off or discharged during the probationary period.

SECTION 2. At the close of the probationary period, the employee shall be considered a regular or regular part-time employee, and shall be entitled to contract benefits as specified in this Agreement.

## **ARTICLE VIII - JOB CLASSIFICATIONS AND TECHNOLOGICAL CHANGE**

SECTION 1. An employee shall not be required to perform all occupations described in a job classification in order to be eligible for classification thereunder. An employee, in order to qualify for advancement, shall perform the work of higher rated classifications as a regular duty, and may also be required to perform the work of lower rate classifications.

SECTION 2. Employees shall be given the opportunity to advance to higher paid classifications by reason of their seniority, skill and ability to perform the work required. Seniority shall be the controlling factor among employees with relatively equal skill and ability to perform the particular job. The Employer shall be the sole judge of employee's skill and ability. Job related educational courses and seminars required by the Employer shall be reimbursed by the Employer.

SECTION 3. When occupations are not adequately nor specifically described, such work duties shall be appraised and accordingly classified as belonging under the most appropriate job classification.

SECTION 4. In determining the proper rate of pay for new employees, experience gained in similar work with other employers may be applied against the wage progression herein provided.

SECTION 5. Where two or more employees are employed in the same office, one shall be designated in a lead-person capacity and said employee shall be paid fifty (50) cents per hour over the maximum thereafter rate of pay. An employee may be designated in a lead capacity during the absence of the lead-person and shall be paid fifty (50) cents per hour over current wage rate. In no event will an employee in the Office Manager position receive lead-person pay in addition to their regular rate of pay.

SECTION 6. As appropriate to their job duties, off-site training, seminar, or conference opportunities may be offered to employees, which may require them to travel out of town and/or may require some time outside their regular working hours. All time spent in such training, seminar or conference during an employee's regular working hours will be paid time. Additionally, time spent traveling to and from training, seminar and conference will be done on employee's own time, except for such time which would fall during the employee's regular working hours. Actual expenses incurred by employees will be paid by the Employer, including mileage if an employee uses their own vehicle, meals and any other reasonable expenses related to the training, seminar or conference function. .

## **ARTICLE IX - TEMPORARY AND REGULAR PART-TIME EMPLOYEES**

SECTION 1. Temporary employees may be employed whenever an unexpected situation arises which necessitates the hiring of additional personnel to assist regular employees. Such employee shall then be defined as those who work on a day-to-day basis, and may not work past one hundred eighty (180) calendar days without becoming a regular or regular part-time employee, unless mutually agreed to.

SECTION 2. All temporary employees shall receive the minimum of four (4) consecutive hours of work or four (4) hours pay when called to work. All temporary employees shall be paid at the scale set forth in the Classification and Wage page.

SECTION 3. Regular part-time employees are those employees who regularly work less than a regular workweek as outlined in Article X or less than 1040 hours per year. Part-time employees shall receive not less the scale provided for the classifications of work they perform.

SECTION 4. Regular part-time employees shall be covered by all the conditions as set forth in the Agreement for regular employees, except vacations and sick time shall be figured on a prorated basis consistent with the time regularly employed each month. Health and Welfare shall not be paid on regular part-time employees. All regular part-time employees shall be paid at the wage rate set forth in Classifications and Wages.

## **ARTICLE X - HOURS OF EMPLOYMENT**

SECTION 1. The regular workweek shall consist of five (5) eight (8) hour days, and the minimum work week shall consist of not less than thirty (30) hours per week, Monday through Friday. The regular workday shall be between the hours of 6:00 a.m. and 5:00 p.m.

SECTION 2. A one-hour or one/half hour lunch period shall be taken at a time mutually agreed to, by both the Employer and employee.

SECTION 3. The Employer agrees that a rest period of fifteen (15) minutes shall be allowed each employee, each morning and afternoon. Rest periods shall be considered as time worked for the purpose of determining the workday.

