

**Local
Agreements
between
LOCAL 863 — UAW
and the
FORD MOTOR COMPANY
Sharonville Transmission Plant**



2020-2023

LOCAL 863 – UAW
SHARONVILLE UNIT COMMITTEE

PRESIDENT

Marlin Harris 563-1252

CHAIRPERSON

Eric Gadd 7970

BARGAINING COMMITTEE

Colson Napier 7320

John Warren 7299

Rocky Battista 7880

SKILLED TRADES COMMITTEE

CHAIRPERSON – James Jones 7964

VICE CHAIRPERSON – Steve Hines 7312

DISTRICT COMMITTEE

Day Shift

Joe Clark 7064

Afternoon Shift

Chris Sobol 7884

Jason Romine 7895

APPOINTED AND
DESIGNATED REPRESENTATIVES

UAW HEALTH AND SAFETY REPRESENTATIVES

Mark Bender	7746
Scott Zenni	7733

UAW ESSP REPRESENTATIVE

(Employee Support Services Program)

Jeremy Gordon	7277
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UAW BENEFITS REPRESENTATIVE

Darlene Oakes	7626
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UAW JOB SECURITY REPRESENTATIVE

Darrell Gildea	7321
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UAW QUALITY REPRESENTATIVE

Bob Ralston	7966
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UAW HEALTH AND SAFETY TRAINERS

Tod Turner, Jr	7889
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Eric Cox	7553
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ERC REPRESENTATIVE

(Employee Resource Coordinator)

Jeremy Cornett	7879
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UAW ERGONOMICS COORDINATOR

Steve Jenkins	7695
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UAW APPRENTICESHIP COORDINATOR

Ryan Nelson	7180
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EXECUTIVE COMMITTEE FOR LOCAL 863

President	Marlin Harris
Chairperson	Eric Gadd
Vice President	Bill Hickman
Recording Secretary	Debbie Swope-Johnson
Financial Secretary	Tod Turner, Jr
Trustee	Rodney Parker
Trustee	Fred Taylor
Trustee	Darrell York
Sergeant at Arms	David Day
Retiree's Chapter Chairperson	Jim Siuda
Guide	Joyzell George
Member-at-Large	Danny Powers
Sharonville Nursing Unit Chairperson	Pam Wilson

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Note: Bold Print – 2019 New/Updated Negotiated Language

IMPROVEMENTS

1. Plant to communicate to UAW Quality Representative on vendor quality problems/sorts.
2. Training requests from the Fire Brigade and/or the Confined Space Rescue team will be referred to the Technical Training Committee and Safety.
3. Tornado Shelter Plan and Plant Evacuation Plan will be included in Health & Safety training. Additionally, these plans will be posted on the Plant bulletin boards.
4. Employees responsible for changing propane tanks on equipment are to be trained on changing propane as part of ECPL/PMHV training.
5. Company - Union Safety administrators may approve safety videos for FCN.
6. Employees on joint temporary assignments will continue to rotate overtime in their home department.
7. Apprentice graduations will be shown on the reassignment letter.
8. The Area Managers will continue to schedule a regular meeting with Team Leaders.
9. The Plant will discuss with the Union an employee event using budgeted recreational funds under existing Company policy.
10. New departments overtime - will use arithmetic average of the appropriate zone.
11. The Plant will continue to support joint proposals to the National Programs Center for additional funding or programs.
12. Apprentices who notify the maintenance coordinator will not be considered or charged for overtime on days of classroom instruction.
13. When a posted job opening is being canceled, the UAW shall be notified.
14. Plant will discuss with the Union how to improve in-Plant Communications.

15. Plant will comply with corporate understanding on Apprentices Needs Forecasting per the Master Agreement.
16. The Company will furnish the Union with a plant-wide seniority list quarterly.
17. If there is a vacation shutdown, Skilled Trades Date of Entry will be used for the purpose of determining who is scheduled to work and Ford Service date will be used to determine who is scheduled for vacation.
18. Agreed upon facility/health & safety items will be tracked in the Plant's regular weekly safety meeting. Company will provide the UAW H&S Rep with timing.
19. Plant plans to continue the use of hourly safety trainers. In the event the need for safety training declines or employment situation changes, the parties will discuss.
20. Plant to continue understanding – provide notification on machine runoffs, and the opportunity for the UAW H&S Rep to review machine runoffs.
21. Plant to provide notification to the UAW H&S Rep on machine purchases and rehabs for safety input.
22. Company and Union Safety representative to be invited to talk with new hires, and all new hires will be safety trained before starting to work. If necessary, to deviate, the Plant will have prior discussion with the UAW H&S Rep.
23. Plant agrees to continue the understanding on scheduling the hospital on the weekends.
24. Plant will continue to clean air make up units, as needed.
25. The Plant will provide insulated coveralls as a checkable item in general stores for cold weather assignments.
26. Plant agrees to continue the understanding that machines and equipment should have a prior safety approval.
27. Continue the practice of ergonomics reviews on new machines and renovations.

28. Industrial vehicles will continue to meet corporate visibility standards and these will be discussed by the Plant and the UAW H&S Rep.
29. Plant to immediately notify Union H&S Rep on near misses utilizing agreed upon methods.
30. The Plant will provide batteries through General Stores.
31. Plant Management will continue to maintain present ice machines in break areas.
32. The Company agrees to establish an FTPM preventative maintenance schedule to appropriately maintain sewers. Proper follow-up actions will be taken.
33. Plant plans to continue the HVAC personnel.
34. Plant is continuing the Wagon Wheel Replacement program.
35. The plant will have a vendor identified who can supply two (2) water fountains.
36. Plant to continue to provide “man-cooling” fans that Safety requires, up to 20 fans.
37. Plant will continue the practice of utilizing soluble oil in the majority of coolant systems. The use of synthetic coolants will be reviewed by the Chem-Lab and the UAW Health & Safety Representative prior to implementation.
38. “Chem-grate” program will be continued, except in instances where preferred “alternatives” are identified and agreed upon by UAW Health & Safety Representative.
39. The Company will provide necessary equipment, training and meeting space for the Emergency Response Team.
40. Plant will utilize outside air on a year round basis to ventilate and heat the building.
41. The Plant will repair/replace H&V coils as needed. A supplier has been identified who can readily supply replacement coils.
42. Juke box at Christmas.
43. The Plant will utilize exhaust fans that meet the appropriate

- standards on new installations and when replacement is required.
44. The Plant will schedule the mobile breast screening service. Employees are expected to arrange for their own financing by direct pay or insurance reimbursement.
 45. Plant will stripe the parking lot once per contract. Prior to any re-striping, in conjunction with UAW Health & Safety Representative, the lot will be evaluated for the most efficient layout for spacing.
 46. Provided Ford painters are competitive, continue painting ceilings as needed.
 47. All major Health and Safety projects will be given an agreed upon start and finish date.
 48. The Plant will continue to provide lift assists as needed.
 49. New machines are normally placed on flat decks and poly drain or a preferred method agreed to by the UAW Health & Safety Representative is used. Dry cut processes will also be utilized to reduce slippery surfaces and the Company will meet with the Union to discuss concerns in this matter.
 50. Plant will continue PTO study of plant air quality. The corporate standards for air quality and new equipment will be met. Study results will be reviewed with the UAW Health & Safety Representative.
 51. The Plant will evaluate all new and existing machinery as to the need for mist collectors and install as needed.
 52. The Company will continue the present practice regarding scrubbing aiseways to maintain the housekeeping standard.
 53. Mist and Dust collectors will be maintained through the FTMP process. Mist and Dust collectors specified by the UAW H&S Representative will be evaluated and studied by safety. Mist and Dust collectors will not be vented in close proximity of HVAC Units.
 54. The Plant will make certain all racks, dunnage, and bins are stacked within acceptable safety standards.
 55. H&V filters will be rolled monthly according to FTMP standards.

56. The Plant informed the Union that it intended to maintain lighting in the Plant and would do so with existing staffing.
57. Locker room showers will be spray washed to maintain the housekeeping standards.
58. The Plant will improve and maintain the quality and volume of the Emergency Evacuation System.
59. Speed limit signs will be posted at all entrances to parking lots.
60. Continue the disposable toilet seat program.
61. Continue to provide hand lotion in restrooms.
62. The Plant will continue to repair and maintain all entrance/exit doors and windows each fall, prior to cold weather.
63. The Plant will provide refresher training annually regarding on-line, networking electrical controls - PDS Protocol to Electricians.
64. The Plant will consult with the UAW H&S Representative on timing for turning heat on (Fall) and off (Spring).
65. The cafeteria food service vendor will provide individually wrapped plastic eating utensils in the cafeteria.
66. The cafeteria food service vendor to continue to provide half and half creamers.
67. The Plant will permit "Bermuda pants" (knee length) in areas or jobs approved by safety and will evaluate safety considerations.
68. The Company will continue to install "man cooling" fans in all new departments where needed prior to launch.
69. The Plant will maintain microwaves in high traffic pods. Microwaves will be maintained in a sound, operating condition.
70. Sound abatement will continue to be addressed by Plant Management. The Plant Safety Engineer and UAW Health & Safety Representative will identify areas of concern and potential corrective actions.
71. The Plant will explore authorization and submit a Joint funding request to the Joint Programs Center for replacement and upgraded equipment for the physical fitness center.

72. The Plant will renew the existing understanding on the cafeteria on weekends. When assembly is running full on both shifts on Saturday and/or Sunday, the T-10 pod will be open on both shifts. Any changes to the schedule will be discussed with the Union.
73. In instances where industrial vehicles run out of propane in the plant, propane will be transported safely as prescribed, utilizing racks designed for such purpose.
74. The Company will furnish the Union with the schedule for the cafeteria and "C" store. Coffee will be available when Assembly is running.
75. The Plant will continue the understanding on Tank Farm and out-building maintenance in accordance with FTPM principles.
76. Plant to continue the policy of obtaining UAW input to the coolant program.
77. Plant agrees to continue effective insect and pest control services.
78. Company will continue to provide gloves and will seek UAW input with glove usage. The opportunity to utilize union made gloves will continue to be reviewed and will receive appropriate consideration.
79. Plant will develop a schedule for V hoppers and trash wagons and provide a copy to the UAW Health and Safety Rep.
80. Plant to survey the chairs and tables in the cafeteria and supplement if needed.
81. An employee on medical leave during the vacation shutdown will not be paid vacation unless he/she notifies Hourly Personnel of his/her wish to request vacation.
82. The Company agrees to maintain the cleanliness of the Parking Lots.
83. The Company will require all trucks at the receiving docks to turn off their gasoline or diesel engines.
84. The Company and Union Health and Safety Representatives will review Company and Industry information to establish acceptable air motion levels for industrial worker comfort. (Air motion levels

refer to air velocity in feet per minute.)

85. The Plant will replace wood block aisleways as needed.
86. The Company will designate a Ford/non-Ford parking area in each of the parking lots. Ford vehicles are those vehicles produced by or owned by Ford Motor Company.
87. The Plant will maintain bicycle racks in Parking Lots "A" and "D".
88. Company will continue to explore new sources of gloves with the input of the UAW Health & Safety Representative.
89. Maintain safety glass cleaning materials in each department.
90. Plant agrees to review and renew all relevant local agreement safety letters.
91. The Company will maintain a schedule for cleaning and maintenance of drinking fountains.
92. The Company will maintain weld trucks and replace if necessary.
93. The Company agrees to maintain roof related items under the preventative maintenance schedule.

Overtime

It is mutually agreed between Ford Motor Company, Powertrain Operations, Sharonville Plant and the International Union, UAW, Local 863, on **January 31, 2020**, at Sharonville, Ohio, that the following provisions will govern the exercise of the Overtime Agreement.

I. Scheduling:

- A. When overtime is necessary for a given department, the employee holding the proper classification within the department will work such overtime on the shift(s) designated by Management.

Team Leaders and Management will schedule the low overtime qualified employees to work such overtime. Deviations may be made by mutual agreement between the proper Company and Union Representatives where this is impractical. In absence of agreement, the Company reserves the right to schedule overtime assignments and the Union reserves the right to protest through the grievance procedure.

1. The low overtime employee will be scheduled for the greatest number of overtime hours available. However, if opportunities of shorter duration are available, s/he will be permitted to accept such overtime, but will be charged for the greater amount offered.
2. For the purpose of working overtime, the inspection classification will rotate overtime on a plantwide basis within their respective classification.
3. Prior weeks approved Versatility matrix will be used to determine qualified manufacturing technicians.
4. Overtime will be scheduled using Sunday overtime hours for the week. Employees low on Sunday will

be considered low for overtime opportunities from Tuesday through Monday. Employees will still have the option to accept/refuse overtime on a daily basis.

