

# **COLLECTIVE BARGAINING AGREEMENT**

by and between

**OFFICE AND PROFESSIONAL EMPLOYEES  
INTERNATIONAL UNION LOCAL #30, AFL/CIO**

and

**DENVER JOIN ELECTRICAL APPRENTICESHIP AND  
TRAINING COMMITTEE**



May 1, 2020

to and including

April 30, 2023

## AGREEMENT

This Agreement, entered into between Denver Joint Electrical Apprenticeship and Training Committee, hereinafter referred to as the "Employer" and Office and Professional Employees International Union, Local #30, AFL-CIO, hereinafter referred to as the "Union".

### ARTICLE 1 - RECOGNITION

- 1.1 The Employer recognizes the Union as the sole collective bargaining agent for all employees employed in office, clerical, or technical capacities, provided that all regularly elected officers of the Employer and full-time appointed employees are exempt from the unit if the combined work they perform is not a sufficient amount to require the services of a full-time employee as further provided in this Agreement.
- 1.2 The Union recognizes that each Employer has conditions which will affect only his operation; and, this clause is not intended to broaden present and existing work assignments or jurisdictional lines, or to create the necessity of hiring additional employees.

### ARTICLE 2 - UNION SECURITY

- 2.1 Present employees covered by this Agreement, and new employees hired after the date hereof, shall, as a condition of employment, become members of the Union between the thirtieth (30th) and the thirty-fifth (35th) day following the date of this Agreement, or the date of employment, whichever is later, and shall remain members in good standing of the Union during the term of this Agreement. "Good standing" for the purpose of this paragraph is interpreted to mean the payment or tendering of initiation fees and periodic union dues.
- 2.2 The Employer agrees that when vacancies occur, or when new employees are needed to perform work covered by this collective Bargaining Agreement, the Employer shall notify the Union as to the number and qualifications of employees desired and the Union shall refer applicants within forty-eight (48) hours of such notice.
- 2.3 Should the Union be unable to furnish employees acceptable to the Employer within forty-eight (48) hours, the Employer has the right to obtain employees from any source available.
- 2.4 Upon hiring an employee, the Employer agrees to notify the Union within forty-eight (48) hours as to the name and social security number of the employee so hired.
- 2.5 The Chief Shop Steward and Stewards will be notified when a new bargaining unit employee is hired. The Chief shop steward and the area steward where the new employee will be employed may meet with the new employee within 15 days of his or her becoming employed. At that time, the stewards may for at least thirty minutes during paid time make a presentation to the new employee(s) regarding their rights and contract benefits as well as provide him or her with union literature.

- 2.6** Employees may have a union representative present at meetings concerning disciplinary action, discharge, or layoffs, provided a union steward or representative is available within a reasonable period of time. This provision does not diminish nor preclude the Employer's right to take just and necessary action in the above-noted instances. Reasonable time as applied to this Article shall mean not to exceed four (4) hours.

### **ARTICLE 3 - HOURS OF EMPLOYMENT**

- 3.1** Eight (8) consecutive hours between the hours of 7:00 AM and 6:00 PM, exclusive of lunch period, shall constitute a day's work. Forty (40) hours, Monday through Friday inclusive, shall constitute a week's work. A regular full-time employee shall be guaranteed eight (8) hours of work each day of the established work week.
- 3.2** When mutually agreed to between the Union and the Employer, the Employer may schedule a four (4) day work week, adjusting hours of work and/or pay to meet the forty (40) hour guarantee, and further shall meet with the Union to negotiate other changes as may be required to meet the needs of the Employer if a four (4) day work week is scheduled.
- 3.3** The Employer agrees not to change the hour at which the working day is scheduled unless such change is to continue for a period of at least two (2) weeks, except by mutual consent of the Employer and employee.
- 3.4** The Employer shall provide within the regular working hours a rest period of fifteen (15) minutes within each four (4) hour period of work, such rest period to be arranged at an approximate midpoint within the period or at a time mutually convenient to the Employer and the employee. Where working shifts comprise a morning and afternoon work period, these rest periods will usually be mid-morning and mid-afternoon breaks.
- 3.5** Employees shall have the right to leave their offices for the fifteen (15) minute break.