SECTION 4. Employees may be allowed time off during a given workday for personal appointments and/or emergencies approved by the employer. An employee may use vacation time or make up such time during the same work week, with the consent of the Employer. The substituted hours so worked shall be paid at straight-time rates, and must be made-up so as not to require overtime under the Fair Labor Standards Act.

## **ARTICLE XI OVERTIME**

SECTION 1. All hours worked in excess of eight (8) hours in any one day shall be paid at one and one/half (1-1/2) times the employees hourly rate, up to fourteen (14) hours and any hours in excess of fourteen (14) hours in one day shall be paid at double the employee's regular hourly rate.

SECTION 2. Employees working Saturday or Sunday shall be allowed a minimum of four (4) hours at the rate of time and one/half (1-1/2) the employee's regular hourly rate. Employee's notified by quitting time on Thursday to work Saturday will be paid time and one/half (1-1/2) up to twelve (12) hours. Any hours in excess of twelve (12) will be paid at double time rate; otherwise, such employees will be paid double time in excess of six (6) hours.

SECTION 3. The Employer will provide employees a meal allowance of fourteen (\$14.00) dollars when: (1) An employee works more than two hours before or after the regularly scheduled work time. Any employee paid through the two hours shall be entitled to a meal. (2) An employee has worked unscheduled



overtime of more than two hours' duration, which overtime has caused the employee to miss meals during normal eating periods. (3) Six hours of unscheduled overtime have elapsed since the employee finished last meal.

SECTION 4. The Employer shall pay for meals in accordance with the meal allowances specified under the Tucson Electric Power Agreement.

## **ARTICLE XII – HOLIDAYS**

SECTION 1. Employees coming under the jurisdiction of this Agreement shall be allowed the following holidays with pay:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving, the employee's last workday before the day celebrated as Christmas and Christmas Day and two floating holidays.

Holidays falling on a Saturday will be celebrated on the preceding Friday, and holidays falling on a Sunday will be celebrated on the following Monday. No work shall be performed on Labor Day, except in case of extreme emergency.

SECTION 2. Any employee, who works on a holiday or days observed as such, shall receive time and one/half (1-1/2) the regular hourly rate of pay in addition to straight time holiday pay.

SECTION 3. In the event any of the holidays enumerated in this Article, Section 1, occur during the period of an employee's vacation, an additional day's vacation, or pay, shall be allowed for each holiday so occurring.

SECTION 4. Regular part-time employees shall be paid for a holiday at the regular scale, if the holiday falls within the time regularly scheduled to work.

## **ARTICLE XIII – VACATIONS**

SECTION 1. Vacations with pay are hereby established for all employees covered by this Agreement, and are earned and accrued, month by month, from the date of employment as follows:

An employee having one (1) year or more employment shall be entitled to two (2) weeks' vacation each year with full pay.

An employee having five (5) years or more employment shall be entitled to three (3) weeks' vacation each year with full pay.

An employee having ten (10) years or more employment shall be entitled to four (4) weeks' vacation each year with full pay.

An employee having twenty-five (25) years or more employment shall be entitled to five (5) weeks' vacation each year with full pay.

SECTION 2. An additional one (1) week may be added to regular vacation period when mutually agreed upon by the Employer and employee, this additional week to be taken without pay.

SECTION 3. Vacations shall be granted as a period of rest and relaxation for employees and must be taken during the yearly period immediately following vacation anniversary date, unless otherwise mutually agreed upon. Vacations shall be scheduled to accommodate the employee as is possible to avoid unnecessary interference with the Employer's operation. Vacation pay shall be paid in advance of the start of employee's vacation when the employee requests the vacation two (2) weeks in advance of the scheduled vacation; this shall not apply when vacations are changed due to emergencies. Vacation pay shall be computed at the employee's current regular rate of pay.

SECTION 4. Pay in lieu of vacation shall not be granted unless mutually agreed to by the employer and employee at the written request of the employee.