B. The following principles will serve as guidelines in administering the scheduling of overtime:

1. Where overtime hours are equal, the highest seniority employee will be scheduled.

2. The employee will work his/her regular shift Saturday, Sunday and Holidays unless an imbalance of 28 or more hours exists between shifts on the classification.

A. An employee required to change shifts for Saturday because of a 28-hour imbalance should work the same shift Sunday that he/she worked Saturday unless a 28 hour imbalance still exists.

B. The seniority employee will remain on his/her preferred shift where possible. Employees who must leave their preferred shift will where possible be given their choice of the remaining shifts on a seniority basis.

3. Employees must indicate their preference to work overtime by signing the **overtime survey** in their department by the end of their shift on Wednesday prior to the weekend to be scheduled. **Failure to sign the overtime survey document will be considered a refusal.**

4. An employee who is scheduled to work overtime on the #3 shift Sunday and is assigned to the #1

shift on the following Monday, will exchange with an employee on the classification who is scheduled to work on the #2 shift Sunday.

- 5. An employee who is scheduled to work overtime on the #3 shift on a company holiday which falls on Monday, and is assigned to the #1 shift on the following regularly scheduled work day, will exchange with an employee on the classification who is scheduled to work on the #2 shift on the holiday.**
6. An employee who is absent on the day of scheduling and who otherwise would have been scheduled for weekend overtime will be given the opportunity to displace the employee on his/her classification scheduled who has the highest overtime hours if s/he is at work subsequent to the scheduling and prior to the overtime being worked.
7. An employee on jury duty, out of town on either authorized Company business or authorized Union Business both Thursday and Friday will be eligible to work weekend overtime, provided s/he notifies his/her supervisor prior to the scheduling day.
8. For weekend overtime, the required classification on all shifts within the department will be offered the opportunity to work before augmentation steps are taken.
9. For weekend and holiday overtime, the required classification will be scheduled for 12-hour shifts before augmentation steps are taken provided there are three shifts on the classification in the department, and there is a preceding and subsequent shift scheduled within the classification.

10. An employee who is not working Thursday and Friday is not eligible for weekend overtime, unless the entire department on all shifts has been scheduled and the employee has personally notified and is scheduled by his/her Advisor/Supervisor. If employee is scheduled s/he will be charged for all available weekend overtime.
11. Sunday Add-on assignments, arising on Saturday will be scheduled from employees working on Saturday.
12. A Manufacturing Technician Replacement may be scheduled for daily and weekend overtime after exhausting the Manufacturing Technicians on the shift (daily) or all shifts (weekends). When a Manufacturing Technician Replacement or loaned Manufacturing Technician works three (3) or more consecutive days in the same department, the replacement will assume high overtime of department and rotate overtime with the Manufacturing Technicians. For weekend overtime, the three (3) consecutive days will be Tuesday through Thursday and an assignment change on Friday will not affect the weekend scheduling.

II. Charging:

- A. Overtime will be charged to an employee's record on the basis of the number of hours s/he would normally receive pay for; not the number of hours worked. Specifically an employee will be charged for any overtime premium. For example, all Sunday and Holidays hours payable at double time will be charged at double time.

B. Overtime will be charged against an employee's record under and subject to the following conditions:

1. If for any reason s/he does not work overtime after proper notification has been given, s/he will be charged in accordance with paragraph IIA.
2. In cases where an employee would normally be scheduled to work overtime either because the department is working full or because of his/her normal turn, and where s/he is not present on that scheduling day for reasons other than vacation, paid personal, excused bereavement, short term military training, approved jury duty, **family day**, or out of town on authorized Company and Union Business, s/he will be charged in accordance with paragraph IIA.
3. An employee on jury duty will not be charged for daily overtime.
4. An employee who is out of town on authorized Company or Union business will not be charged for daily overtime available in the plant. However, the employee will be charged for all overtime hours paid. Employees in town will be charged for any overtime opportunities.
5. Holidays worked will be charged on the same basis as Sunday overtime. (Regular working hours extending into a holiday are not to be considered or charged as overtime).
6. In the event of an accession or status change, an employee will be given high overtime hours equivalent to the highest hours plus one (1) in his/her classification in the department, with the following exceptions:

- a. If the classification does not exist in the department, s/he will be given the equivalent to overtime hours equal to highest overtime hours plus one (1) in the department.
 - b. If an employee changes shifts within his/her classification within his/her department, s/he will carry his/her overtime hours with him/her.
 - c. When an employee is placed on a temporary classification, s/he will assume the high overtime hours plus one (1) on that classification. When s/he returns to his/her permanent classification, s/he will assume his/her former overtime hours plus any overtime hours accumulated on the temporary classification provided this total doesn't exceed the total of the highest houred employee within his/her regular classification in the department. In this event, s/he will assume the same number of overtime hours as the highest houred employee in his/her classification and department.
7. In order to be charged an employee must be notified of Saturday overtime prior to his/ her quitting time on Thursday. Likewise, to be charged, employee must be notified on Sunday overtime prior to his/her quitting time on Friday. (Similar advanced notice will apply in scheduling employees for Holiday work).
8. An employee who declines daily overtime in excess of four hours will only be charged six (6) hours. An employee who declines weekend overtime in

excess of 12 hours per day will only be charged for 18 hours on Saturday and 24 hours on Sunday and Holidays.

9. In order to be charged for overtime occurring at the beginning or end of the shift, an employee must be notified while s/he is at work in the plant prior to the commencement of the overtime. This does not apply in cases of bona fide emergency or breakdown.
- 10. An employee who is offered daily overtime at the beginning and/or end of his/her shift will be charged for all hours worked and declined up to a 6 hour charge; however, if hours worked exceed a 6 hour charge, the employee will be charged for all hours worked.**
11. In order to be charged for overtime at the beginning of his/her shift Monday, an employee must be notified on Friday.
12. An employee who is scheduled and works two full shifts within a 24-hour period will be charged the appropriate premium for all hours worked in excess of eight (8). An employee who declines the opportunity to work the additional hours will only be charged six (6) hours provided there are seven (7) or more hours intervening between the quitting time of his/her first shift and the starting time of his/her second shift and provided there is not an overtime imbalance of twenty-eight (28) hours or more. Employees will not be scheduled or charged if there is not (4) or more hours between shifts.
13. Team Leaders and Management will post the overtime schedule weekend, daily and all holiday overtime and all refusals of such overtime. The

Parties acknowledge there will be instances where there is not adequate time to post an overtime schedule; and in such cases, verbal notification will constitute proper notification for the purposes paragraph II B, 1, 5 and 7.

14. Employees affected by untimely changes to original overtime schedules will be notified verbally.
 15. Employees who turn down overtime in their own department and who incorrectly work in another department will be charged for all overtime declined and worked.
- C. When employees have been notified by a published work schedule in advance in an established area in the department, this constitutes proper notification under paragraph II B, 1, 5 and 7.
- D. Overtime hours granted in the grievance procedure will be charged to the employee's record at the time the pay authorization is initiated, provided his/her overtime rotational group has not changed.
- E. If an employee is asked for overtime in the chargeable period and the overtime is not worked due to everyone in the given department refusing to work the overtime, then each and every employee will be charged for the number of hours s/he could have received pay for had s/he accepted the overtime.
- F. Overtime records will be kept current on a daily basis in each department. A copy will be available for inspection by the Union Representative and/or employees at all times.
- G. Any employee, who accepts overtime and does not report for scheduled overtime, shall be charged double for these

hours.

H. Overtime records will only be audited or adjusted upon request for the prior thirty (30) days.

III. Augmentation:

- A. When it is necessary to augment a classification on weekend overtime, the following steps will be taken in order:
1. The low overtime qualified Manufacturing Technician in the department where the overtime is being worked regardless of shift.
 2. The low overtime qualified Team Leader in the Department where the overtime is being worked regardless of shift.
 3. The low overtime qualified Manufacturing Technician in the zone regardless of shift.
 4. The low overtime qualified Manufacturing Technician - Replacement in the zone regardless of shift. (Where the three day transfer provisions do not apply).
 5. Other qualified employees in the plant regardless of classification or shift.

ZONES FOR AUGMENTATION

ZONES

	W2	W5	G3	G1	G2/G5	G4	A6	G6	M6	MP&L	Qual	H1	C2/C6
	854	865	576	668	658	777	993	958	954	222	116	580	293
	894	876	577	679	678	677	995	977	996	225	216	578	992
	896	877	579	689							416		994
			965								516		

DEPARTMENTS

Manufacturing Technician Replacement Departments

886	481	881	588	688	788	660	988	981	986			581	288	988

- B. When it is necessary to augment a classification on daily overtime (Monday through Friday), the following steps will be taken in order:
1. In scheduling an employee in early or over late, the low overtime employee in the required classification will be scheduled.
 2. If the employee in the required classification declines the overtime or if the job is an “open” job (i.e., not part of any classification in the department), the low overtime qualified employee in the department, regardless of classification, will be scheduled.

IV. Miscellaneous:

- A. Backup pay will be waived when cross shifting in order to equalize overtime.
- B. Management will notify the Union in advance when overtime scheduling and Augmentation Zones will be altered as a result of plant reorganization, and Augmentation Zones will be automatically adjusted for new, amended or deleted Zones and Departments. The Zones indicated above are subject to change due to product phase-out and relocations for new product.
- C. Management will use all reasonable means to equalize overtime among shifts within each department. The District Committeeperson will meet, as necessary, with the Departmental Advisor/Supervisor to review overtime records.
- D. **For the purposes of applying this Agreement**, overtime hours will be rolled back to zero for all **production** employees the second week of October each year. The annual rollback of hours to zero will not constitute a basis

for any grievance regarding overtime equalization.

- E. For the purposes of applying this Agreement, Labor Relations will be notified of the voting results regarding overtime rollback for Skilled Trades employees by classification. Dependent upon the voting results the overtime hours will be rolled back to zero on March 1, 2020. The rollback of hours to zero will not constitute a basis for any grievance regarding overtime equalization. The overtime rollback vote is not contingent upon the ratification of the Agreement.**

Nothing in this language shall be construed as restricting Management's right to require employees to work overtime provided the applicable notification provisions of the Master Agreement were followed

Addendum: Skilled Trades Overtime

The following language is an addendum to the Overtime Agreement and is applicable to the Skilled Trades.

I. Scheduling

A. Daily Overtime scheduling shall be governed by the following process order:

1. Overtime scheduled by low overtime in the **zone**.
2. Augment from zone to area to plant-wide within shift.

B. Weekend and Holiday Overtime:

1. A skilled tradesperson will rotate overtime plantwide within his/her respective classification.
2. Equalization of skilled trades overtime for shift change will be at one hundred (100) or more hours of imbalance.

C. Add-on Assignments

1. A Sunday add-on assignment, arising on Saturday, will be scheduled from the skilled tradesperson working Saturday.
2. A Holiday add-on assignment, arising during the Holidays, will be scheduled from the skilled tradesperson working the Holidays.

D. Overtime will be scheduled low all week.

E. Management will communicate adjustments to the overtime schedule to the appropriate parties for the purpose of proper payment and coding.

F. Management will communicate when a skilled tradesperson is on scheduled vacation, paid personal time, excused bereavement, short term military training, jury duty and

out of town on approved company or union business so the employee is properly coded and not charged overtime.

G. The following provisions will be applicable when scheduling overtime for apprentices in the skilled trades:

1. In the event weekend or holiday overtime is scheduled in any apprenticable classification, apprentices will be scheduled in the ratio of one apprentice to ten Journeypersons. When all Journeypersons in a classification are scheduled to work overtime, apprentices may be scheduled to work overtime without regard to the ratio on that classification.
2. An apprentice may not be scheduled for daily overtime unless all Journeypersons in the trade, on the shift, have been scheduled for overtime or until they have completed 500 hours on course. Once they have completed the 500 hours on course they will be scheduled for daily overtime after all Journeypersons in their department, on the shift, have been scheduled for overtime. This language may be amended to comply with applicable National Language.
3. An apprentice will be eligible for overtime work after s/he has completed 500 hours on course, or when all Journeypersons in his/her classification are scheduled, however, no requirement to schedule Apprentices for overtime is created. When eligible to work overtime, the Apprentice shall notify his/her supervisor and will be charged overtime hours equal to those of the apprentice in the classification with the highest number of overtime hours.

H. Miscellaneous

A skilled tradesperson assigned to Assembly or 6 Speed Departments will continue to be the first scheduled to work

daily overtime in Assembly and 6 Speed departments for up to two hours; and instances of greater duration will be discussed with the Union.

