Collective Bargaining Agreement

By and Between

IAM Union

And Local 4, District 4

of the

International Association of Machinist and Aerospace Workers,

AFL-CIO

July 1, 2025, through November 30, 2028

AGREEMENT

This Agreement entered into in Hollywood, Maryland, this first day of **July 2025** by and between the IAM Union (hereinafter referred to as the Employer) and LOCAL 4, DISTRICT 4, of the INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS, AFL-CIO, (hereinafter referred to as the Union).

In order that a harmonious relationship between the parties may continue to exist, and so that continuous and efficient service will be rendered for mutual benefit, it is agreed as follows:

ARTICLE I

RECOGNITION

A. The Union is recognized as the exclusive bargaining agency for all permanent, full-time Production and Maintenance Employees at the Employer's place of business, 24494 Placid Harbor Way, Hollywood, Maryland 20636 (William W. Winpisinger Education and Technology Center), and other IAMAW locations to which they might be assigned and 9000 Machinist Place Upper Marlboro, MD (Headquarters) but excluding Professional Employees, Confidential Employees, Working Foreman and Supervisory Employees as defined in the Act.

B. There shall be no discrimination, interference, restraint, or coercion by the Employer or any of its agents against members of the Union because of their membership in or activity on behalf of the Union.

C. The Employer will recognize up to four (4) Stewards as duly designated by the Union, one (1) of which may be listed as Chief Steward. The Union shall furnish the list of Stewards to the Employer upon their election and shall notify the Employer thereafter as changes occur.

When a Steward needs to leave to conduct union business, the Steward will ask his or her supervisor to be excused to conduct union business and upon return they will report back to their immediate supervisor that the union business has been completed. In absence of the regular stewards as stated above, the union may appoint an alternate steward. A Steward shall attend a new member's orientation.

D. Whenever a masculine pronoun is used in this Agreement, it shall mean equally male, female, and non-binary employees.

ARTICLE II

EMPLOYER RIGHTS

A. The Employer shall retain all rights not specifically abridged or amended by the specific terms of this Agreement.

ARTICLE III

UNION SECURITY

A. It is and shall be a continuing condition of employment that all employees coming under the terms of this Agreement become and remain members in good standing of Local 4 within sixty (60) days of their initial employment.

B. Sixty (60) days shall constitute the probationary period for all employees. The probationary period may be extended to an additional sixty (60) days by mutual agreement of the parties. During the probationary period, employees may be disciplined and/or discharged without recourse to the grievance procedure.

ARTICLE IV

SENIORITY

A. Seniority shall be defined as the length of continuous service from the employee's last date of hire.

B. In case of a reduction of force and recall of laid-off employees, seniority and qualifications shall apply. Assignment of employees shall be made by the Employer based on seniority and qualifications.

C. A seniority list showing the name, date of hire and classification of each employee shall be furnished to the Chief Steward and posted in the employee's lounges.

D. Any employee who resigns or is discharged shall forfeit all seniority. Effective January 1, 1990, employees promoted outside of the bargaining unit shall retain all seniority accumulated while in the bargaining unit, but shall not accrue any seniority while working in a job not covered by this Agreement.

E. The rights of seniority, in cases of re-employment shall be afforded laid-off employees provided such laid-off employees respond to call to report to work not later than five (5) working days after receipt of a recall notice sent to him/her by Certified Mail-Return Receipt Requested. Employees shall have a twenty-four (24) month right to recall.

F. Part-time employees upon accepting full time employment shall be given credit for seniority purposes for the total days they have worked part time. This shall be designated as the credit date on the seniority list. Vacation and sick days will be prorated based on actual days worked and the employee shall become eligible for said days at such time the employee becomes a full time employee. Employees working part-time and who have worked a minimum of 30 (eight hour) working days will be allowed to have union dues deducted.

Upon proper notification and forms being presented to the IAM, the IAM will deduct the monthly dues as prescribed by local lodge.