SECTION 5. Any employee who resigns without two (2) weeks notice to the Employer, or who is discharged for proper cause, shall forfeit any pay for vacation time accrued in the year of service termination. However, any employee who resigns and gives two (2) weeks notice, or is laid off for lack of work, or financial reasons, will be paid for any vacation time earned and not yet taken.

SECTION 6. Senior employees shall be given preference in the selection of vacation periods.

SECTION 7. Should an employee die while in active employment status, the employee's designated beneficiary shall be paid all unused accumulated vacation at the rate of the employee's classification at the time of death.

#### **ARTICLE XIV - HEALTH AND WELFARE**

In accordance with this Agreement and all Federal and State statutes, the Employer shall contribute the regular monthly premium to a mutually agreed upon insurance plan, for each regular full time employee, or, if mutually agreed upon, to the Employer's individual Health and Welfare Plan. The Employer also agrees to cover regular employees under a Dental and Monthly Indemnity Insurance Plan. Life Insurance will be offered at the employees' expense; however, if Life Insurance is a part of a package and cannot be separated, the cost will be covered by the employer

## **ARTICLE XV - MAINTENANCE OF STANDARDS**

SECTION 1. No clause in this Agreement shall be understood to imply any lowering of the working conditions heretofore existing in the office of the Employer.

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, and it shall not be a condition of employment.

SECTION 3. Office employees shall not be required to furnish office equipment or supplies, or furnish their own transportation to conduct the business of the Employer, and it shall not be a condition of employment.

SECTION 4. Office employees, who incur any expenses during the performance of their duties, shall be reimbursed for same. Employees who use their own vehicles to travel during working hours performing Employer's business, shall be paid mileage of fifty and one/half (.50.5) cents per mile or the established Federal mileage rate, plus any expense incurred for parking. Mileage shall not apply when the employee is furnished with a car.

## **ARTICLE XVI - SICK LEAVE**

SECTION 1. All permanent employees shall accrue, with pay, twelve (12) days' sick leave per year, accumulated at the rate of one (1) day per month. For employees working other than a regular workweek, sick time shall be pro rated based upon the number of hours worked per month.

SECTION 2. All unused sick leave shall be accumulated at the rate of one (1) day per month to a maximum of eight (8) weeks to be used as needed, with pay. No employee will receive sick leave during their probationary period. However, upon completion of probationary period, and providing there has been no loss time taken, employees shall be given an automatic retroactive accrual of three (3) days' sick leave.

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

SECTION 4. Should an employee die while in active employment the employee's designated beneficiary shall be paid all unused accumulated sick leave of the employee, at the rate of the employee's classification at the time of death.

SECTION 5. An employee may use up to two (2) days of accumulated sick leave per year for personal business, under the following conditions:

- a. At least 10 days of unused accumulated sick leave will remain.
- b. It will not cause undue inconvenience to the Employer.
- c. The request is made as promptly as possible and except in case of emergency, no later than quitting time of the day preceding such time off. This time may be used in one/half (½) day increments.

This time may be used in one/half (½) day increments.

SECTION 6. An employee will be allowed sick leave to take care of a member of the immediate family for the duration of the illness, not to exceed five (5) working days for single incident or ten (10) working days per calendar year.

SECTION 7. The Employer shall pay the same share of premium costs for medical and disability insurance for the first six months of an authorized leave of absence due to illness, accident, or pregnancy, as it would pay if the employee were working, for all permanent regular employees.

SECTION 8. Good Attendance Bonus: Upon retirement, an employee shall be paid an attendance based bonus at the rate of pay of their permanent classification at the time of retirement, for 50% of unused sick leave hours in one lump sum upon retirement.