II. Procedures

- The Company and the Union will continue the use of a mechanized scheduling process. Any changes to the current process will be discussed with the Union.
- The Company and the Union will continue utilizing Skilled Trades Team Leaders to coordinate overtime scheduling and equalization.
- Tradespersons who do not want to work overtime must sign the refusal document by Wednesday by 6:00 A.M. prior to the weekend to be scheduled. The Company and Union will meet prior to holidays to discuss the need to revise this timing.
- Weekend/Holiday overtime required for projects within a particular department may be scheduled utilizing key trades in that department. A Production department project is considered a pre-scheduled event for the repair, upgrade or improvement of departmental equipment or machinery. Any disputes regarding whether certain work constitutes a project for the purposes of this language will be resolved by the Local Skilled Trades Governance Team.
- Vacation shutdown will be scheduled by seniority for those trades determined to be on a vacation shutdown as outlined in Article IX, Section 25(b). However, should production requirements be subsequently changed requiring additional trades to work in a department which was declared to be on a partial or full vacation shutdown, the Company will schedule the necessary trades assigned to that department to work. The Company will first schedule by department then augment to zone to area to plant-wide.

- It is Management's intent to schedule the skilled trades for overtime concurrent with the production department, when feasible. Business needs and conditions may determine the proper mix of skilled trades to be scheduled for the overtime period.
- A skilled trade team leader will be scheduled for overtime within his/her base trade. If deemed necessary, management may schedule a skilled trade team leader as a team leader within the DROT scheduling process.
- This agreement does not waive management's rights under the UAW-Ford National Agreement, Article IV, Section 1 and Section 6.
- This agreement does not waive management's rights under the UAW-Ford National Agreement, Appendix H.

III. Charging

A. A skilled tradesperson who accepts any overtime and who does not come to work for that period will be charged double the number of hours for which he/she would have been charged.

B. Daily Overtime

1. A skilled tradesperson will be charged on one (1) end of the shift [maximum of six (6) hour charge] where he/she is asked for overtime at the beginning and end of the shift.
2. In order to be charged for overtime occurring at the end of the shift and/or in early the next day, a skilled tradesperson must be notified in advance of commencement of the overtime.

C. Weekend Overtime

1. The weekend overtime schedule, including employees required to work, will be posted prior to end of day shift on Thursday.
2. Add-ons to the Sunday schedule made Friday will also be chargeable.

Occupational Grouping Agreement

It is mutually agreed between Ford Motor Company, Powertrain Operations, Sharonville Plant, and the International Union, U.A.W., Local 863, on November 18, 2011, at Sharonville, Ohio, that the following provisions will govern the Occupational Grouping Agreement for the Inspectors and Skilled Trades.

GROUP I - Designated (Quality Control)

Inspector - Floor

GROUP II - Appendix "F"

Carpenter All-Around

Cutter Grinder

Electrician

Industrial Lift Truck & Tow Tractor Repair

Inspector Tooling and Layout

Machine Repair

Machinist

Millwright

Plumber-Pipefitter

Refrigeration and Air Conditioning Maintenance and
Installation

Sheet Metal Worker

Stationary Steam Engineer

Toolmaker & Template Maker

Tool & Diemaker

Waste Disposal Equipment Operator & Minor
Maintenance

Welder - Tool, Die & Maintenance General

Occupational Grouping Implementation Provisions

It is mutually agreed between Ford Motor Company, Power Train Operations, Sharonville Plant and the International Union, U.A.W., Local 863, on January 31, 2020 at Sharonville, Ohio, that the following provisions will govern Occupational Grouping Implementation.

- A. In the event of a reduction in force, a skilled team leader, after exhausting his/her leader seniority, shall exercise seniority in the skilled classification over which s/he has been classified as a leader. If his/her seniority will not permit this, s/he shall then exercise his/her seniority in his/her basic skilled classification.
- B. When it is necessary to make available an employee holding the least seniority in the classification within the department irrespective of shift will be the employee to be made available in the first instance. The Company will not be liable for premium pay in instances where employees are required to work in excess of eight hours during a twenty-four hour period as a result of reassignments arising in the application of this procedure.
- C. Employees having recall rights shall be recalled, on a seniority basis, before any other employee is placed on a temporary classification, except for vacation replacements or leaves of absences up to and including forty-five (45) days.
- D. The following procedure will be employed for placing employees on the seniority list:
 - 1. Seniority employees other than skilled having the same seniority date will be carried on the seniority list alphabetically in order of their surnames according to their date of hire. The following sequence will be employed for placing employees on the seniority list and for breaking ties in seniority among employees:
 - Non-skilled (other than skilled trades):
 - 1. Plant seniority date
 - 2. Ford service date
 - 3. Alphabetical by surname
(beginning with the letter A, etc.)

2. When more than one employee is hired for a classification listed in Appendix F on the same date, they shall be listed in the same manner as outlined:

Skilled Trades:

1. Plant date of entry
2. Company date of entry
3. Plant seniority date
4. Ford service date
5. Alphabetical by surname

(beginning with the letter A, etc.)

In instances where employees have the same date of entry on Appendix F classifications, they shall be carried on the seniority list in order of their plant seniority, highest seniority first, etc. In cases where employees covered by this paragraph have the same plant seniority date and the same date of entry, they shall be carried on the seniority list as outlined above, which is not intended to conflict in anyway with Article VIII, Section 1 (c) or 4A of the Master Agreement. The following sequence will be employed in placing skilled trades on the seniority list:

3. Seniority in all classifications listed as skilled in Group II will be by date of entry.
 - a. A seniority employee transferring to an Appendix F classification will acquire seniority after three months of continuous service on the classification.
 - b. Employees shall have recall rights to their basic classification in the skilled group and to the last skilled classification they held for a period of three months.
 - c. Seniority shall not be acquired on any intervening classification in the skilled group.

Team Occupational Grouping Agreement

GROUP I - Gearing

- A. Manufacturing Technician – Gear Lab
department 416
- B. Manufacturing Technician – **Green Gearing**
department 578, 677, 777, 876
- C. **Manufacturing Technician – Hard Gearing**
department 576, 577, 658, 668, 676, 678, 877,
958, 977

GROUP II – Heat Treat

- A. Manufacturing Technician – Heat Treat
department 580

GROUP III - Manufacturing

- A. Manufacturing Technician – **Aluminum Machining**
department 854, 896, 954, 996
- B. Manufacturing Technician – Tool Mgt
department 219

GROUP IV - Assembly

- A. Manufacturing Technician – Assembly **Line**
department 293, 993, 995
- B. **Manufacturing Technician – Carrier Assembly**
department 579, 679, 689, 865, 965
- C. **Manufacturing Technician – Main Control/IPS/Kitting
Assembly**
department 894, 991, 992, 994

GROUP V – Quality Control/Labs

- A. Manufacturing Technician – Teardown & Warranty department 116
- B. Manufacturing Technician – Quality department 216
- C. Manufacturing Technician – Incoming Quality department 516**

GROUP VI - Material Control

- A. Manufacturing Technician – Cycle Checker department 221
- B. Manufacturing Technician – Checker department 222
- C. Manufacturing Technician – General Stores department 225

GROUP VII – Environmental Techs

- A. **Manufacturing Environmental Technician** department 316

GROUP VIII – Replacement Pool

- A. Manufacturing Technician Replacement department 288, 481, 581, 588, 660, 688, **788**, 881, 886, **981**, **986, 988**

Team Occupational Grouping RIF (Reduction-in-Force) Provisions

1. In the event of a reduction in force in the Manufacturing Technician classification, the employee with the least seniority in the classification within the department, irrespective of shift, will be the employee to be made available.
2. A Manufacturing Technician affected by a reduction in force will, seniority permitting, then displace the least senior Manufacturing Technician within the designated “subgrouping” of similarly classified Technicians.
3. Having exhausted seniority in the sub-group, a Manufacturing Technician will then displace the least senior Manufacturing Technician in the group.
4. Having exercised the seniority steps outlined above, a Manufacturing Technician will, seniority permitting, then displace the least senior Manufacturing Technician in the Plant.
5. A Manufacturing Technician affected by a reduction in force will, seniority permitting, displace a Manufacturing Technician – Replacement.
6. If a seniority imbalance occurs, the Company and Union will meet to discuss seniority adjustments considering the number of employees affected and other circumstances.
7. **The senior employee affected by a reduction in force will be returned to his/her former department if a permanent opening occurs within 30 days of the employee’s reduction.**
8. Manufacturing Technicians reduced from their department will retain recall to the “subgrouping” **for a period of six (6) months**
9. An employee reduced from the Team Leader will, seniority permitting, exercise seniority against the least senior Team Leader in his/her subgrouping. Having exhausted the subgrouping, the Team Leader will, seniority permitting, displace the least senior employee in the same subgrouping. Assuming recall has not been broken, a reduced Team Leader will have recall **for a period of six (6) months within the plant if a Team Leader is not selected within the work group.**

10. **An employee on medical leave will not be excluded from being displaced as a part of a reduction in force.**
11. **Cancellation of recall requests must be made by the employee in writing to the Hourly Personnel Office no later than three (3) calendar days prior to the publication of the reassignment letter.**

Skilled Trades RIF (Reduction-in-Force) Provisions

- 1. In the event of a reduction in force in a Skilled Trades classification, the Tradesperson with the least seniority in the classification within the department on the shift where the reduction is made will be the employee to be made available.**
- 2. Skilled Tradespersons affected by a reduction in force will, seniority permitting, then displace the least senior Skilled Tradesperson in the classification within the zone on the shift where the reduction is made.**
- 3. Having exhausted seniority in the zone, a Skilled Tradesperson, seniority permitting, will then displace the least senior Skilled Tradesperson in his/her respective classification on the shift in the area.**
- 4. Then having exhausted seniority in the area, a Skilled Tradesperson, seniority permitting, will then displace the least senior Skilled Tradesperson in his/her classification on the shift plant-wide.**
- 5. Having exercised the seniority steps outlined above, a Skilled Tradesperson will, seniority permitting, then displace the least senior Skilled Tradesperson in his/her classification plant-wide irrespective of shift.**

Occupational Provisions

SHIFT PREFERENCE:

In accordance with the local agreement, shift preference must be made within the employee's permanent classification. Shift preference will be from within the "subgrouping" of departments as outlined in the occupational grouping.

DEPARTMENTAL TRANSFERS:

An employee who is reassigned into a different department and whose previous rate of pay is greater than the departmental maximum rate for his/her newly assigned department, will be paid at the departmental maximum rate of the newly assigned department. Thereafter, the employee's rate of pay will be determined in accordance with the applicable ARP Agreement.

MANUFACTURING TECHNICIAN – REPLACEMENT

An employee assigned to the Manufacturing Technician – Replacement classification does not have seniority rights to the Manufacturing Technician classification for purposes of either shift preference or a reduction in force, except for a seniority imbalance adjustment.

SUB-ASSEMBLY GUIDELINE IN ASSEMBLY SUBGROUP

A Manufacturing Technician assigned to department 293, **993 and 995** with one or more years of seniority, may apply for transfer to a permanent opening in departments 894, **991, 992, 994** provided there are no employees with recall to Manufacturing Technician – **Main Control/IPS/Kitting** Assembly subgrouping. Two applications per eligible employee will be permitted on a form provided at Hourly Personnel. The form must be date stamped at least seven (7) days prior to selection, unless there are no other applications on file for the department, in which case, the form must be date stamped at least one (1) day prior to the Reassignment Letter.

Cancellation of an AGL must be made by the employee in writing to Hourly Personnel at least three (3) calendar days prior to the Reassignment Letter.

No more than two (2) Manufacturing Technicians per shift per week will be assigned by this procedure.

TEAM LEADER

An employee designated as a Production Team Leader is separate for shift preference, overtime and temporary layoff.

Temporary Layoff

It is mutually agreed between Ford Motor Company, Powertrain Operations, the Sharonville Plant, and the International Union, UAW, Local 863, on November 18, 2011, at Sharonville, Ohio, that the following provisions will govern the exercise of temporary layoff:

1. Employees affected by temporary layoffs of less than one (1) day may be laid off as their work is completed irrespective of their seniority (Article VIII, Section 21, b of the Master Agreement). However, where the nature of the operation permits seniority adjustments among employees holding the same classification on the same shift and within the same department, such adjustments may be made in accordance with the understanding that may be reached between the Company and Union Representatives.
2. In accordance with understandings that may be reached between the Company and the Unit Committee, employees affected by temporary layoffs of one (1) day will be laid off by classification within their department and on their respective shift in accordance with the arrangements agreed upon by the parties.
3. In accordance with understandings that may be reached between the Company and the Unit Committee, employees affected by temporary layoffs of more than one (1) day will be laid off by classification within their department irrespective of their shift in accordance with the arrangements agreed upon by the parties.