A credit date shall be established based on the above formula for the purposes of sick days crediting the employee with 1 1/4 sick days at the time they become a full time employee for each twenty (20) days worked as a part time employee. Eligibility will commence at the time they become a full time employee.

For the purposes of vacation the seniority credit date, which includes all part time days worked, shall be used for the purposes of calculating years of service vacation eligibility. Vacation shall be received in the year in which they are hired based upon the credit date.

G. Seniority will be lost for the following reasons only:

1. Voluntary quitting,

2. Discharge for cause,

3. Failure to return to work as required under paragraph E above,

4. Laid-off for over twenty four (24) months and

5. Violation of published IAM Rules and Policies.

H. Vacancies or new job openings shall be posted for five (5) work days and will be filled by seniority, provided the employee has the qualifications to perform the job. Should a dispute arise over such qualifications, it will be subject to the grievance procedure.

ARTICLE V

WORKWEEK

A. **Except as noted**, five (5) consecutive days of eight (8) hours each, including a paid lunch period of one-half (½) hour shall constitute a week work. **The workweek for the Administration, Housekeeping, Grounds, and Maintenance Departments is Monday through Friday. The workweek for the Kitchen Department is Sunday through Thursday. The workweeks for the Transportation Department are Tuesday through Saturday and Wednesday through Sunday. The workweeks for the Security Department are Sunday through Thursday (third shift), Monday through Friday (second shift), Tuesday through Saturday (third shift Friday and Saturday, first shift Tuesday through Thursday), and Saturday through Monday (Saturday and Sunday first and second shifts, Monday first shift).**

B. A shift differential of five percent (5%) shall be paid to any employee assigned to the second (2nd) shift and ten percent (10%) to any employee assigned to the third (3rd) shift which shall be based on the employee's hourly rate of pay. This shift differential shall be paid on all hours earned. This shift differential shall apply to any employee who is assigned to or works other than their regularly assigned scheduled shift. Such differential shall be for the actual hours worked on second (2nd) and / or third (3rd) shift.

C. Employees called in outside of their regular shift shall receive a minimum of four (4) hours pay at the appropriate overtime pay regardless of the actual hours worked.

D. All employees covered by this Agreement shall receive two (2) fifteen (15) minute breaks per day. These breaks shall be given as close to the middle of each four (4) hour period as possible.

E. Overtime will be scheduled and posted in each department. Provided an employee is qualified to do the work, overtime shall be offered by seniority in each department on a rotating basis. Overtime shall be recorded as hours worked and hours declined (hours declined shall be treated as hours worked). Supervisors shall maintain such list.

F. When the Winpisinger Center or Headquarters is closed due to weather conditions, **non-essential** employees **as well as any employees classified as essential employees who are not required to work** will be excused with pay. When the Winpisinger Center or Headquarters is operating **at essential employees only status**, employees classified as **essential employees must** contact their supervisors **about reporting to work**. **Essential employees** reporting to work will **be paid double time for all hours worked during the closure**.

ARTICLE VI

OVERTIME

A. Time and one-half (1 ½) shall be paid for all hours worked over eight (8) hours in any one day and forty (40) hours worked in any one-week. Overtime at the rate of time and one-half (1 ½) shall be paid for all hours worked on the sixth (6th) consecutive work day and double time (2X) shall be paid for all hours worked on the seventh (7th) consecutive work day.

B. Double time (2X) plus holiday pay shall be paid for all work performed on any holiday listed in Article VIII of this Agreement.

C. Holidays and vacations shall be counted as time worked.

ARTICLE VII

DUES AND MNPL CHECKOFF

A. The Employer will check off monthly dues and initiation fees, as membership dues in the Union, on the basis of individually signed voluntary checkoff authorization cards in forms agreed to by the Employer and Union.