## **ARTICLE XVII - LEAVE OF ABSENCE**

SECTION 1. Upon mutual agreement, in writing, leave of absence may be granted when an employee has a serious illness or has had an injury, for a period up to six (6) months if the employee so desires. Upon mutual agreement and submitted in writing, the leave of absence may be extended beyond the six (6) month period. Employees granted such leave of absence will retain and accumulate seniority during such leave period.

SECTION 2. By mutual agreement, the Employer may grant an unpaid leave of absence for a reasonable period of time to employees selected by the Union to perform work for the Union, such as attendance at Union Conventions and Conferences. Employees granted such leave of absence will retain and accumulate seniority during such leave period.

SECTION 3. An employee who has been granted a leave of absence in accordance with the provisions of this Article shall return to their regular job at the rate then current for the classification.

SECTION 4. An employee who fails to return to work promptly upon expiration of an authorized leave of absence, except in case of an emergency, may be terminated.

SECTION 5. In case of death in the immediate family (spouse, parent, grandparent, child, grandchild, brother/sister (natural or step), brother/sister-in-law of the employee and the following members of employees spouse, parent/step parent, brother/sister and additionally, any other person not covered by the foregoing but living permanently in the employee's household), an employee shall be granted a leave of absence not to exceed ten (10) days, three (3) days of which will be with pay. A part-time employee's leave with pay shall be prorated in accordance with time regularly employed. This leave is not to be charged against sick leave.

SECTION 6. An employee called to serve as a juror or report to the court for jury examination in response to a jury summons shall be paid the difference between the employee's daily wage and the amount the employee receives for serving such duty.

#### **ARTICLE XVIII - DISCHARGE/LAYOFF**

SECTION 1. The Employer may discharge an employee for sufficient and reasonable cause. The Employer will give written notice to the employee of such discharge, and reasons for such action.

SECTION 2. No employee shall be discharged because of Union activities.

SECTION 3. In all cases involving layoffs or demotions due to layoff, or rehiring layoffs, seniority based on continuous service with the Employer shall govern where fitness and ability are substantially equal. Any employee laid off shall retain their seniority for a period of one year, after one year the Employer has no obligation to recall such laid off employee.

SECTION 4. Any employee laid off by the Employer shall be given two (2) weeks notice, or in lieu thereof, two (2) weeks pay.

#### **ARTICLE XIX - GRIEVANCE AND ARBITRATION PROCEDURE**

SECTION 1. Any disputes, misunderstandings, differences or grievances arising between the parties as to the meaning, interpretation and application of the provisions of this Agreement, shall be processed in the following manner:

- (a) An employee must first present the grievance to the Employer and Union Steward, within eight (8) working days from the date of occurrence, or the date the employee first becomes knowledgeable that an infraction has occurred.
- (b) If the grievance is not settled, the Union will then present the grievance in writing 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 the date it was first presented in writing 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 representatives of the Employer to be selected by the Employer. Each party shall appoint its representatives to the Board within three (3) days from receipt of the appeal to the Board. The Board shall take up within five (5) working days and render its decision within five (5) working days. The decision of the majority of the board shall be final and binding upon the parties to this Agreement.
- (d) In the event the Adjustment Board fails to make a decision within five (5) days after hearing the grievance, the Board will no longer have jurisdiction, and the Union may make written demand for arbitration within seven days thereafter.
- (e) Within three (3) working days after a written demand for arbitration, a representative of each party shall meet by mutual agreement and select an arbitrator. If they fail to agree upon an arbitrator, they shall jointly request the Federal Mediation and Conciliation Service to submit a list of five (5) persons qualified to act as such arbitrator. Upon receipt of said list, the representatives will select one of the five (5) persons satisfactory to both. Failing to agree, they shall alternately strike one (1) name from the list until only one (1) name remains. A flip of the coin shall determine the party of first strike.
- (f) The arbitrator shall hear the grievance at his earliest convenience and his decision shall be final and binding.
- (g) The arbitrator shall have no power to alter, amend, change, and add to or subtract from any of the terms of this Agreement, but shall determine only whether or not there has been a violation of this Agreement in the respect alleged in the written grievance, and if so, what the remedy shall be. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him by the respective parties in the presence of the other. The fees and expenses of the arbitrator shall be borne equally by the Employer and the Union. Each party shall pay any expenses incurred by it in presenting and preparing its case.