Job Posting Procedure

It is mutually agreed between Ford Motor Company, Powertrain Operations, the Sharonville Plant, and the International Union, UAW, Local 863, on **January 31, 2020**, at Sharonville, Ohio, that the following provisions will govern the exercise of the job posting procedure in accordance with Article IV, Section 2 (a).

1. Where job openings are to be filled by job posting, they shall be reported to the Employment Office by Zone Supervision. The Employment Office shall then post such openings on bulletin boards provided for this purpose. The posting shall designate the shift, department, rate and other pertinent information.
2. Employees plantwide shall have two (2) working days to submit their applications. Employees may job post for jobs with the greater, same or lesser rate of pay. The Supervisor of the department in which the job opening exists shall make the selection. The method of selection and the eligibility of candidates shall be governed by the Master Agreement, Article IV, Section 2 (a).
3. Selection shall be made no later than ten (10) days after the job is posted unless the posting is canceled. The employee selected shall be placed on the job within fourteen (14) calendar days from the date of the selection unless the time limit for placement on the job is extended by mutual agreement or posting is canceled following selection. In addition, if the job posting is canceled and reissued within thirty (30) days, employees on the original posting will be considered.
4. The above provisions shall not in any way modify or reduce the Company's rights under Article IV, Section 1, of the National Contract nor does it modify or reduce the Union's

or employee's rights to use the established grievance procedure to protest Management's judgment in promotions.

November 18, 2011

Mr. Dave Mason
UAW – Local 863
10708 Reading Road
Cincinnati, OH 45241

Dear Mr. Mason:

Subject: Non-Promotional Transfer

It will be the policy of the Company to give consideration to seniority employees who wish to transfer from one classification to an equal, lower or greater rated classification within the same seniority unit or from one classification to an equal, lower or greater classification within a department when a permanent vacancy (which is to be filled) occurs on the classification. Employees with a disciplinary record will not be eligible to NPT to a greater rated position.

An employee will be allowed to designate shift and department on a NPT, and if so designated, the employee will only be considered for the NPT if the opening is on the designated shift. A shift preference will not be charged when an employee changes shift under this procedure.

An employee may transfer under the provisions of “non promotional transfer” any time, not to exceed two NPT’s in a twelve month period.

An employee may have three (3) active applications on file. Applications must be on record and date stamped seven (7) calendar days prior to selection except in those instances where there are no other applications on file for a given classification; however, these applications must be on file at least one day prior to the writing of the reassignment letter.

Accordingly, the Company will act upon applications for such transfers without limitation upon the Company’s right to transfer or promote employees.

An employee who has made application in accordance with this procedure shall be given preference over a new hire and over an employee who has not applied for the classification for the next vacancy

provided the applicant is qualified to do the job, the applicant with the greater seniority will be given preference.

Cancellation of NPT applications must be made by the employee in writing to the Hourly Personnel Office no later than three (3) calendar days prior to publication of the reassignment letter. If an employee's department and/or shift changes subsequent to the submission of a NPT application, it will be automatically canceled regardless of if the employee was reassigned at the Company's or his/her direction.

An employee can not voluntarily disqualify him/herself from a NPT. Any subsequent reassignments required by this procedure will be in accordance with the reduction in force principle.

Employees NPTs must be renewed annually. The renewal period will commence on the second full week of December. All non-renewed NPTs will be purged on January 1st of the following calendar year.

The union recognized in our recent discussion during negotiations there are circumstances which can delay the Company's ability to place employees on their new jobs; and when such delays are deemed necessary, the Union will be advised.

Mike Schulhoff
Human Resource Manager

Changeover Agreement

It is mutually agreed between Ford Motor Company, Powertrain Operations, Sharonville Plant and the International Union, UAW, Local 863 that the provisions covering changeover for this unit are as follows: It is agreed and understood that periods exist when it becomes necessary to place additional employees on skilled classifications of work. This agreement is entered into to define the application of "Changeover" classifications when workers are not available in Journeypersons' classifications.

1. The term "Journeyperson" as used in this agreement means any person:
 - a. who presently holds a Journeyperson classification, or
 - b. who has served a bona fide apprenticeship that meets the standards established by the Federal Committee on apprenticeship, and has a certificate that substantiates his/her claim of such service, or
 - c. who has had eight (8) years practical experience in the trade and can establish satisfactory proof thereof, or
 - d. who have experience and training equivalent to that required in a bona fide apprenticeship course as set forth in 1-b

2. The term "Changeover Employee" (COT) as used in this agreement is to apply to those employees used as substitute auxiliary employees on skilled classifications. The period of time that the employee is classified as a "Changeover Employee" can be accrued as "practical experience" in the trade as specified in 1-c of this agreement. The Company's right to hire any non-Journeyperson employees for the work in the skilled classifications is recognized. COT employees transferred shall be regarded as temporary for a period of time that they are on the COT classification.

3. Skilled trades employees reduced from their basic trade will be given first consideration to fill COT openings, it being understood that management has the right to determine if they are qualified to perform the COT classification. The Union will be given the opportunity to make recommendations to Management regarding

qualified COT candidates. For a COT assignment of up to thirty (30) days, the Skilled employee will return (seniority permitting) with all hours charged as a COT. For a COT assignment over thirty (30) days, the Skilled employee will return (seniority permitting) with the greater of “high + 1” or all hours charged as a COT.

4. Whenever there are no qualified skilled tradespersons reduced from their basic trade available to fill COT openings, a notice will be posted on Company bulletin boards notifying employees that applications are being accepted for COT Classifications. The Union will be given the opportunity to make recommendations to Management regarding qualified COT candidates. A process for skilled and non-skilled employees to apply for COT will be developed.
5. When an employee is reassigned to his/her former classification within 120 days from his/her entry into a COT classification the employee shall return, seniority permitting, to his/her former job, department and shift, with the understanding that his/her job will not be filled by promotion, plant/assembly guidelines, NPT, or plant transfer for a period of 120 days.
6. For the purpose of identifying COT employees and to prevent any automatic movement in the Journeyman classifications, each COT employee shall be designated in his/her respective classification with the letters “COT” designating a COT (transferred) employee.
7. Employees shall not be reclassified to Journeymen classifications until such time as they have met the requirements of Section 1(c) of this agreement, and then only if they are able to demonstrate ability through job performance and/or examinations commensurate with that required of Journeymen. The COT employee shall be granted seniority as a Journeyman from the date of reclassification to a Journeyman.
8. Wage Payments for COT Employees:
 - a. COT employees shall enter the COT classification at the minimum rate of the Journeyman classification.
 - b. Employees covered by the COT agreement shall be subject

to increases between the minimum and maximum rate in accordance with the existing merit increase plan.

9. COT employees shall exercise seniority within their COT classification as of the date of entry equal to their seniority in their classification they held immediately prior to the entry into the COT classification. They shall be displaced by newly graduated Apprentices or qualified Journeypersons newly hired. COT employees shall not acquire seniority within the skilled trades classification, but will continue to accumulate seniority in the seniority group to which they belonged before being transferred, except as provided in Section 5 above.
10. In the event of a skilled trades reduction in force, layoffs will be made in the following order:
 - a. All COT employees will be laid off before any qualified Journeypersons or Apprentices in the same classification are laid off.
 - b. Probationary Journeypersons.
 - c. Qualified Journeypersons and Apprentices in accordance with occupational seniority.
 - d. In the event of a reduction in force, two or more employees having the same date of entry on COT classification, paragraph G, 2 of the Occupational Grouping Implementation Provisions shall determine the order of such reduction.
11. No COT employee shall be eligible to work daily overtime until any Journeyperson or eligible, qualified Apprentice on the same classification and shift is given the opportunity to work.
12. No COT employee shall be eligible to work weekend or holiday overtime until any Journeyperson or eligible, qualified Apprentice on the same classification, regardless of shift is given the opportunity to work.
13. If COTs are used during the Christmas holiday or vacation shutdown periods, the Company and Union will discuss and

implement overtime scheduling for COTs that ensures timely and efficient completion of work.

14. COT employees shall be required to sign a waiver indicating consent to the terms and conditions of this agreement and expressly waiving the accumulation of seniority in the skilled trades classification. Such waiver shall be signed in duplicate and a copy furnished to the Company and the local Union.
15. COT assignments should not exceed sixty (60) days unless mutually agreed by the Skilled Trades Chairperson and Management. Additionally a person will not be eligible for COT assignments until sixty (60) days have elapsed since the previous COT assignment, unless mutually agreed by the Skilled Trades Chairperson and Management.

Shift Preference Agreement

It is mutually agreed between Ford Motor Company, Powertrain Operations, the Sharonville Plant, and the International Union, UAW, Local 863, on **January 31, 2020**, at Sharonville, Ohio, that the following provisions will govern the exercise of shift preference.

1. A seniority employee may apply for shift preference at any time during the year; but once his/her preference has been exercised, s/ he may not thereafter exercise his/her preference for a six (6) month period.
2. Preference of shifts can be applied for by an employee contacting his/her committeeperson in the committee room on his/her own time. It is understood and agreed that the seniority employee exercising shift preference will do so against the least seniority employee in his/ her classification or Occupational Subgrouping if a Manufacturing Technician.
3. The day shift committeeperson will present the names of the employees who wish to exercise shift preference on the prescribed form, in duplicate, to the Hourly Personnel Unit by 9:00 AM on Wednesday. The Hourly Personnel Unit will make the necessary arrangement for the exercise of shift preference. A copy of the completed shift preference form will be given to the Union for its file.
4. No employee shall be allowed to have his/her classification changed for the purpose of avoiding the exercise of shift preference. **An employee on medical leave will not be excluded from being displaced as a part of the shift preference procedure.**
5. Having once exercised his/her shift preference in the above manner, an employee may not thereafter exercise shift preference during the six (6) month freeze period except under the following circumstances.

- a. An employee reassigned from the preferred shift to another shift because of job elimination, layoff, recall or otherwise reassigned at the Company's direction.
 - b. An employee who has exercised shift preference and has subsequently been displaced by a greater seniority employee exercising shift preference may reapply for his/her preferred shift.
6. In order to qualify for this shift preference procedure, an employee falling within sub-paragraphs a and b above must, as soon as possible after his/her reassignment, signify his/her desire to exercise shift preference to his/her committeeperson. Management will, at the earliest possible time, in no case to exceed thirty (30) calendar days from the time the employee expresses his/her desire and is eligible to return to his/her preferred shift, take necessary steps to return this employee to the shift from which s/he was reassigned.
 7. An employee reassigned from the preferred shift for reasons outlined in sub-paragraphs a and b above, who by virtue of insufficient seniority does not qualify for return to the preferred shift, will be afforded a second preference of shifts with the freeze period determined from the date his/her initial shift preference application was initiated.
 8. Reassignment of employees due to shift preference will not be delayed unless mutually extended by Management and the appropriate Union Representative.
 9. The Parties confirm the past practice of processing Shift Preferences after all other reassignments are made for the Reassignment Letter.

This agreement is not intended to reduce Management's Rights as outlined in Article IV, Section 1, or Article VIII, Section 28, of the Master Agreement.

Memorandum of Understanding
10R80, 10R140, 8F57 Programs

The Sharonville Transmission Plant (STP) has a demonstrated history of commitment to the successful launch of new products. The employees, UAW Local 863 and plant management have continuously worked together to ensure that STP is a manufacturer of choice for the Ford Motor Company.

During recent discussions, the parties recognize the need to achieve competitive levels of capability and implement any necessary changes to sustain existing business as well as successfully launch future products. In order to accomplish this objective it is understood that continuous improvement in safety, quality, productivity, delivery and cost objectives must be achieved.

Therefore, the parties agree to develop competitive approaches to new and existing business opportunities. The parties agree that Manufacturing Technicians will work safely to their capabilities, clean their machines and related work areas and perform preventative, minor and corrective maintenance that is non-skilled in nature. We also agree to leverage the Local Continuous Improvement Forum (LCIF) to develop implementation plans supporting key manufacturing initiatives and will continue to look for opportunities to enhance flexibility and maximize competitiveness.

The following operating practices will govern new work areas to improve the success of STP. New operation areas will continue the mandatory 10 hour overtime practice previously outlined in the 6 Speed Program MOU. Employees selected to work in new operations will remain on assignment through the launch period and twelve (12) months after Job 1. Additionally, Team Leaders in these areas will not be eligible to self-deselect for the same period. Skilled Trades assigned to new program areas will have a separate overtime rotation within their department through the launch period and twelve (12) months after Job 1.