### **ARTICLE 4 - OVERTIME**

- 4.1** All work performed over eight (8) hours in any one day of a five day work week, or over forty (40) hours in any one work week shall be considered overtime, and paid for at the rate of time and one-half (1 1/2) the employee's base hourly rate of pay. All work performed on Saturday shall be considered overtime and paid for at the rate of time and one-half (1 1/2) the employee's base hourly rate of pay. All work performed on Sunday shall be considered overtime and paid for at the rate of double (2) the employee's base hourly rate of pay.
- 4.2** An employee called to work, or called back to work, shall receive a minimum of four (4) hours work or pay therefor, at the rate of time and one-half (1 1/2) the employee's base hourly rate of pay.

- 4.3 In offices employing more than one employee, overtime shall be distributed as equally as practicable among employees qualified to perform the work.

## **ARTICLE 5 - HOLIDAYS**

- 5.1 Employees shall observe eight (8) holidays with no reduction in wages. The holidays taken per year, mutually agreed upon between the Employer and the employees are as follows: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, the day before Christmas, and Christmas Day.
- 5.2 Should any of the listed holidays fall on Sunday, the following Monday shall be considered the holiday. In the event any of the holidays fall on Saturday, they shall be celebrated on the preceding Friday, unless otherwise mutually agreed. Should any of the listed two (2) consecutive day holidays fall on a weekend day, a four (4) day weekend will be observed Friday through Monday.
- 5.3 Any employee who is required to work on any of the aforementioned holidays will be compensated for hours worked at double (2) their hourly rate of pay in addition to the compensation which the employee shall receive for an un-worked holiday.
- 5.4 Temporary employees must have been in continuous employ of the Employer for at least thirty (30) calendar days prior to the holiday.

## **ARTICLE 6 – PAID TIME OFF - PTO**

- 6.1 Each employee shall be granted PTO each year to be used at the employees' discretion for illness, vacation, or personal business. PTO will be based on the anniversary date of hire. A new employee shall be entitled to fifteen (15) days of PTO per year with pay. An employee who has completed three (3) consecutive years of service with the Employer shall be entitled to twenty (20) days of PTO per year with pay. An employee who has completed five (5) consecutive years of service with the employer shall be entitled to twenty-five (25) days of PTO per year with pay.
- 6.2 Prior approval from the employer shall be required for planned PTO of one (1) week or more. Such approvals will be based on the operational needs of the employer but shall not be unreasonably denied.
- 6.3 Should a holiday fall during an employee's PTO, the employee shall have the option of another day off at the end of the vacation period, or holiday pay in addition to vacation pay.
- 6.4 On the employees annual date of hire anniversary, the employee may choose to roll over up to forty (40) hours of unused PTO to be used within six (6) months of that roll over date or those hours will be lost. PTO must be taken or rolled over; any PTO not used in excess of the 40 hours remaining on the Employees anniversary date will be lost. The Employer will not unreasonably deny time off requests. Unused PTO will not be paid out.

## **ARTICLE 7 - JURY DUTY**

**7.1** In the event that it is necessary for the employee to serve on jury duty, the employee shall incur no loss of pay, in accordance with the following:

- a) Pay for such jury duty shall be limited to ten (10) working days.
- b) Jury pay shall not be granted for employee's regularly scheduled days off.

## **ARTICLE 8 - BEREAVEMENT BENEFITS**

**8.1** An employee shall be excused from work without loss of pay for a maximum of three (3) working days in the event of the death of a member of his/her immediate family. Immediate family is defined as: the employee's mother, father, spouse, children (including legally adopted children, step-children or foster children), brother, brother-in law, sister, sister-in law, grandparents and grandchildren of the employee, and parents of the employee's current spouse. It is understood that there will be no combining of days in the event of a multiple death situation.

## **ARTICLE 9 - LEAVE OF ABSENCE**

**9.1** After one (1) year of service, a leave of absence without pay, not to exceed a period of three (3) months, for reasons deemed justifiable by the Employer, may be granted to an employee by the Employer. The Union shall be notified in writing by the Employer when such leave of absence or extension is granted to any employee covered by this Agreement. An employee who misrepresents or overstates a leave of absence will lose rights to re-employment, unless otherwise agreed to by the Employer.

## **ARTICLE 10 - NO REDUCTION**

**10.1** No clause in this Agreement shall have the effect of lowering the wage rates of any employee covered by this Agreement, and further, no work condition shall be lowered as a result of the signing of this Agreement.