## **ARTICLE XX - UNION REPRESENTATION**

The Union Steward shall have the right to contact the employees at work with respect to this Agreement, within reason, and as not to cause disruption to the work force.

## **ARTICLE XXI - UNION LABEL AND UNION SHOP CARD**

SECTION 1. The privilege of using the Union Label may be extended to all Union Member employees as long as this Agreement remains in full force and effect, and so long as the Employer fulfills all of its terms and conditions.

SECTION 2. 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 CFL, and under Agreement with the Union; this card to be the property of the Union.

## **ARTICLE XXII – PENSION, SEP ROTH Plan, 401(k) Plan and Qualified ROTH IRA**

SECTION 1. Regular fulltime office employees currently covered under this Agreement will continue to be covered under the Western States Office and Professional Employees Pension Trust Fund. Accordingly, the Employer agrees to make contributions on behalf of all eligible employees in the amount of \$3.00 per hour.

Employees hired as of August 1, 2014 will be enrolled in a Pension Plan under a **SEP Roth Plan**.

A contribution on behalf of each employee will be made to the applicable plan in the amounts of:

Effective August 1, 2014 – 10% per month based on the employees monthly base income, but not to exceed the IRS Limits.

The Employer agrees to make contributions in accordance with the above for all eligible Regular fulltime employees.

SECTION 2. The Employer and the employees agree to be bound by the terms and provisions of the Trust Agreement and amendments thereto, of the Western States Office and Professional Employees Pension Trust Fund or of any other Fund.

SECTION 3. Employees will be allowed to participate in a 401(k) Plan approved by the employer. The Employer will forward an amount (designated by the employee) to be deducted from the employee's wages for remittance to the designated 401(k) Plan.

SECTION 4. Regular full time employees may participate in a ROTH IRA Account as follows:

The employer agrees to make after tax deductions from the pay of an employee, (an amount to be designated by the employee) and to forward such deductions on a monthly basis to the Qualified ROTH Account.

#### **ARTICLE XXIII – MODIFICATION**

It is agreed by the parties to this Agreement, that in the event the laws, State or Federal, pertaining to the Union Security are changed by Congressional or Legislative Amendments, Court Decisions or Government or State Regulations or Decisions, they will immediately reopen this Agreement for negotiation on Union Security.

#### **ARTICLE XXIV - ALTERATION AND VALIDITY OF AGREEMENT**

SECTION 1. Should any portion of this Agreement or any provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by any decree of a court of competent jurisdiction, such provisions shall be superseded by the appropriate provisions of such laws or regulations, so long as same is in force and effect, and such validation of such portion of this Agreement shall not invalidate the remaining portions hereof, and they shall remain in full force and effect.

SECTION 2. No agreement alteration, understanding, variation, waiver, or modification of any of the terms or conditions or covenants contained herein shall be made by any employee or group of employees with the Employer.



**ARTICLE XXV - TERM OF AGREEMENT**

All terms of this Agreement shall remain in full force and effect until July 31, 2017, and shall be automatically renewed from year to year, unless the Union or Employer serves upon the other written notice by certified mail of desire to modify, amend, or terminate this Agreement, in which case, the written notice shall be given at least sixty (60) but not more than seventy-five (75) calendar days prior to the expiration date of this Agreement, or to the expiration of any automatic yearly extension.

IN WITNESS WHEREOF, The parties being duly authorized have hereunto set their official seals, duly attested, this 3<sup>rd</sup> day of October 2014.