To become the “plant of choice” for new products, the Parties will continue to review work practices and production processes for

competitiveness. We recommit to a joint committee that evaluates the business case, feasibility and benefits of adopting new ideas and work concepts. With these initiatives, we strive to product high quality and value for the customer, and job satisfaction for our employees. To that end, the parties agree to discuss revisions to these operating practices provided that the stability of the launch is achieved. These discussions will take place in a joint forum.

Memorandum of Understanding:
6 Speed Programs

During 6R gear work discussions, the Parties agreed to extend 6R operational concepts to 6F, should 6F gear work be awarded to the Sharonville Transmission Plant (STP). With the recent 6F announcement, it is time to recommit to the operating practices listed below. The Parties understand an additional increment of 6 Speed gear work or 6 Speed work other than gears, will require further discussion of actions required to achieve the targeted hours per unit (HPU). The purpose of these understandings is to improve the viability of the STP for additional work and thereby enhance the job security of all STP employees. Note, HPU is a “moving target” and continued efficiencies are necessary to attain best in class.

- Skilled Trades employees will be assigned to the production teams.
- Hourly employees selected to work in new operations will remain through the launch period and one (1) year after Job 1 6F. Job 1 will be Van Dyke’s Job 1 and 6R Job 1 will be Livonia’s Job 1.
- Flexibility to implement alternative shift patterns, if production schedules warrant.
- Implement synchronous material flow (SMF).
- Mandatory ten (10) hour overtime letter for skilled and non-skilled.
- Team Leaders will be utilized in the 6 Speed areas. The role of the Team Leader will be enhanced to lead a combined trade and production team. In recognition of this change, the parties utilizing the selection process will jointly select team members for the combined trade and productions teams. An employee is subject to being a member of both a production and a skilled team, however, the Team Leader for a skilled team will be a skilled employee and the team leader for a production team will be a nonskilled employee.
- Manufacturing Technicians will be responsible for routine/ preventative maintenance, minor maintenance and corrective maintenance.
- Skilled employees in 6R and 6F will have an OT rotation separate from the rest of the plant.

- Inefficient skilled and non-skilled past practices will be eliminated.

To become the “plant of choice” for new products, the Parties will continue to review work practices and production processes for competitiveness. We recommit to a joint committee that evaluates the business case, feasibility and benefits of adopting new ideas and work concepts.

Ford Motor Company
Sharonville Plant

UAW, Local 863
Sharonville Unit

Memorandum of Understanding 6R Program

To assure viability of the Sharonville Plant and secure new business for the future, management and Local 863 have agreed in concept to the following items. These actions are intended to increase our efficiency and reduce the hours per unit to .81 for 6R, which will make us the best in class gear provider.

- Skilled trades employees will be assigned to the production teams.
- Hourly employees selected to work in new operations will remain through the launch period and 1 year after Job 1.
- Flexibility to implement alternative shift patterns if production schedules warrant.
- Implement synchronous material flow (SMF).
- Mandatory 10 hour overtime letter for skilled and non-skilled.
- The role of the Team Leader will be enhanced to lead combined trade and production teams. In recognition of this change, the parties utilizing the selection process will jointly select team leaders for the combined trade and production teams.
- Manufacturing Technicians will be responsible for routine/preventative maintenance, minor maintenance and corrective maintenance.
- Skilled employees in 6R have separate overtime rotation.
- Electrician, Machine Repair, and Toolmaker assigned to production departments with Millwright and Pipefitter assigned to Central 6R area.
- Inefficient skilled and non-skilled past practices will be eliminated.

The parties agree that in order to be the “plant of choice” for new products and provide STP with an additional edge for securing these products, we must strive to become the benchmark by which others measure themselves. To this end, the parties agree that a joint committee will be formed to discuss and evaluate the business case and feasibility of application of new ideas and innovative concepts, which can be initiated at STP.

Ford Motor Company
Sharonville Plant

Union, UAW
Local 863

Competitive Actions for Construction Work

During 2011 Local Negotiations, the Parties had extensive discussions about construction work. Concerns included timely and cost effective completion of construction work and continued opportunity for the appropriate trades to perform construction work. The Parties committed to continue competitive actions cited in the 1999 contract and to enhance competitiveness by increased Skilled Trades involvement in work planning and achievement of timing and cost objectives.

Management will continue regular reviews of contemplated outside contracting projects with the Skilled Trades Chairperson who may request the participation of a subcommittee of individuals from the trades representing the majority of the work. These participants may assist in formulating a bid to perform all or some of the work. The number on the subcommittee will be limited and time attending reviews will not be abused.

If a competitive bid is formulated and all the resources and skills are available to meet project timing, the use of a Skilled Trades Project Coordinator will be considered, and if appropriate, a request for a Skilled Trades Project Coordinator will be sent to the National Parties in accordance with the Letter of Understanding. Expectations for the construction work group include:

- Develop the Bill of Material
- Safeguard and secure all material
- Efficient use of all resources
- Cooperation among various trades on the project and with Management and vendor representatives
- Assist with tracking and reporting of progress to project work plan

The Parties agreed to establish periodic reviews (six month and one year) to determine the success of the Skilled Trades Project Coordinator/construction work group pilot.

Sharonville Team Leader Roles and Responsibilities

The responsibilities of the Team Leader are integral to the success of the Departmental Team in achieving optimal performance in the attainment of SQDCME objectives. The following are those specific responsibilities required by the Team Leader in order to optimize team involvement and departmental success:

Responsibilities:

- Ensure proper coverage and preparation of the manufacturing or assembly line as required
- Ensure appropriate manpower is in place and all jobs are adequately covered
- Assist team in training all personnel on rotational assignments that qualify for top pay progression
- Address quality issues and concerns and utilize the “stop-button” procedure
- Assist team in developing and monitoring error-proofing and quick-changeover devices
- Assist in proper job set-up or station/operation realignment as required
- Assist in the proper disposition of rejected or scrapped material
- Update the versatility training matrix with the team
- Maintain overtime scheduling and/or record keeping in accordance with the local and national agreements
- Administer and/or maintain vacation scheduling in accordance with the local and national agreements
- Communicate information between shift team coordinators and management
- Responsible for adherence to safety requirements (i.e. hearing tests, PMHV, etc.)
- Interface with internal and external suppliers on quality issues and concerns with maximum team involvement
- Monitor adherence to the 5 S’s of workplace organization to meet full FPS compliance

- Work with team to coordinate daily and weekend support plans with the maintenance organization resulting in daily interface with outpost personnel
- Chair weekly team meetings utilizing the required SQDCME agenda format. Develop action plans that address continuous improvement in those objectives
- Enter appropriate FPS related data into the computer system
- Other responsibilities as required by the job
- It is also recognized that as future corporate expectations are reviewed to meet the ever-changing needs of the customer that buy our products, the priorities and expectations of the Team Leaders must be reviewed in a 30/60/90 day review format involving the review committee.

Revised May 2002

Memo of Understanding Team Responsibilities

The Sharonville team structure represents a team of empowered individuals who embrace the responsibility for their own competitiveness and success. The team culture drives continuous improvement in safety, quality, schedule, and cost, resulting in continuous improvement in customer satisfaction.

Below is a list of work team responsibilities. It is not intended to limit or prevent the team process from pursuing other problems or concerns that may improve the team's effectiveness or job satisfaction. The team's basic responsibility is to work together to:

- Attend all team meetings and utilize the Standard Business Agenda that includes SQDCME (Safety, Quality, Delivery, Cost, Morale, Environment).
- Observe Safety Rules, maintain accepted Safe Practices, and actively implement preventive steps in achieving overall departmental safety objectives.
- Analyze repair and scrap problems in order to identify root cause and implement corrective actions.
- Assure quality of parts produced using various prevention control techniques as identified in ISO 9001:2000 / ISO 14001:1996 / TS16949 strategies and procedures.
- Meet departmental measurables and objectives, by increasing team involvement in the elimination of all forms of waste.
- Utilize total cost tools provided in order to meet and/or exceed department objectives.
- Keep area and machines clean consistent with FTSM standards.
- Schedule lunch and relief periods consistent with the National Language.

- Work with salaried advisor to obtain approvals for any overtime and assist in scheduling, equalizing and maintaining records in accordance with the local agreement.
- Schedule vacation time off in such a manner that insures adequate skills and resources are available to cover manning requirements.
- Determine training needs and obtain required assistance.
- Develop and implement an acceptable rotation plan that ensures fully qualified persons on all jobs at all times and provides opportunity for rate progression.
- Comply with Plant rules/standards of conduct.
- Comply with Equal Application provisions (Article X, Section 9) and Company EEO policy.
- Select team coordinator. Coordinate Ability Rate Progression (ARP) system.
- As teams gain experience, they may assume responsibilities in other areas.

Manufacturing Technician Replacement

During 2011 Local Negotiations the Parties had extensive discussions on the use of the Manufacturing Technician Replacement (MTR) classification. The Parties agreed MTRs serve mutual needs when replacing absent employees and covering off standard conditions. However, the Union expressed concern about the long-term use of MTRs on off standard conditions/open jobs and the assignment of MTR's within Zones.

In recognition of the Union's concern, Management will notify the appropriate Union Representative when the MTR assignment on an off standard condition/open job is expected to last more than 30 days. The Parties may agree to extend such assignments beyond the 30 day time period. In addition, respective Zone Management and the appropriate Union Representative will design a mutual process of assigning MTR's that best fit the individual needs of the Zone.

Memorandum of Understanding **Phase Out of Product**

During 2011 local negotiations, the Company and the Union discussed product cycles and product phase outs. The Union expressed concern about the impact product phase outs might have on employees in respect to job security. The Company and the Union agreed that if the phase out of a product became probable, the Company and the Union would meet and discuss how to most effectively handle that phase out.

Pursuant to the 2011 local negotiation discussions, Plant Management and the Union intend to vigorously pursue actions to make the Plant more competitive for additional work. The Company and the Union agreed to meet and discuss the Plant's competitive position, what actions are required for improvement, and take the steps necessary to improve the Plant's ability to be successfully awarded new work.

If a product phase out appears to be likely, Plant Management will relay to Division Management the Union's request that the Company consider offering any available program to eligible employees.

Occupational Restriction Reassignment Guidelines

An employee with medical restrictions due to recognized occupational illness or injury who cannot perform the essential functions of his/her job (including rotational assignments) may be employed on available work by the supervisor. When the situation extends beyond sixty (60) days [including extensions], the company may reassign the employee in the following manner and sequence unless extended by the Company after consultation with the Union representative and the Company:

- Open job in the classification
 - in the Manufacturing Technician classification, first the subgrouping, then the grouping and finally any grouping including Manufacturing Technician Replacement (MTR).
- Displace a less senior employee in the classification starting with the least senior employee
 - in the Manufacturing Technician classification, first the subgrouping, then the grouping and finally any grouping, including MTR.
- If applicable, open job in the undesignated group of the classification, starting with the least senior employee
- If applicable, displace a less senior employee in the undesignated group of the classification, starting with the least senior employee
- Open job in the Labor Pool
- Displace a less senior employee in the Labor Pool, starting with the least senior employee

The Manufacturing Technician classification is a consolidated classification with rotation between jobs.

If an employee is not placed by the above procedure, the employee may be placed consistent with Article VIII, Section 27 of the Master Agreement and the National Parties Letters of Understanding thereof.

If the restrictions which necessitated reassignment either expire or are lessened, the Company will attempt to return the employee to his/her former job, seniority permitting and provided the employee retains recall.

Reassignment of Employees with Personal/ Non-Occupational Restrictions

- An employee with personal or non-occupational restrictions that extend beyond thirty (30) days [including extensions] will be reassigned as follows if he/she is unable to perform the essential functions with or without accommodation, of his/her job including rotational assignments.
- Placed on an open job in his/her current classification.
-in the Manufacturing Technician classification, first the subgrouping, then the grouping and finally any grouping including MTR.
- Allowed to displace (seniority permitting) the least senior employee in his/her classification in the plant.
-in the Manufacturing Technician classification, first the subgrouping, then the grouping and finally any grouping including MTR.
- Placed on an open job in the undesignated portion of his/her occupational group, if applicable.
- Allowed to displace (seniority permitting) the least senior employee in the undesignated portion of his/her occupational group, if applicable.
- Placed on an open job in the labor pool.
- Allowed to displace (seniority permitting) a less senior employee in the labor pool, starting with the least senior.

The Manufacturing Technician classification is a consolidated classification with rotation between jobs.

The Company intends to fully comply with the National Letter of Understanding - "Placement of Medically Restricted Employees", dated September 15, 1993. As specified in that letter, "the medically restricted employee is expected to show an active, continuing interest in being placed in the workforce. Placement options may include appropriate vacant jobs and displacement of lower seniority employees occupying jobs which the medically restricted employee can perform."