B. The Employer agrees to provide MNPL check off as authorized by employees covered under this Agreement.

ARTICLE VIII

HOLIDAYS

A. Permanent full-time employees shall be allowed the following holidays with pay: Martin Luther King's Birthday, Washington's Birthday (celebrated on President's Day), Memorial Day, **Juneteenth**, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving Day. The Employer agrees to provide an annual paid Christmas Shutdown of seven (7) days, in accordance with the IAM Headquarters Christmas Leave schedule. A Floating Holiday is added to the list of days specified in this article; the Floating Holiday may be taken at the election of the employee however; it must be requested **three (3)** days in advance and be approved by the Director of the Winpisinger Center or the Director of Human Resources at Headquarters as the case may be.

B. Any holiday which falls on Sunday shall be observed on the following Monday, any holiday which fall on Saturday shall be observed on the preceding Friday.

C. Part-time employees will be included in holiday schedule at the rate of six (6) hours pay each contractual holiday if they have worked in excess of 130 days of employment. (This language will replace the Policy Memorandum dated January 1, 1996.)

D. During the Holiday Shutdown at the end of the year employees working will receive Holiday pay for all hours worked.

ARTICLE IX

VACATIONS

A. Paid vacations for all employees shall be granted in accordance with the following schedule:

1. One (1) year, but less than five (5) years of compensated service -two (2) weeks, vacation.

2. Five (5) years, but less than ten (10) years of compensated service - three (3) weeks, vacation.

3. Ten (10) years and over of compensated service - four (4) weeks' vacation.

4. **Fifteen (15)** years and over of compensated service - five (5) weeks' vacation.

5. **Twenty (20)** years and over of compensated service – six (6) weeks' vacation.

B. Vacation entitlement shall be based on the employees, length of continuous compensated service with the Employer at its Placid Harbor and Grand Lodge HQs location.

C. The employee's vacation year shall be the calendar year that commences January 1st. Vacation time earned during the calendar year shall be taken at an approved time during the next calendar year.

D. Each employee may take up to five (5) days of vacation as personal leave in increments of one (1) hours, provided the employee gives three (3) work days notice, **or as much notice as**

possible under the circumstances in the event of sickness, emergency, or other good cause, and the **Director has** approved such request. The total of such leave must equal even days during such applicable vacation year.

E. The scheduling of all vacations by employees at the Winpisinger Center must be approved by the Director of the Winpisinger Center; the scheduling of all vacations by employees at Headquarters must be approved by the Director of Human Resources.

F. The employer will pay shift differential on vacation, holiday and sick pay for those employees permanently assigned to such shift.

G. Winpisinger Center employees may carry over into next year up to **ten (10)** days with approval of the Director of the Winpisinger Center; Headquarters employees may carry over into next year up to **ten (10)** days with approval of the Director of Human Resources. In the event a request for vacation is denied, an employee may carry over to the following year the amount of vacation denied in addition to the normal maximum amount of vacation that can be carried over.

ARTICLE X

SICK LEAVE

A. Employees may use five (5) accumulated sick days per year for the purpose of caring for sick members of the immediate family child, spouse, domestic partner and grandchildren as long as they are dependent or under guardianship). Such sick leave must be taken in a minimum of one (1) hour increments.

B. Employees shall accumulate **one and three quarters (1 ¾)** days of sick leave for each month of compensated service. Unused sick leave may be accumulated to a maximum of two hundred forty (240) days. At the time of retirement under the IAM National Pension Plan an employee shall be entitled to receive a retirement bonus in the amount of those days accrued in excess of ninety (90) days' pay at the employee's straight time hourly earnings.

ARTICLE XI

LEAVE OF ABSENCE

A. Unpaid leaves of absence may be granted for just and sufficient reasons. All requests for leaves of absence must be approved by the Director for Winpisinger Center employees and by the Director of Human Resources for Headquarters employees.

B. Vacations earned for any year in which a leave of absence occurs shall be prorated by deducting one-twelfth (1/12) of the vacation earned for each month the employee was on leave of absence.