## **ARTICLE 11 - UNEMPLOYMENT AND WORKERS' COMPENSATION**

**11.1** The Employer shall pay the necessary premiums to provide coverage under the State of Colorado Unemployment and Workers' Compensation Acts for each employee.

## **ARTICLE 12 - LAYOFF NOTICE**

**12.1** The Employer agrees not to layoff an employee without two (2) week's notice or one (1) week's pay in lieu thereof, unless dismissal is for just cause. The employee shall give two (2) week's notice to the Employer in case of intended resignation, unless emergency circumstances prevail. The provisions of this Article shall not apply to extra workers.

## **ARTICLE 13 - PERMANENTLY EMPLOYED PART-TIME EMPLOYEES**

- 13.1** Employees may be permanently employed on a regularly scheduled work week of thirty-two (32) hours or less. Such schedule shall provide for no less than four (4) hours on each of the days scheduled, Monday through Friday, but may provide for as few as one (1) day scheduled per week or for as many as the regular five (5) days of employment. These employees shall be paid at the straight-time hourly rate for all hours worked within eight (8) in the regular work days and within forty (40) in the regular work week, provided that the overtime provisions of Article 4, "Overtime", shall be applicable for any other work performed by these employees. All of the other provisions of this Agreement shall apply to these employees, pro-rated on the basis of the hours of employment, except as provided for in Article 17, "Health and Welfare".
- 13.2** The Employer shall not be permitted to employ more than one (1) part-time employee on a permanent basis unless the Employer employs at least one (1) full-time employee, provided that the full-time employee can satisfactorily perform the work, subject to the grievance and arbitration procedure set forth in Article 23, "Grievance and Arbitration".
- 13.3** The Employer may not employ more than two (2) part-time employees in any one (1) office, except by mutual agreement of the parties signatory hereto.
- 13.4** EXTRA WORKERS - Extra workers shall be paid at an hourly rate of pay equivalent to the classification of the job performed as indicated in the tabulation of pay in Article 18, "Classification and Wages". Extra workers shall not be hired for more than one hundred twenty (120) calendar days in one (1) calendar year. In the event the Employer finds it necessary to employ extra workers for less than thirty (30) days, the Employer will notify the Union of the employee's name and social security number. Extra Workers shall be required to pay a work permit fee to the Union when working for the Employer. Such work permit fee shall begin the month the extra worker begins working for the Employer. The employer may contact the union to request an extension if necessary.

## **ARTICLE 14 - SAVINGS CLAUSE**

- 14.1** In the event that any portion of this Agreement is invalidated by the passage of legislation or a decision of a court of competent jurisdiction, such invalidation shall apply only to those portions thus invalidated and all remaining portions of this Agreement not invalidated shall remain in full force and effect; any substitution for the invalidated portion which is mutually agreed upon between the parties shall be reduced to writing and made a part of this Agreement.

## **ARTICLE 15 - RIGHTS OF MANAGEMENT**

- 15.1** The Employer retains the right to manage the office and direct the working forces, including the right to hire, promote, transfer, suspend, discipline in accordance with the provisions of this Agreement, or discharge any employee who is dishonest, negligent, incompetent, insubordinate, intoxicated, drinking alcoholic beverages while on duty, subject to appeal under the grievance and arbitration procedure set forth in Article 22, "Grievance and Arbitration".

## ARTICLE 16 - HEALTH AND WELFARE

- 16.1** Effective May 1, 2011, the Employer shall pay full premiums to the Eighth District Electrical Health & Welfare Fund on all eligible employees. The premiums shall be paid on a monthly basis.
- 16.2** The Employer premium as provided for herein shall be made on eligible employees effective the month following a thirty (30) day waiting period.

## ARTICLE 17 - CLASSIFICATION AND WAGES

- 17.1** Employees shall be paid the following minimum scale of wages:

Effective	5/1/2020	5/1/2021	5/1/2022
Temporary Worker	\$20.05	\$20.66	\$21.28
Administrative Assistant	\$25.31	\$26.07	\$26.85
Administrative Assistant and/or Bookkeeper	\$25.61	\$26.37	\$27.17

- 17.2** Premium pay of six percent (6%) per week over the above rates shall be paid by the Employer when the Employer places an employee in charge of the office. The premium pay shall be paid only during the time that the employee is specifically placed in charge.

- 17.3** The following are the job descriptions for each classification:

Temporary Worker shall work as needed and directed.