Overtime Training

During local negotiations, the Union expressed a concern regarding the present administration of the Overtime Agreements. Specifically, the Union was concerned about misunderstandings around scheduling, charging, and equalization. To enhance the proper and consistent administration of overtime agreements, the Company and Union are committed to the design and delivery of an Overtime Training Session. This training session will be delivered to Advisors/ Supervisors, Administrative Clerks, and other members of Management as appropriate within ninety (90) days of the ratification of the Local Agreement.

Excused Absence Allowance

Local Union and Management recognize employees' interest in utilizing their excused absence allowance. This letter reconfirms Management's commitment to schedule excused absence allowance consistent with appropriate language in the Master Agreement. The Superintendent will instruct Advisors/Supervisors in proper administration of the Excused Absence procedure. The Union Representative may bring to the Superintendent's attention instances where he/she believes the procedure has not been followed. Management will enforce the National Language.

Joint Safety Commitment

During recent local negotiations, the Joint Parties agreed to emphasize our renewed focus on Health and Safety as an overriding value in our business. With continued safety awareness, the Sharonville Plant intends to embark on a path that will achieve an objective of zero fatalities and serious injuries. It is important that each of us remember the following as we begin work each day:

- Take time to adequately plan each task, and then ensure the plan is carried out safely.
- If you are concerned that conditions do not permit safe work practices, inform Management and if needed your UAW Representative. The Company and Union do not want you to work until it is safe to do so.
- Wear all approved personal protective equipment and follow all safety rules, lockout means lockout – no exceptions. If you are unclear on the rules, immediately find out the proper procedure. Any individual, salaried or hourly, is expected to comply with all safety rules and may be held accountable for noncompliance or non-enforcement.
- We want to know about safety issues, so please report them. If you do not get a satisfactory answer, notify senior management or your UAW committeeperson. You will be fully supported on a genuine safety problem.
- Everyone is responsible not only for their own safety, but that of their coworkers.

We all need to be constantly aware of working in a safe manner. Following the steps above will help ensure that you return home safely every day.

Memorandum of Understanding
Local Continuous Improvement Forum (LCIF)

During local negotiations, the parties reaffirmed their commitment to the Local Continuous Improvement Forum (LCIF) process in accordance with Appendix J of the 2011 Collective Bargaining Agreement. By continuously improving all facets of the business, Sharonville intends to be a Best in Class producer of transmissions and continue as the Gear Center of Excellence for the Company. Additionally, competitive agreements, practices and understandings have placed Sharonville in a position for increased volume and new products.

The many accomplishments of the Sharonville Plant have been driven by the recognition by the Company and the Union of the interdependent relationship of quality, operating efficiency, employee empowerment and job security. For years, the LCIF has been a critical tool for Company and Union leadership to surface and address a wide range of initiatives that support and develop the success of our people and our plant. The LCIF also serves as a venue for Mutual Growth discussions, particularly regarding the viability of the plant for new work and the phase out of existing products.

The LCIF meets at least monthly and continues to work on further developments in several key areas, including but not limited to the following:

Quality

The Plant Quality Policy is aligned with the Company's ONE Ford Model. We own working together, and believe in our skilled and motivated people working together. Our people are our strength and every Sharonville employee is a part of a process that influences the quality of our products. We must empower each and every employee by providing them with the training, authority and support to achieve the following:

Supply our customers with reliable, high quality Powertrain Products which meet all product requirements, are delivered in sufficient quantities and on a timely basis.

Continuously improve the safety of our employees, product quality, service to internal and external customers (including timing and delivery) and the manufacturing cost of our products.

Continuously improve our processes with emphasis on defect prevention.

Maintain a relationship with our suppliers, dealers, internal and external customers that is based on integrity and trust.

Continue emphasis on teamwork as a foundation to everything we do.

Our commitment to these principles supports the Company's vision of an exciting, viable Ford delivering profitable growth for all.

The Quality Control Department's site on the Sharonville web page contains the most current forms, processes and quality systems improvements. Also, the steps for implementing the Sharonville Plant Machine "Stop Button" Policy are detailed. This policy provides that operators have the authority and responsibility to stop operations that are producing poor quality.

Work Groups/Team Development

Sharonville Transmission Plant has a proud history of team success dating back to the introduction of Employee Involvement in 1981. The first Work Group with a Team Coordinator was piloted in 1985, and the Team Leader classification was launched in 2002. In 2006, Skilled Trade Team Leaders were launched.

In order to develop high-performing teams, Company and Union leadership must take the lead in implementing processes that support the changing role of the leader in our plant. The dynamics of the team and its individual members require leaders to serve different critical roles to varying degrees at different points in time. The LCIF provides the forum for the Company and Union to jointly develop and introduce continuous improvement and work group/team standards.

The Sharonville FPS Work Groups' site is constantly updated with

relevant information including the roles and responsibilities of Team Members, Star Points, Team Leaders and management personnel, the Work Group Issue Resolution Process, Department and Team Leader rosters and more.

Job Security

The Sharonville Plant has demonstrated success in quality, operating efficiency and employee empowerment. These past accomplishments, the workforce's ongoing commitment to continuous improvement and competitive agreements have laid the groundwork for new programs and job security. Most recently, the plant received the 6R140 transmission with an investment in the plant of \$320 million, a program that created 100 new jobs.

The LCIF serves as an opportunity for the identification and review of investments in plant improvements or equipment needed to improve product quality or operational effectiveness. It also presents an opportunity for the exploration of initiatives to pursue job preservation and job creation.

During 2011 negotiations, the issue of having plant skilled trades personnel perform certain work including electronics repair, spindle repair, fan balancing, and vibration analysis was discussed. At the next regularly scheduled LCIF meeting, the parties agree to review information regarding one or more of these opportunities and review the associated business case. Dependent on the business case and other relevant criteria, a trial period may then be established.

November 18, 2011

Mr. Dave Mason, Chairperson
UAW - Local 863
10708 Reading Road
Cincinnati, Ohio 45241

Dear Mr. Mason:

In accordance with our discussions during Sharonville's 2011 local negotiations, it is understood that the following letters will remain in effect:

1. Journeyperson definition
2. Interviewing new employees
3. Settlement of grievances noted on paycheck
4. Sheet Metal Worker
5. Truck Drivers
6. Electrician in Heat Treat
7. Motor Changing
8. Grinding Wheel Mounter
9. Vacation Request Return - Letter dated November 3, 1967
10. Industrial Lift Truck - Letter dated October 27, 1967
11. Non-Continuous Hours – Letter dated November 6, 1967
12. Production Standards - Letter dated September 24, 1964
13. Overtime Scheduling prior to Holiday - Letter dated December 4, 1970
14. Medical Request Letter dated December 4, 1970
15. Medical Leave - Letter dated December 3, 1973
16. Inspection of Air Supply Units – Letter dated December 3, 1973
17. Damaged Personal Property - Letter dated December 3, 1973
18. Permanent Opening – Letter dated December 3, 1973
19. Temporary Assignment from Preferred Shift - Letter dated October 17, 1976
20. Special Cleaning on Premium Days
21. In-Plant Industrial Truck Equipment - Letter dated October 17, 1976
22. Lighting in the Plant – Letter dated October 17, 1976
23. Cherry Picker Assignment – Letter dated October 17, 1976
24. Skilled Trades Reassignment – Letter dated October 17, 1976
25. Inverse Seniority - Letter dated October 17, 1976

26. Suspension of Employees – Letter dated January 6, 2004
27. Rotation of Job Opportunities - Letter dated October 17, 1976
28. Occupational Grouping Implementation Provision Revision – Letter dated November 15, 1984
29. Special Cleaning on Premium Days – Letter dated October 15, 1979
30. Pipefitter Letter – Letter dated January 6, 2004
31. Heat Treat Letter – Letter dated January 6, 2004
32. FN Heat Treat Letter – Letter dated January 6, 2004
33. Vacation Time Off Procedure Letter – Letter dated January 6, 2004
34. Emergency Call Letter – Letter dated January 6, 2004
35. Handicapped Parking Area Letter – Letter dated January 6, 2004
36. Lift-A-Loft/JLG - Letter dated January 6, 2004
37. Cooling Fans Letter - Letter dated January 6, 2004

Mike Schulhoff
Human Resource Manager

1. JOURNEYPERSON DEFINITION

The term “journeyperson” is defined as any person:

- a. who presently holds a journeyperson classification in the Sharonville Plant, or
- b. who has served a bona fide apprenticeship which meets the standards established by the Federal Committee on Apprenticeship and has a certificate which substantiates his claim of such service, or
- c. who has eight years’ practical experience in the trade and can establish satisfactory proof thereof to the Company provided, however, that the Union may challenge the accuracy of the proof within fourteen calendar days after such proof has been submitted to the Company.

It is understood that in so defining the term “journeyperson,” the Union does not have the right to challenge the Company’s exclusive right to hire employees as provided for in Article IV, Section 1, of the Master Agreement. Furthermore, it is understood that the Union does not have the right to challenge an employee’s ability to satisfactorily perform the work of a journeyperson.

2. INTERVIEWING OF NEW EMPLOYEES BY THE UNION

According to the Memo of Understanding dated June 6, 1955, the Union was accorded the privilege of speaking to new employees in connection with the orientation meeting at the time of their hire. This was intended to acquaint employees with points of Union information such as dues, meetings, location of the Committee Room, the Local Office, the identity of the Committeepersons, etc. It was understood that this privilege would not be abused.

Management will permit this arrangement to continue although it will no longer be a matter of agreement. It is understood, of course, that the privilege will not be abused and that it will not interfere with the efficient, orderly, and expeditious processing of the new employees involved.

3. SETTLEMENT OF GRIEVANCES NOTED ON THE EMPLOYEE'S PAYCHECK

It is not our intention to discontinue our practice of noting settlement of grievances on the paychecks of employees represented by the Union.

4. SHEET METAL WORKER

Employees classified as a Sheet Metal Worker will do no welding other than spot welding or tack welding in their work assignments. Review work assignment in accordance with Appendix "J" Continuous Improvement.

5. TRUCK DRIVERS

Truck Drivers will be required to load truck from the tailgate and unload to the tailgate.

6. ELECTRICIAN IN HEAT TREAT

The Company will place an Electrician in the Heat Treat department during periods when furnaces are idling in FN Heat Treat. The department will be manned with the exception of bona fide emergencies.

7. MOTOR CHANGING

It is mutually understood and agreed locally that the following procedures will be followed in the Sharonville Plant with regard to electric motor changing:

If a motor can be changed by one individual, it will be changed by the Electrician regardless of where it is located. His duties include realignment, removal and replacement of pulleys, belts, couplings, etc.

If a motor is of such size that it cannot be handled by the Electrician alone, it becomes the joint responsibility of the Electrician and Millwright. In such a case, it will be the responsibility of the Millwright for removing and replacing as well as aligning all pulleys, couplings, belts, etc.

It is understood that a Machine Repairman or Pipefitter, if

he has to remove the bolts and couplings from the motor and slide it out of position in relation to his work it will also be his responsibility in this particular case of the realignment of such motors.

It is understood and agreed that the guidelines as set forth above are in no way intended to be a detailed job description of the following classification: Machine Repairman, Pipefitter, Millwright, Electrician. Review work assignment in accordance with Appendix "J" Continuous Improvement.

8. GRINDING WHEEL MOUNTING

Management intends to continue its present general practices regarding the mounting of grinding wheels. Furthermore, where Management determines that skilled trades personnel are required in conjunction with or supplementary to this work, they will be assigned accordingly.

9. VACATION REQUEST RETURN LETTER – dated November 3, 1967

In the recent local negotiations, the Union raised the matter of the prompt return of vacation request forms to employees.

As we advised in our meetings, appropriate personnel will be instructed to provide employees with a prompt response to such requests. (The objective will be within ten days). It is understood that the lack of any response should not be construed to mean that the employee is thereby scheduled on vacation during the period he requested.

10. INDUSTRIAL LIFT TRUCK LETTER – dated October 27, 1967

In reference to our discussions in local negotiations dealing with the operation of industrial trucks, this is to advise you that it is the Company's intention to continue the policy that only authorized operators may drive Company vehicles.

Qualified operators of industrial trucks will be issued permits by the Safety Representative and safety permits must be in the possession of the operators at all times. Additionally, a booklet is given to the employee relative to industrial truck safe

practices at the time the safety permit is issued by the Safety Representative.

11. NON-CONTINUOUS HOURS LETTER – dated November 6, 1967

This is to reemphasize our general policy with respect to scheduling employees to work non-continuous hours. Except for emergencies and other unusual situations, employees' hours should be scheduled consecutively. Conversely, employees should not be sent home and required to return on the same day in the absence of a bona fide emergency or other unusual situation.