C. The Employer shall abide by the IAM policy on the Family Medical Leave Act.

D. Employees who engage in active military service ("Uniformed Services") for five (5) years or less shall accumulate seniority and retain all rights and privileges as provided for in the uniformed Services Employment and Re-employment Rights Act (USERRA). Upon return, the employee will be reinstated in their former position, or a comparable one, provided application is made within the period of reapplication as provided for in USERRA.

E. Upon proper proof, an employee shall be paid for a period not to exceed two (2) weeks during required military reserve training or training in lieu of full-time military service.

ARTICLE XII

PARENTAL LEAVE

A. The Employer shall, upon request, grant a parental leave of absence up to six (6) months to an employee upon the birth, adoption, or placement for foster care of a child.

B. The first four (4) weeks of parental leave will be paid and run concurrent with FMLA. The remainder of the leave will be uncompensated unless the employee elects to substitute paid leave in accordance with the IAM's FMLA policy.

C. Parental leave shall be without loss of seniority. An employee returning to work after parental leave will be returned to his or her former job at the current rate of pay.

ARTICLE XIII

BEREAVEMENT PAY

A. When a death occurs in an employee's immediate family, the employee will be allowed up to four (4) working days' absence with pay. When such absence involves a trip of more than eight (8) hours roundtrip, a maximum of five (5) working days' absence with pay shall be allowed.

B. Immediate family shall be limited to mother (alternatively, foster mother or step-mother), father (alternatively foster father or step-father), brother, sister, spouse, son or daughter, stepson or stepdaughter, grandmother, grandfather, grandchildren, mother-in-law, father-in-law, son-in-law, daughter-in-law, step-sister and step-brother (half-sister or half-brother).

C. An employee will be allowed bereavement leave for one (1) day in the event of death of the employee's aunt, uncle, brother-in-law or sister-in-law, and spouse's grandparents When such absence involves a trip of more than eight (8) hours roundtrip, a maximum of two (2) working days' absence with pay shall be allowed.

D. When a death of a relative as described above occurs during an employee's vacation, the appropriate days, as described above will be added to the employee's vacation.

ARTICLE XIV

INSURANCE PROGRAMS

A. Hospitalization and Medical Care Program -- The IAM maintains for the employees and their dependents, hospitalization, and medical care coverage through the National IAM Benefit Trust Fund (IAM BTF) at no cost to the employees. A Summary Plan Description (SPD) will be provided to the employees when they are first hired outlining the benefits; employees will be provided a Summary of Material Modification (SMM) by the IAM BTF whenever the law requires it. Consistent with its legal obligations, the IAM BTF shall make available health care coverage at the COBRA rate.

B. Dental Care -- The IAM, under the National IAM Benefit Trust Fund, provides dental care to employees and their dependents at no cost to the employees. A Summary Plan Description (SPD) outlining the benefits will be provided each employee when they are first hired; employees will be provided a Summary of Material Modification (SMM) by the IAM BTF whenever the law requires it.

C. Vision Care -- The IAM, under the National IAM Benefit Trust Fund, provides vision care to employees and their dependents at no cost to the employee. A Summary Plan Description (SPD) outlining the benefits will be provided each employee when they are first hired; employees will be provided a Summary of Material Modification (SMM) by the IAM BTF whenever the law requires it.

D. Prescription Drug Card -- A Prescription Drug Card will be provided by the insurer and/or the IAMBTF to each employee for the employee and their dependents in compliance with applicable laws.

E. Retiree Health Insurance - To be eligible for retiree health insurance, (including medical, prescription drug and vision coverage, but not including dental insurance), a retiree must

1. Be at least 55 years old (or receiving a disability pension);

2. Have at least five years of full-time service employed by the IAM; and,

3. Retire from active full-time service employed by the IAM having met the first two criteria.

Health insurance for retirees that meet these criteria consist of the three area of coverage listed below.