**INTERNATIONAL BROTHERHOOD  
OF ELECTRICAL WORKERS LOCAL  
#1116**

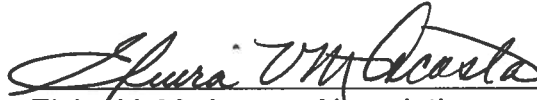


Frank R. Grijalva, Business Manager  
4601 S. Butterfield Drive  
Tucson, Arizona 85714

**OFFICE & PROFESSIONAL EMPLOYEES  
INTERNATIONAL UNION LOCAL NO. 30  
AFL CIO**



Walter Allen Jr.  
Executive Director / CFO  
OPEIU Local 30



Elvira V. M. Acosta, Negotiating  
Committee



## EXHIBIT A - CLASSIFICATIONS

The following classifications have been established and agreed to by both the Union and the Employer.

### **CLASSIFICATIONS:**

#### **TEMPORARY EMPLOYEES:**

A temporary employee is one hired for a specific job of limited duration

#### **ADMINISTRATIVE SUPPORT SPECIALIST**

##### **SPECIAL REQUIREMENTS:**

- Proficient at the beginning level in Excel and Word (testing will be conducted)
- Perform basic math calculations
- Multi-tasks oriented with attention to detail
- Good organizational skills
- Excellent interpersonal skills
- Verbal and written communication skills

##### **Position Description:**

This job classification provides direct administrative support to the Business Manager and Office Manager, receives limited instructions with respect to details of assignments and maintains high level of confidentiality.

**Essential Functions:** (As defined under the Americans with Disabilities Act, these include the following responsibilities, minimum job knowledge, skills and abilities. This is not necessarily an all-inclusive listing.)

##### **Position-Related Responsibilities:**

- Provide direct administrative support to the Business Manager or Office Manager, such as maintaining their appointment schedule.
- Research and resolve routine inquiries from members and staff about Local Union processes, function and policies and status of individual transactions.
- Schedule, coordinate and confirm appointments, travel arrangements, meetings and meeting facilities and contracts outside services (such as copier repair).
- May Coordinate projects
- Compile data and create and maintain spreadsheets and prepare, create, print and edit statistical, operational and other specialized reports.
- Order and maintain inventory of office supplies and specialized goods.
- Establish and maintain specialized manual and automated indexing and filing systems.
- Perform assigned work in a safe and efficient manner in accordance with Employer practices and procedures.

**Knowledge, skills and Abilities:**

- Local Union terminology, programs and procedures
- Office practices and procedures, including those pertaining to confidentiality and security of information
- Business English, punctuation, grammar and spelling
- Manual and automated records management practices
- Spreadsheet, database and word processing computer software
- Bookkeeping principles and practices
- Maintaining confidential information and exercising solid business judgment on the Local Unions behalf
- Prioritizing and scheduling assigned work
- Coordinating a variety of office machines including copiers, fax machines, calculators, personal computers and computer terminals
- Using spreadsheet, database and word processing computer software
- Effectively communicating both orally and in writing
- Researching inquiries and interacting with Union Members and vendors and providing customer service
- Accurately posting and maintaining specialized files and documentation in manual and automated systems
- Performing basic arithmetic calculations

**OFFICE MANAGER**

The Office Manager shall report directly to the Business Manager of Local #1116. He/she shall be fully qualified and capable of performing all job duties and function of the lower classification and will continue to occupy and perform the functions of the Administrative Support Specialist employee. The Office Manager shall be held responsible for, but not limited to the following:

- Assuring that all pertinent work assignments are completed in prescribed time frames.
- Shall be responsible for training other office employees working under their direction.
- Other office employees will report directly to Office Manager for their work assignments.
- Shall have a working knowledge of all office equipment and will be expected to maintain, administer and keep current all records and data stored on computer hardware and software.
- Will be expected to carry out all other work assignments, duties and functions issued by the Business Manager of IBEW Local #1116.