12. PRODUCTION STANDARDS LETTER – dated September 24, 1964

No employee will be disciplined for failure to follow instructions, loafing or some other charge when production standards are the real issue.

This in no way reduces the Company's rights under Article IV, Section 3, or Article IV, Section 4, or on a legitimate charge of failure to follow instructions, loafing or other appropriate charge.

13. OVERTIME SCHEDULING PRIOR TO HOLIDAYS LETTER – dated December 4, 1970

This is to advise that the Company will meet with the Union prior to Company-paid holidays for the purpose of scheduling and charging of overtime during the holiday periods. The understanding reached by the parties will be posted on the Company bulletin boards.

14. MEDICAL REQUEST LETTER – dated December 4, 1970

The Company will continue this policy that an employee who claims illness should notify supervision before going to the hospital. When it is determined that an employee is too ill to work, the hospital will handle these cases in the same manner as in the past. If the employee is not found to be ill,

the employee will be instructed to return to the department. If the employee requests to go home through their supervisor, the employee may be required to provide satisfactory medical evidence within a reasonable amount of time.

It is clearly understood that this policy is not intended to circumvent the loan provisions of the Collective Bargaining Agreement. Nor is it intended to permit employees to leave the plant in concert. In such cases, as well as instances of repeated pass requests by the same employee, the Union agrees to work with Management in correcting abuses.

15. MEDICAL LEAVE LETTER – dated December 3, 1973

If an employee returns to work within ninety (90) days from the initiation of any approved medical leave of absence, he/she shall be returned, seniority permitting in his/her classification, to his/her former job, department and shift with the understanding that his/her job will not be filled by promotion during this ninety (90) day period.

Moreover, an employee upon return from an expired ninety (90) day medical leave will be first, assigned to an open position, second, seniority permitting, will displace the least senior employee in the classification in the subgrouping he/she held at the time of his/her termination.

16. INSPECTION OF AIR SUPPLY UNITS LETTER – dated December 3, 1973

This is to advise that the Company intends to inspect the air supply units/fans by March 1st and the heat supply units by June 15th of each year for the purpose of determining those units in need of repair prior to summer and winter usage.

17. DAMAGED PERSONAL PROPERTY LETTER – dated December 3, 1973

This is to advise that the Company, as a matter of practice, will reimburse employees for the reasonable value of required personal clothing which is damaged on Company premises from causes which are beyond the employee control. The

Company maintains the right to investigate all claims and determine the cause of damage and amount of reimbursement.

This policy does not apply to those cases in which the damaged clothing would be covered by Company insurance. Disputes concerning the application of this policy are not subject to the Grievance Procedure.

18. PERMANENT OPENING LETTER – dated December 3, 1973

This is to advise that the Sharonville Plant intends to consider all requisitions as permanent openings other than those for vacation, personal leave, medical replacement or a temporary opening where it is known that the duration will be for less than thirty (30) days. The Parties agree to continue the understanding that the Parties may meet, discuss and agree to extend this time period when circumstances warrant.

Should an assignment last for less than thirty (30) days, the employee filling the opening will be returned to his former job, seniority permitting.

19. TEMPORARY ASSIGNMENT FROM PREFERRED SHIFT – dated October 17, 1976

This letter supersedes our letter of September 5, 1967, concerning shift preferences.

It is recognized from time to time that employees must be moved from their preferred shift to other shifts and thus the right to assign is retained by the Company as outlined in Article IV, Section 1, of the Collective Bargaining Agreement.

This is to advise that supervisors under the above circumstances will be instructed to assign the youngest qualified employee on the classification in the department whenever this is practicable. Such employees will be returned to their preferred shift 30 days from the date of their reassignment.

Supervisors will also give consideration to returning such employees to their preferred shift (if eligible to return) in less than 30 days. In any event the supervisor at the time of

the reassignment, will advise the employee concerning the duration of the assignment.

20. SPECIAL CLEANING ON PREMIUM DAYS

In accordance with the discussions held during the course of local negotiations relative to the scheduling of a Pipefitter in the restrooms on premium days, the Company will schedule the Pipefitter when 50% or more of the plant is scheduled to work.

21. IN-PLANT INDUSTRIAL TRUCK EQUIPMENT – dated October 17, 1976

This is to advise you of the Transmission and Chassis Division's current policy regarding the acquisition and replacement of in-plant industrial truck equipment.

As the existing in-plant truck equipment is replaced, it will be replaced by equipment utilizing battery-electric power as the main power supply. Furthermore, when it becomes necessary to rent or lease in-plant truck equipment, every reasonable effort will be made to secure battery-electric power equipment.

Adherence to this policy is contingent upon factors such as availability of equipment, time constraints, etc. In those instances where battery-electric power is not feasible, exceptions to this policy must be recognized and the Union will be notified of such exceptions.

22. LIGHTING IN THE PLANT

This is to advise that the Sharonville Plant is nearly complete in the transition to the new style lights. Additionally, the Plant intends to maintain the lighting in the Plant.

23. CHERRY PICKER ASSIGNMENT – dated October 17, 1976

During our recent negotiations the issue of manning the Cherry Picker (Boom Truck with ten foot booms) was discussed in detail. In order to resolve the issue it was agreed that a second employee will be assigned to the Cherry Picker when transporting a load from one area to another.

24. SKILLED TRADES REASSIGNMENT – dated October 17, 1976

During the course of our recent negotiations, the parties discussed the reassignment of skilled employees from one department to another zone. The Union was advised that the Company had no intention of restricting its right to assign, retained by it in Article IV, Section 1, of the Collective Bargaining Agreement. However, in the event it is necessary to loan maintenance skilled tradesmen from one department to another zone for three days or more, the employee with the least seniority by classification within the zone affected shall be the employee to be loaned. The Plant has and continues to reorganize as product is phased out and new product is brought in.

When it is necessary to deviate from the above, the Committeeperson will be notified.

25. INVERSE SENIORITY – dated October 17, 1976

In recent negotiation, we discussed the concept of inverse seniority during layoff periods at the Sharonville Plant. When a layoff is for a definite period of time and of limited duration, the parties will negotiate the applicable terms of inverse seniority for that specific layoff in accordance with the provisions outlined in Article VIII, Section 21E of the Master Agreement.

26. SUSPENSION OF EMPLOYEES – dated January 6, 2004

During 2003 local negotiations the Company and Union discussed the suspension of employees, and in particular, the suspension of employees for threatening people working at the plant, at other company locations, or associated with the company. This letter is not meant to list every instance when suspension of an employee may be warranted, but as a guideline for the type of actions that merit suspension from work:

- Threatening a person at the plant or associated with the plant or company
- Sabotage

- Under the influence of alcohol or drugs
- Possession and/or use of alcohol or drugs on company property
- Theft of property from company, co-worker or vendor

Additionally, there may be instances where the severity of the situation and emotional climate merit suspension or “job refusal”.

27. ROTATION OF JOB OPPORTUNITIES – Letter dated October 17, 1976 Revised (October 15, 1999)

The purpose of this letter is to outline a system of selection for job openings. A primary opening (requisition) and the subsequent opening (designated) will be filled as follows:

Designated:

Primary openings will be filled through the Job Posting Procedure. The initial secondary opening will be filled by the NPT Procedure when an assembly guideline does not apply. Subsequent openings may be filled by Plant Transfers, new hires or at Company discretion.

Other Than Designated:

Other openings will be filled by the eligible senior employee applying through the non-promotional transfer agreement or new hires.

An employee with recall to the classification or who is made available with rights to the opening will be placed prior to filling the job by the method cited above.

28. OCCUPATION GROUPING IMPLEMENTATION PROVISION REVISION – dated November 15, 1984

Based upon our recent discussion, the following revision is being added to Paragraph G, I, of the subject agreement.

Employees changing surnames subsequent to their most recent date of hire or rehire will not affect their position on the seniority list as determined at that time. Based upon

the changes which resulted from the National Preferential placements, it has been agreed that the following will apply:

A. Non-skilled (other than skilled trades)

1. Plant seniority date
2. Ford service date
3. Alphabetical by surname
(beginning with the letter A, etc.)

B. Skilled Trades

1. Plant date of entry
2. Company date of entry
3. Plant seniority date
4. Ford service date
5. Alphabetical by surname
(beginning with the letter A, etc.)

29. SPECIAL CLEANING ON PREMIUM DAYS – dated October 15, 1979

In accordance with the discussion held during the course of local negotiations relative to the scheduling of special machine cleaners on premium days, the Company will schedule them as follows:

The Company will schedule employees assigned to machine cleaning work on premium days proportionately to the number of employees working in the zones.

30. PIPEFITTER LETTER – dated January 6, 2004

In accordance with discussions held during recent Negotiations, it is the Company's intention to assign two (2) Pipefitters to the repair and rehabilitation of restrooms. Additionally, one (1) Pipefitter will be assigned to the #3 shift restroom maintenance responsibilities.

31. HEAT TREAT LETTER – dated January 6, 2004

During local negotiations the Parties committed to provide training to Electricians, Pipefitters and Manufacturing Technicians assigned to Heat Treat operations. Training would include a self task certification, awareness and knowledge/navigation training of the Heat Treat System.

The safety of all employees is paramount. It is the Plant's intention not to assign work to employees until the employees have been properly trained in safe work practices.

32. FN HEAT TREAT LETTER – dated January 6, 2004

The Plant will continue to provide dedicated electrical and pipefitting coverage to FN Heat Treat. The electrician and pipefitter assigned to department 480 will be gainfully employed, and available to respond to Health and Safety matters.

33. VACATION TIME OFF PROCEDURE LETTER – dated January 6, 2004

The purpose of this letter is to address your concern regarding the scheduling of vacations.

It is the plant's intention to schedule the vacation period in accordance with the Vacation Time Off Procedure of Article IX, Sec. 25 (b) of the Master Agreement.

34. EMERGENCY CALL LETTER – dated January 6, 2004

Upon receipt of an emergency call, Security will contact the employee's Advisor or Supervisor to relay the emergency call. The Advisor or Supervisor will be asked to either deliver the message and confirm back with Security as soon as possible, or have the employee call Security to receive the message directly. If the Advisor or Supervisor cannot be located, Security will attempt to locate the employee directly.

If Security is unable to deliver the call to the Advisor or Supervisor or directly to the employee within a reasonable length of time (15 minutes) they will notify the appropriate Shift Superintendent who will assist in locating the employee.

Security persons taking the call will identify themselves and will obtain the name, telephone number, time, nature of emergency and other important details from the originator of the call and record this information on the Daily Activity record. This information will be maintained on the Daily Activity Record. The time of delivery of the message, the

name of the recipient, and reason(s) for any delay that may have been involved will also be noted.

For situations where Security receives numerous emergency calls of a questionable nature for the same employee, Security will record the incidents and report them to Labor Relations for investigation and handling.

35. HANDICAPPED PARKING AREA LETTER – dated January 6, 2004

During the current negotiations the subject of unauthorized parking in handicapped spaces was discussed. This is to advise you of the Company's intention to enforce parking regulation in Handicapped Parking Area seven (7) days a week on all shifts.

36. LIFT-A-LOFT/JLG – dated January 6, 2004

It is understood and agreed locally that whenever a "lift-a-loft/JLG" is used within the Plant in the course of normal operations, it will be manned by two (2) employees. Normal usage includes the transportation of the "lift-a-loft/JLG" to and from the work area.

37. COOLING FANS LETTER – dated January 6, 2004

In accordance with the discussion held during the course of the 2003 Local Negotiations, the Company intends to inspect, clean, and repair as necessary, cooling type fans prior to March 15th.

November 18, 2011

Mr. Wes Malott, Skilled Trades Chairperson
UAW – Local 863
10708 Reading Road
Cincinnati, OH 45241

Subject: Skilled Trades Openings

Dear Mr. Malott:

During 2011 local negotiations the parties discussed an additional method for Skilled Trades personnel to fill skilled openings. In addition to the posting process for a primary opening, we agreed to a “Skilled Trades Lateral Transfer” (SLT) process for the secondary opening, except when the secondary is the Die Shop.

A Skilled Trades employee may apply at Hourly Personnel for up to three (3) departments within his/her trade. A shift may be specified, but if not specified, any shift will be considered. SLT application(s) will remain on file and active provided the Skilled employee has not changed department and/or shift regardless of if the employee was reassigned at the Company’s or his/her direction. Applications must be on record and date stamped seven (7) calendar days prior to selection except in those instances where no application for the secondary opening met the seven-day timing, but even then the application must have been on file at least one (1) day prior to the writing of the reassignment letter. It is the responsibility of the Skilled employee to update his/her SLT application(s).