1. <u>Early Retiree Medical Coverage</u> - This coverage will consist of the same coverage as active employees' current health care coverage. Retirees and their eligible dependents will receive this coverage only until they reach age 65 or become eligible for Medicare, whichever comes first. Employees hired into a full time position after. August 1, 2020 who meet these criteria will be eligible for early retiree health care coverage only once they reach age 60 and have been employed by the IAM for at least 25 years.

2. <u>Medicare Supplemental Coverage -</u> This coverage will apply once a retiree or eligible spouse turns 65 or becomes Medicare eligible, whichever comes first. To be eligible for Medicare Supplemental Coverage, retirees and eligible spouses who are Medicare eligible must first obtain Medicare and Medicare Part B coverage. Dependents that are not yet Medicare eligible receive

the same coverage as Early Retiree Medical Coverage. Employees hired after February 1, 2013, who meet these criteria will be eligible for Medicare supplemental coverage only once they reach age 60 and have been employed by the IAM for at least 25 years.

3. Medicare Part B Reimbursement - For retirees or spouses receiving Medicare Supplemental Coverage, the IAM annually will reimburse premium payments for Medicare Part B coverage. A retiree's spouse is eligible for Part B reimbursement only if the retiree is receiving reimbursement, and only if the spouse is married to the IAM employee at the time of the employee's retirement and at the time reimbursement is sought. Upon the death of the retiree, the spouse is no longer eligible for reimbursement of Medicare Part B premiums. Submission of a copy of Medicare Card(s) and proof of payment is required for reimbursement. The IAM may at its sole discretion, discontinue the Part B reimbursement, but only after providing a one year notice to all participants.

4. Spouses - If a retiree acquires a new spouse after the retiree has already retired, that new spouse will not be eligible for health, vision, or dental insurance. If a retiree acquires a new dependent child after the retiree has already retired, that dependent child will be eligible for health, vision or dental insurance if the retiree is eligible for those benefits.

Exceptions to the continued coverage will be the following:

1 Life insurance will be reduced to twenty percent (20%) of the final annual salary or $17,000.00, whichever is greater, with a maximum of $50,000.

2 Dental coverage is available to retired employees provided the retired employee pays the monthly premium. Retired employees who elect such coverage shall pay premium directly to the IAM by the first of every month. Effective February 1, 2013, the Grand Lodge will pay for

continued dental coverage for those employees who retire at age sixty (60) or later with twenty-five (25) or more years of active full-time service. This provision may be waived for a combination not to exceed five (5) years, i.e. years of age plus service, for extraordinary circumstances beyond an employee's control, as long as all similarly situated employees are treated the same.

F. Surviving Spouse Benefits are provided consistent with eligibility provisions provided in Section E above.

1. Active employees hired into a full time position before February 1, 2013 - If you die while covered as an active employee, the IAM will continue contribution for existing medical, dental and vision coverage for your surviving spouse and your surviving dependent children for the first six (6) months after your death. Thereafter, coverage terminates, but your surviving spouse and your surviving dependent children may have rights to make payments for continuation of coverage under COBRA. If you die while covered as an active employee who is otherwise eligible for an IAM provided pension at the time of your death and your surviving spouse starts collecting your pension within a reasonable time in compliance with all applicable laws and provisions, coverage for your surviving spouse and dependent children will be treated the same as post-February 1, 2013 retiree in Section 3 below.

2. Active employees hired into a full time position after February 1, 2013 - If you were hired on or after February 1, 2013, and you die while covered as an active employee, your surviving spouse and dependent children will only be eligible for employer paid medical coverage at age 65 or Medicare enrollment as described under the post-February 1, 2013, retiree in Subsection 3 below, if you have at least 15 years of full time service and your death occurs at age 55 or older. Otherwise, the IAM will continue contributions for existing medical, dental and vision coverage

for your surviving spouse and your surviving dependent children for the first six (6) months after your death. Thereafter, coverage terminates, but your surviving spouse and your surviving children may then have the rights to make payments for continuation of coverage under COBRA.