Administrative Assistant shall complete typing, filing, maintain data base, answer phones, process applications, track hours and send notifications for pay raises, and complete limited bookkeeping functions on an as needed basis.

Administrative Assistant and/or Bookkeeper shall perform all Administrative Assistant duties and perform all bookkeeping duties.

## ARTICLE 18 – 401K

- 18.1** The Employer agrees to contribute \$3.05 per hour worked, for each employee and remit to the Office and Professional Employees International Union National Retirement Savings Plan 401(k).

The Employer agrees to deduct from the employee's gross salary any additional contribution that is properly authorized by the employee.

- 18.2** If an employee is injured on the job, the Employer shall continue to pay the required contributions for a period of three (3) months following the end of the month in which the injury occurs.
- 18.3** Regular or part-time employees who work seventy (70) or more hours per month shall be covered by the provisions of this Article. This shall not apply to extra help covering for vacation periods or sick leave which does not exceed thirty (30) days.

## **ARTICLE 19 - MATERNITY LEAVE**

- 19.1** The Employer will establish reasonable rules to govern maternity leave in accordance with Title VII of the Civil Rights Act as amended by the Pregnancy Discrimination Act. Such rules shall be subject to the grievance and arbitration procedure set forth in Article 22, "Grievance and Arbitration".

## **ARTICLE 20 – COMPUTER BASED SYSTEM CHANGES**

- 20.1** In the event of changes to computer based systems, processes or programs, the Employer agrees to discuss such changes with the Union in advance of those changes being put in place, if any of the computer based changes require new job duties or pay increases for any employee covered by this agreement.

Employees covered by this agreement will complete any training required by the employer in a timely manner, any cost for the required training will be covered in full by the employer, including, (if the training is held outside the office) travel, hotel and food costs.

- 20.2** In the event the Union and the Employer cannot reach agreement on the rates of pay for new job duties established in accordance with this Article, then either party shall have the right to submit the dispute to the arbitration procedure set forth in Article 22, "Grievance and Arbitration".

## **ARTICLE 21 - GRIEVANCE AND ARBITRATION**

- 21.1** All grievances shall be handled in the following manner:

STEP ONE: (oral) A grievance may be filed no later than ten (10) working days after the grievance first becomes known or should have become known. The grievance must be presented by the Union of the aggrieved employee to the proper supervisor involved, and the parties shall meet within five (5) working days in an effort to resolve said grievance. If the grievance is not resolved with the supervisor, the grievance shall be reduced to writing, citing the Article and Section of this Agreement which has been allegedly violated.



STEP TWO: (written) If the grievance is not settled in Step One, the written grievance may, no later than five (5) working days after the Step One meeting, be referred by the Union to the Employer, and the parties shall meet within five (5) working days of receipt of the grievance, in an effort to resolve the grievance. If the grievance is rejected at this Step of the Grievance and Arbitration procedure, the Employer will state the reasons for such rejections in writing, to the Union, within five (5) working days of the Step Two meeting.

STEP THREE: (hearing) If the grievance is not settled at Step Two, the Union may request a Grievance Board of Adjustment review within five (5) working days immediately following receipt of the Employer's written response by delivering a written notice to the Employer. Within five (5) working days of such notice, the parties shall agree upon a hearing date.

The Grievance Board shall consist of a total of four (4) duly appointed representatives of the following: Two (2) representing the Local Union and two (2) representing the Employer. The grievance may be settled by three (3) votes favoring the determining outcome. The Grievance Board shall provide the parties a written determination within twenty-four (24) hours of the close of the hearing. The decision of this Board will be final and binding on both parties.

STEP FOUR: (arbitration) If the grievance is not settled at the Grievance Board of Adjustment, the Union may request arbitration within fifteen (15) working days immediately following the decision of the Grievance Board, by delivering a written notice to the Employer of its intent to arbitrate the dispute. Within five (5) working days after receipt of notice of intent to arbitrate, the Union will request the Federal Mediation and Conciliation Service to furnish a list of five (5) arbitrators, from which the arbitrator shall be selected. Such selection shall be accomplished within five (5) working days from receipt of said list, by the parties alternately striking one (1) name from the list, in turn, until only one (1) name remains. The one striking first will be decided with the flip of a coin.