The authority to set policies and hours of work and the decision to fill the position of Office Manager, should the position be vacated for any reason, shall remain solely with the Business Manager of IBEW Local #1116.

## EXHIBIT B - WAGES

### Temporary

2%	August 1, 2014	12.02	0.24	12.26
1.75%	August 1, 2015	12.26	0.21	12.47
1.75%	August 1, 2016	12.47	0.22	12.69

### Prior to 1989

#### Administrative Support Specialist

2%	August 1, 2014	26.01	0.52	26.53
1.75%	August 1, 2015	26.53	0.46	26.99
1.75%	August 1, 2016	26.99	0.47	27.46

#### Administrative Support Specialist

August 1, 2014	2%
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1st six months	\$15.38	\$0.31	\$15.69
2 <sup>nd</sup> six months	\$17.07	\$0.34	\$17.41
3 <sup>rd</sup> six months	\$18.86	\$0.38	\$19.24
4 <sup>th</sup> six months	\$20.92	\$0.42	\$21.34
After two years	\$22.99	\$0.46	\$23.45

August 1, 2015	1.75%
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1st six months	\$15.69	\$0.27	\$15.96
2 <sup>nd</sup> six months	\$17.41	\$0.30	\$17.71
3 <sup>rd</sup> six months	\$19.24	\$0.34	\$19.58
4 <sup>th</sup> six months	\$21.34	\$0.37	\$21.71
After two years	\$23.45	\$0.41	\$23.86

August 1, 2016	1.75%
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1st six months	\$15.96	\$0.28	\$16.24
2 <sup>nd</sup> six months	\$17.71	\$0.31	\$18.02
3 <sup>rd</sup> six months	\$19.58	\$0.34	\$19.92
4 <sup>th</sup> six months	\$21.71	\$0.38	\$22.09
After two years	\$23.86	\$0.42	\$24.28

#### Office Manager

2%	August 1, 2014	\$26.63	\$0.47	\$27.10
1.75%	August 1, 2015	\$27.10	\$0.47	\$27.57
1.75%	August 1, 2016	\$27.57	\$0.48	\$28.05

## CHECKOFF AUTHORIZATION

I hereby authorized and direct IBEW Local #1116 to deduct from my pay, Union Membership initiation fee, dues and assessments in the amount fixed in accordance with By-laws of OPEIU Local Union NO. 30 and the Constitution of the International Union, and transmit same to the Treasurer of OPEIU NO. 30 at: 705 W. Arrow Highway, 23<sup>rd</sup> Floor, P.O. Box 9000, Claremont, CA 91711-9000

Initiation fee \_\_\_\_\_

Monthly dues \_\_\_\_\_

This authorization shall be irrevocable for a period of one year from the date hereof or until the termination date of said agreement whichever occurs sooner, and I agree that this authorization shall be automatically renewed and irrevocable for successive periods of one year unless revoked by written notice to you and the Union ten (10) days prior to the expiration of each one year period, or of each applicable bargaining agreement between the Employer and the Union, whichever occurs sooner.

Signature \_\_\_\_\_

Date: \_\_\_\_\_



**DESIGNATED BENEFICIARY**

**PER ARTICLE XIII - Vacations, Section 8:**

Should an employee die while in active employment status, the employee's designated beneficiary shall be paid all unused accumulated vacation at the rate of the employee's classification at the time of death.

Per Article XVI Sick Leave, Section 4:

Should an employee die under circumstances whereby that employee is not covered under Workmen's Compensation death benefits; the employee's designated beneficiary shall be paid all unused accumulated sick leave of the employee, at the rate of the employee's classification at the time of death.

Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Last Name                      First Name                      M.I.

\_\_\_\_\_  
Address    City                      State

Social Security No. \_\_\_\_\_

Beneficiary and Relationship \_\_\_\_\_

Address of Beneficiary \_\_\_\_\_

City, State \_\_\_\_\_

Signature of Employee \_\_\_\_\_