3. Post-February 1, 2013 Retirees - If you retire after February 1, 2013, and you die while receiving retiree health insurance coverage provided by Section E above, your surviving spouse and independent children who are covered by the IAM plan at the time of your death, are eligible to continue coverage as follows:

a. If your surviving spouse is 65 years of age or on Medicare when you die, the IAM will continue the contributions for medical and vision coverage, and they will be no charge to your surviving spouse. The surviving spouse may elect to make self-pay contributions to continue existing dental coverage. Medicare will be the primary payer for medical claims and the IAM plan will be secondary.

b. If your surviving spouse is younger than age 65 and not on Medicare when you die, the IAM will continue contributions for the first six (6) months after your death. Thereafter, until age 65 or Medicare eligibility, your surviving spouse must self-pay a monthly amount equal to the charge for COBRA payments for continuation of coverage. The IAM will resume payment of medical and vision contribution for your surviving spouse at age 65 or Medicare enrollment. This continuation of coverage by the IAM plan will be based on the coverage options in effect for your surviving spouse at that time. The surviving spouse may elect to make self-pay contributions to continue existing dental coverage. However, if any payment required during the period until age 65 or Medicare enrollment is not made in a timely manner when due, coverage is lost permanently.

4. Pre-February 1, 2013, Retirees - If you retire before February 1, 2013, and you die while covered by the plan, the IAM will continue contributions for existing medical, dental and vision coverage for your surviving spouse and your surviving dependent children for the first six (6) months after your death. Thereafter, coverage terminates, but your surviving spouse and your surviving dependent children may then have rights to make payments for continuation of coverage under COBRA.

5. Survival Spouse Coverage Termination - Survivor benefits will terminate on the earliest of the following:

a. The date your surviving spouse dies; or

b. The date your surviving spouse remarries.

G. The insurance benefits / programs outlined in this Article may be modified during the length of the contract to comply with federal laws and may be adjusted to be equal to the benefits provided the IAM Executive Council.

ARTICLE XV

PENSION

A. The Employer shall contribute to the IAM National Pension Fund, National Pension Plan, each hour for which employees in all job classifications covered by this Agreement are entitled to receive straight time pay under this Agreement as follows:

$5.25 per hour wage deferral effective January 1, 2025

B. The Employer shall continue contributions based on a forty (40) hour work week while an employee is off work due to paid vacations, paid holidays, paid sick leave, paid bereavement pay and paid jury duty.

C. Contributions for a new, probationary, part-time and full-time employee are payable from the first day of employment.

D. The IAM Lodge and the Employer adopt and agree to be bound by, and hereby assent to, the Trust Agreement, dated May 1, 1960, as amended, creating the IAM National Pension Fund and the Plan rules adopted by the Trustees of the IAM National Pension Fund in establishing and administering the foregoing Plan pursuant to the said Trust Agreement, as currently in effect and as the Trust and Plan may be amended from time to time.

E. The parties acknowledge that the Trustees of the IAM National Pension Fund may terminate the participation of the employees and the Employer in the Plan if the successor collective bargaining agreement fails to renew the provisions of this pension Article or reduces the Contribution Rate. The parties may increase the Contribution Rate and/or add job classifications or categories of hours for which contributions are payable.

F. This Article contains the entire agreement between the parties regarding pensions and retirement under this Plan and any contrary provision in this Agreement shall be void. No oral or written modification of this Agreement shall be binding upon the Trustees of the IAM National Pension Fund. No grievance procedure, settlement or arbitration decision with respect to the obligation to contribute shall be binding upon the Trustees of the said Pension Fund.

ARTICLE XVI

GRIEVANCE AND ARBITRATION PROCEDURE

Step 1. Employees may orally present, either individually or through the Union Stewards, all grievances. The Employer recognizes the Stewards' right to take up their grievances with the immediate supervisor and then, if not orally presented or resolved, the following procedure shall apply:

Step 2. The grievance must be presented in writing to the Director within fourteen (14) days of its occurrence or within fourteen (14) days after the employee reasonably should have become aware of it. Within five (5) working days of the written grievance being presented, the Director, or in his absence a representative designated by the Employer, the area Steward and the grievant shall meet to discuss the grievance in an attempt to resolve it.