- 21.2** The cost of the arbitrator, and the cost of necessary expenses required to pay for facilities for hearing of the cases shall be borne equally by the Employer and the Union. The decision of the arbitrator shall be submitted in writing and shall be final and binding on all parties.
- 21.3** The parties to any stage of the Grievance Procedure, the Grievance Board of Adjustment, or the arbitrator cannot have the authority to modify or amend, alter, add to or subtract from any provision of this Agreement.
- 21.4** If the time limits are not adhered to by the Union, the grievance shall be considered abandoned. If the Employer fails to answer the grievance, the grievance shall be considered to have been appealed by the Union to the next step of the procedure. Time limits may be extended by mutual agreement.

## **ARTICLE 22 - SKILL UPGRADE**

- 22.1** In an effort to maintain a smooth-running operation, all employees shall be cross-trained in every job classification with the exception of the Bookkeeper position. The Office Manager is to ensure that periodic cross-training occurs.

## **ARTICLE 23 – INCLEMENT WEATHER**

- 23.1** When inclement weather conditions exist; flextime will be allowed. Employees are required to advise the supervisor of their work schedule for that day before 10:00 a.m. when not working the regular work schedule. When an employee arrives in the morning the employee may begin work and leave when their scheduled number of hours have been completed. The employee may request to leave before their total number of scheduled hours are completed and either make-up those hours on another day or use other available paid time off. In the event an official state of emergency is declared, the employee shall suffer no loss in pay.

## **ARTICLE 24 – DUES AND POLITICAL CHECKOFF**

- 24.1** The Employer agrees to deduct union initiation fees, and dues from the wages of each employee. The Employer agrees to forward such monies to the office of the Union monthly.
- 24.2** The Employer agrees to remit such dues and initiation fees thus collected to the Union each month at a time that would insure receipt of said monies at the Union Office no later than the tenth (10<sup>th</sup>) day of the following month from which the monies are deducted, and will make supplemental remittances thereafter of amounts deducted from the salaries of employees then on vacation, or on leave of absence in which the Employer is continuing to provide a salary to the employee. The Employer will deduct unpaid union dues and initiation fees as known by the Employer to be owed by the employee, from the final paycheck of any eligible employee.
- 24.3** Any change in the rate of dues and/or initiation fees levied by the Union will be put into effect in the deductions made by the Employer in the month following the month in which the Employer received written notice of the change from the Union.
- 24.4** The Employer shall deduct from the wages of any employee who submits a voluntary authorization card, an amount designated by such employee for OPEIU's "J.B. Moss Voice of the Electorate" (VOTE) fund. Such deductions shall be made on the same date that employees receive their regular paychecks.
- 24.5** Voluntary contributions deducted from employees' paychecks will be made payable to the J.B. Moss Voice of the Electorate (VOTE) fund and forwarded monthly to the Chief Financial Officer of the Office and Professional Employees International Union, Local 30, AFL-CIO, 705 West Arrow Highway, Claremont, CA 91711, along with a listing of the names of contributors

and the amounts.

- 24.6** The Union agrees to file deduction assignments with the Employer for each employee prior to such deductions.

## **ARTICLE 25 - TERM OF AGREEMENT**

- 25.1** This Agreement shall be in full force and effect from the first day of May, 2020 to and including the thirtieth (30th) day of April, 2023, and shall continue in full force and effect from year to year thereafter, unless this Agreement is terminated or changed pursuant to the following conditions:

- a) If either party elects to terminate this Agreement, such party shall, on a date not less than sixty (60) days nor more than seventy-five (75) days prior to the expiration date of this Agreement, give written notice to the other party of intention to terminate, and by such action, this Agreement shall for all purposes, terminate as of the expiration date of this Agreement.
- b) If either party elects to change any of the provisions of this Agreement, such party shall, on a date not less than sixty (60) days nor more than seventy-five (75) days prior to the expiration date of this Agreement, give written notice to the other party.
- c) If either party is served with notice of desire to change or modify this Agreement, negotiations must commence within fifteen (15) days of such notice, which time may be extended by mutual agreement.

In witness whereof, the parties named above have signed their names and affixed the signature of their authorized representatives:

**OFFICE AND PROFESSIONAL  
EMPLOYEES INTERNATIONAL  
UNION, LOCAL #30**

By: Margaret Jordan

Title: Executive Director/CFO

Date: 7/17/2020

**DENVER JOINT ELECTRICAL  
APPRENTICESHIP AND TRAINING  
COMMITTEE**

By: Paul C Thomas

Title: Chairman

By: Craig L. Clark

Title: Secretary

Date: June 24, 2020

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