Step 3. If not resolved in Step 2 above within five (5) working days, the matter may be referred to the General Secretary-Treasurer's office. Within fifteen (15) working days thereafter, a representative from the General Secretary-Treasurer’s office shall meet with the Shop Steward, the Director, the Supervisor, the grievant and the Business Representative to discuss the matter and a written reply shall be submitted to the Union within fifteen (15) working days.

Step 4. If not resolved in Step 3 above within twenty (20) days, either party, in writing, may request that the matter be referred to binding arbitration. If either party denies the request to arbitrate the dispute, then the parties are free to exercise their right to lockout or strike. If the parties agree to arbitrate the matter, representatives of the Union and Employer shall meet in an attempt to select an impartial arbitrator. If they fail to mutually agree on an arbitrator, they shall request the Federal Mediation and Conciliation Service to provide a panel composed of five (5) arbitrators from the Washington, DC area from which they will alternately strike the name of an arbitrator until the last name left will be selected as the arbitrator. The decision of the arbitrator shall be final and binding upon the parties. The time limits specified above may be extended by mutual agreement of the parties. The expense of the Arbitrator shall be borne equally by each party.

ARTICLE XVII

MISCELLANEOUS

A. The IAM, as a convenience, will make payroll deductions for the employees wishing to belong to the AFL-CIO Credit Union. This will, however, be limited to the making of the deduction and transmittal of that deduction to the Credit Union.

B. Tuition Reimbursement Plan - The purpose of the plan is to provide financial assistance to employees who take education courses outside regular working hours on a voluntary basis for self-improvement.

Tuition aid may be granted to employees who have completed one or more years of continuous employment. An employee who is otherwise eligible but who does not have one year of continuous employment will be permitted to participate in the plan, but tuition aid will be withheld until one (1) year of employment has been completed. If an employee’s employment is terminated prior to completion of a course, he will not be eligible for tuition aid.

1. They are job related; that is, they will tend to improve the employee’s performance on his current job, or

2. They will help to prepare him for future assignments with the William W. Winpisinger Education and Technology Center/ Headquarters for which he might reasonably be expected to qualify, or

3. They are part of a curriculum leading to a degree in a field which is job related.

Employees will be permitted to enroll in either credit or non-credit regular, extension, or correspondence courses offered by accredited and approved schools, colleges and universities.

The William W. Winpisinger Education and Technology Center/Headquarters will reimburse an employee for the full amount of the tuition he has paid, as well as all other expenses directly related to the course such as registration fees, examination fees, laboratory fees, textbooks, etc. To receive such reimbursement, the employee must have:

1. Received approval from William W. Winpisinger Education and Technology Center Director or in the case of Headquarters, Director of Human Resources before enrollment to take the course under this plan.

2. Completed the course satisfactorily, as shown by a written report from the school concerned.

3. Presented appropriate receipts indicating tuition fees, books, etc., have been paid.

C. Friday Dress Down Day - Employees will be allowed to dress down on Friday provided their attire is Smart Casual wear. The Employer has the right to ask Employees to wear professional clothing on Fridays when in the judgment of the Employer special visitors to William W. Winpisinger Education and Technology Center require such dress.

D. Due to the high cost of creating payroll checks each W3 employee will be required to have their pay electronically deposited in their bank account effective February 1, 2004.

E. The Employer shall continue to adopt, amend or change, and administer a broad range of policies and procedures. Should any policy or procedure adopted, amended or changed by the employer be inconsistent with the provisions of this contract, the contract shall prevail. Copies of such policies and procedures shall be made available to employees when hired, when new policies are adopted or when existing policies are amended or changed.

F. When possible, the privilege of using the W3 Center facilities will extend to immediate family members during those times there are no classes scheduled. This will be limited to the use of outside facilities (swimming pool, golf, etc.).

G. Should the employer choose to provide a Holiday gift (e.g. ham or turkey), it shall be provided to all employees in the bargaining unit.

H. On Election Day, an employee who is a registered voter and whose shift would prevent him or her from voting, may, after notification of their Supervisor, take two hours for the purpose of voting either at the beginning or ending of their shift as appropriate.

ARTICLE XVIII

WAGES AND CLASSIFICATIONS

A. The wage rates for all classifications shall be spelled out in Appendix "A" showing the classifications, minimum hourly rates, and progression schedules, attached to this Agreement and by its reference made a part of this Agreement, which shall remain in effect for the duration of the Agreement. The annual increase in wages found in "Appendix A" shall increase based upon CPI as computed by the IAM. A copy of the updated Appendix A shall be provided to the Union in January of each year.

C. When an employee in the Assistant Maintenance Mechanic or Groundskeeper Assistant obtain the licenses/certifications and experience necessary for the Maintenance Mechanic or Groundskeeper classifications, they will be automatically advanced to that classification.

D. Employees in the building maintenance classification will be eligible for a trade license premium as follows:

1. **$3.50** per hour for holding any of the following Maryland licenses or comparable licenses from other jurisdictions.

a. Journeyperson Electrician

b. Journey Plumber/Gas Fitter

c. HVACR journeyman

d. Stationary Engineer Grade 3, 4 or 5.

2. $6.00 per hour for holding any of the following Maryland licenses or comparable licenses from other jurisdictions.

a. Master Electrician

b. Master Plumber/Gas Fitter

c. HVACR Master

d. Stationary Engineer Grade 1 or 2

E. Leadperson is entitled to $1.00 more than the highest pay scale in the classification. **Advancement to the Master classification shall occur when an employee has worked for seven (7) continuous years**. The Master classification rate is $1.00 above the underlying classification**.** The Master classification does not apply to Headquarters security.

F. **Employees in the Cook classification will be eligible for a culinary degree premium of**

$1.00 per hour.

ARTICLE XIX

UNIFORMS

The Employer to provide the following uniforms/shoes to the employees required to wear uniforms.

- **Office: three (3) shirts and two (2) pants**
- **Kitchen: five (5) shirts, five (5) pants, and three (3) chef coats/aprons**
- **Housekeeping: five (5) shirts, five (5) pants, and one (1) warm-up jacket**
- **Building/Grounds Maintenance: five (5) shirts, five (5) pants, three (3) t-shirts, and foul weather gear**
- **Security/Transportation: five (5) shirts and three (3) pants**

Kitchen and Housekeeping shall receive a (safety shoe) or shoe allowance in each calendar year for non-slip safety shoes not to exceed **one hundred and twenty-five dollars ($125.00)** provided the employee submits a receipt for such purpose.

ARTICLE XX

NO REDUCTION IN BENEFITS

It is agreed that any working conditions enjoyed by the employees prior to the date of this Agreement, and in effect, shall not be changed.

ARTICLE XXI

JURY DUTY

If an employee covered by this Agreement is called to and serves on Jury or Grand Jury Duty, the Employer will pay to the employee his/her regular pay up eight (8) hours daily for the days that such Jury Duty makes him/her unavailable for his/her regularly scheduled work.

ARTICLE XXII

DURATION

This agreement shall become effective on **July 1, 2025** and shall remain in effect through **November 30, 2028**. And thereafter, until either party serves the other party, a sixty (60) day written notice of termination, or a desire to modify or amend this agreement.

Signed this day of June 2025.

For IAM Union:

Paul Kendall
Assistant Secretary

For Local 4, District 4, IAMAW:

Mark M. Duval
Assistant Directing Business Representative

Local 4 Negotiating Committee:

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Carolyn Clarke

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Tracy Woodburn

____
Shawn Griffin

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Heather Weeks

____
Jake Jacobs

____
Brody Cook

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Drew Hill