Cancellation of SLT applications must be made by the employee in writing to the Hourly Personnel Office no later than three (3) calendar days prior to the publication of the reassignment letter.

Employees SLTs must be renewed annually. The renewal period will commence on the second full week of December. All non-renewed SLTs will be purged on January 1st of the following calendar year.

A Skilled employee assigned to another shift as a result of this letter will not be assessed a shift preference. A Skilled employee may bid on multiple, concurrent openings, but must rank his/her preference and a Skilled employee with a “bid” and “SLT(s)” will first move on a bid.

A Skilled employee may exercise a bid a maximum of three (3) times and a SLT a maximum of two (2) times in a twelve (12) month period.

A Skilled posting will be available for bid for three (3) days. The selection process for a posting and an SLT will normally be the senior employee applicant, except in unique circumstances, such as new work or the Die Shop.

Mike Schulhoff
Human Resource Manager

November 18, 2011

Dave Mason, Chairperson
UAW – Local 863
10708 Reading Road
Cincinnati, OH 45241

Subject: Skilled Trades Team Leaders

Dear Mr. Mason,

During 2011 negotiations there were considerable discussions regarding certain aspects of the Skilled Trade Team Leader (STTL) position. At that time, the following understandings were reached regarding the STTL:

- Shift preference is exercised plant wide among STTLs of the same base trade.
- In case of reduction in force, seniority is first exercised among STTLs with the same base trade, and then plant wide among employees in same base trade.
- Weekend overtime and overtime equalization is within the employee's base trade.
- STTL openings will be posted first as an opportunity for the Work Group, then plant wide.

The foregoing understandings remain subject to future review and amendment by the LCIF process.

Mike Schulhoff
Human Resource Manager

November 18, 2011

Mr. Dave Mason
UAW – Local 863
10708 Reading Road
Cincinnati, OH 45241

Dear Mr. Mason:

Subject: Skilled Trades Licensing

During recent negotiations, the matter of Skilled Trades licensing was discussed. Employees must obtain approval from Labor Relations prior to pursuing licensing/certification to be eligible for reimbursement for licensing expenses. The Company and Union will comply with the UAW-Ford National Agreement regarding licensing including the Letters of Understanding titled Skilled Trades Licensing and Appendix F (Skilled Trades) Licenses.

Mike Schulhoff
Human Resource Manager

January 31, 2020

Mr. Eric Gadd
UAW – Local 863
10708 Reading Road
Cincinnati, OH 45241

Dear Mr. **Gadd**:

Subject: Advanced Shift Preference

During recent negotiations, the parties discussed an employee option for advanced shift preference. The company will allow employees to notify Labor Relations of their preference of shifts **on the Wednesday** prior **to** the reassignment letter in which the reduction occurs. An employee with an advanced shift preference on file will reduce through their preferred shift in their subgroup. The employee will be charged with a shift preference.

Pete Rogers
Human Resource Manager

January 31, 2020

**Eric Gadd, Chairperson
UAW – Local 863
10708 Reading Road
Cincinnati, OH 45241**

Subject: Team Leader Selection and De-Selection Process

Dear Mr. Gadd,

During the 2019 Local Negotiations, the parties had considerable discussions regarding the Team Leader selection and de-selection process. The parties reaffirmed their commitment to Appendix J of the 2019 Collective Bargaining Agreement.

The parties agree to continue to uphold the language in Appendix J of the 2019 Collective Bargaining Agreement regarding the Team Leader Selection and De-Selection Process.

Employees who have been deselected or disqualified shall not be permitted to reapply to the position of Team Leader for a period of 18-months.

When an employee interviews for the position of Team Leader, their scores will remain for 6 months for the standard set of questions with the exception of Experience and Versatility and Bonus Attendance Points.

The foregoing process remains subject to future review and amendment by the Local Continuous Improvement Forum, and where applicable, the approval of the National Continuous Improvement Forum.

**Pete Rogers
Human Resources Manager**

January 31, 2020

Eric Gadd, Chairperson
UAW – Local 863
10708 Reading Road
Cincinnati, OH 45241

Subject: Uniform Program

Dear Mr. **Gadd**,

During the **2019** local negotiations the Parties discussed the subject of the Uniform Program. **The union raised concerns regarding the availability of uniforms for the workforce.**

Based on the nature and conditions of their work, including certain protective equipment requirements, the Company will provide uniform rentals for all employees **as needed.**

Pete Rogers
Human Resource Manager

January 31, 2020

**Mr. Eric Gadd
UAW – Local 863
10708 Reading Road
Cincinnati, OH 45241**

Dear Mr. Gadd:

Subject: Attendance Recognition Program

During the course of these negotiations, both parties recognized that consistent attendance is a critical component of the on-going viability of the Sharonville Transmission Plant.

While it is necessary to maintain an attendance program that addresses habitual absentee offenders, it is equally important not to forget about the daily efforts of those dedicated employees who report to work every day. The parties agree to investigate the establishment of a local reward and recognition program to highlight those employees who achieve recognizable attendance.

The program will be reviewed in a joint forum prior to implementation.

**Pete Rogers
Human Resource Manager**

January 31, 2020

**Mr. Eric Gadd
UAW – Local 863
10708 Reading Road
Cincinnati, OH 45241**

Dear Mr. Gadd:

Subject: Temporary Full Time Employee

As a result of changes to Appendix K in the 2019 Collective Bargaining Agreement, Temporary Full Time Employees (TFTs) are being introduced to the plant population at the Sharonville Transmission Plant.

The parties agree that these Temporary Full Time Employees (TFTs), while still being subject to all provisions of Appendix K, will be considered for shift preference, job posting, and non-promotional transfer (NPT) opportunities based on their Ford Service Date (FSD).

If the provisions of Appendix K are modified, the foregoing process will be subject to review and amendment.

**Pete Rogers
Human Resource Manager**

January 31, 2020

**Mr. Eric Gadd
UAW – Local 863
10708 Reading Road
Cincinnati, OH 45241**

Dear Mr. Gadd:

Subject: Commitment to Future Products – New Business Agreement

During these negotiations, the parties discussed at length the necessity to achieve competitive levels of capability and implement necessary changes to sustain existing business and successfully launch future products. To become the “plant of choice” for new products, the parties will continue to review work practices and production processes for competitiveness. In order to accomplish this objective, it is understood that continuous improvement in safety, quality, delivery and cost objectives must be achieved.

To assist in meeting these key objectives, the following operating practices will govern new work areas to improve the success of the Sharonville Transmission Plant. New operation areas will continue the mandatory ten (10) hour overtime practice that has been in place during previous launches. Employees selected to work in new operations will remain on assignment through the launch period and twelve (12) months after Job 1. Skilled Trades assigned to new program areas will have a separate overtime rotation within their department through the launch period and twelve (12) months after Job 1. New departments will be placed into occupational groupings based on “like work” of the new product. Legacy departments will be placed into occupational groupings based on “like work” of the new product, subject to discussion and mutual agreement.

The parties agree that each product launch is unique and may require different actions to deliver the required safety, quality, delivery, and cost targets. To that end, the parties agree to discuss revisions to these operating practices provided that the stability of the launch is achieved. These discussions will take place in a joint forum.

**Pete Rogers
Human Resource Manager**

February 13, 2020

**Pete Rogers
Manager, Human Resources Department
Sharonville Plant**

Cc: Dave Mason, Region 2B International Rep

Please be advised that the tentative agreement between the Sharonville Plant of Ford Motor Company, and the UAW Local 863, which was tentatively settled on January 31, 2020, is now official.

Following ratification by the Unit Membership on February 13, 2020, I am now authorized to notify you that the 2019 Unit negotiations have been satisfactorily concluded.

Sincerely,

**Eric Gadd
UAW Chairman
UAW Local 863**

November 18, 2011

Dave Mason, Chairperson
UAW – Local 863
10708 Reading Road
Cincinnati, OH 45241

Subject: Emergency Response Team

Dear Mr. Mason,

During 2011 local negotiations there was discussion regarding the Emergency Response Team, including their involvement in providing lifesaving care during a medical emergency in 2010. The team performs a valued service to the safety and security of plant personnel and resources. The Company will continue to provide EMT training for the Emergency Response Team provided that current funding sources remain available. The Company will continue to replenish the EMT kits.

Mike Schulhoff
Human Resource Manager

November 18, 2011

Mr. Dave Mason
UAW – Local 863
10708 Reading Road
Cincinnati, OH 45241

Dear Mr. Mason:

Bottled water will be utilized as one of the cost-effective means to ensure proper hydration opportunities for employees on all shifts during periods of heat stress.

Mike Schulhoff
Human Resource Manager

January 31, 2020

Mr. Eric Gadd
UAW – Local 863
10708 Reading Road
Cincinnati, OH 45241

Dear Mr. Gadd:

This agreement shall be effective concurrent with the 2019 Collective Bargaining Agreement which is effective November 18, 2019 and will remain in effect for the same period as the 2019 Collective Bargaining Agreement.

This agreement is signed subject to the approval of the National Ford Department of the United Automobile Workers and the Labor Relations Staff of the Ford Motor Company.

Ford Motor Company

Sharonville Plant

Pete Rogers
Nathan Cromwell
Kuptim Banush
Elizabeth Runyan

United Automobile Workers

Local 863, Sharonville Unit

Eric Gadd, Chairman
John Warren, Bargaining Committee
Colson Napier, Bargaining Committee
Rocky Battista, Bargaining Committee
Jim Jones, Skilled Trades Chairperson
Jeremy Cornett, Scribe
Dave Mason, Region 2B,
International Representative.

Facts You Should Know

- Read the agreements carefully, both the Master and the Local. It is your responsibility to learn the contents of each. If you have any questions, you should contact your Union representative, Advisor/Supervisor or Labor Relations Representative.
- Keep informed. Read the plant bulletin boards daily, as well as, the FCN monitors throughout the plant.
- It is extremely important that your address and telephone number be kept current at the plant and the Local 863 Union Hall. It is your responsibility to do so.
- If at any time you should receive a five day notice to report to work, contact the plant immediately. If you fail to properly respond to a five-day notice, you will be terminated from employment per the collective bargaining agreement.
- If a seniority employee with less than six months seniority is absent for three working days without properly notifying the plant and giving a satisfactory reason for the absence, the employee will be terminated, unless it was not possible for the employee to do so. A notice to report will not be sent.
- It is important to request permission in advance from your advisor/supervisor to be off work. If it is not possible to obtain advance permission, call the Attendance Tracking System number 1-866-786-1287, however, reporting your absence may not justify your absence from work; furthermore, this is not the procedure to request a medical leave or report/request an FMLA absence.
- Union representatives are available to represent you and can be contacted at the Union Office by calling 782-7081 or 782-7625.

MEDICAL LEAVE PROCEDURE

- Employees must request a medical leave of absence by contacting UNICARE at 1-877-HRLY MLA (1-877-475-9652) or www.unicare.com/ford to provide information concerning the reason for leave. Unicare will mail the necessary forms. Follow the instructions provided with these forms.
- Employees are responsible for ensuring their physician contacts Unicare and provides a completed “Disability Claim Certification Form” (included in the medical leave package) to provide the necessary medical information to certify the claim under the Group Life and Disability Insurance Program. Continuous medical updates are required if the absence is to be extended.
- Employees are responsible for ensuring that their physician submits the completed “Medical Certification Form” (form 5166) to plant medical **if applicable**. No response or an incomplete, untimely or unsatisfactory response may result in termination of employment and loss of benefits.
- Approval of a medical leave by **Unicare** does not guarantee payment of disability benefits under the Group Life and Disability Insurance program.
- Employees may come to the Labor Relations Office after providing medical justification to determine if their paperwork is acceptable.
- Please be advised that all employees who are absent for medical reasons have the responsibility to clear through Medical and be on their jobs prepared to begin working at the start of their shift with the medical clearance document (form 5150) from Plant Medical.
- A completed copy of “Ability to Work Report” (form 5150) must be presented to your advisor at the start of the shift.
- Questions about your medical leave from work should be directed to the Union Benefit Representative, Plant Hospital, **Unicare**, and/or Hourly Personnel. If you receive a notice to report while on medical leave, follow the instructions.

Family and Medical Leave Act (FMLA)

Employees requesting an FMLA leave should first contact the Labor Relations Office to determine eligibility.

- Employees will be provided the appropriate medical documentation. Form 5166 for their own health condition or form 5166E for the care of a family member. The form must be completed and submitted to Plant Medical to determine qualification under FMLA.
- All intermittent FMLA leaves end at the close of the calendar year during which they are granted. Employees must recertify anew if they require an intermittent FMLA leave in the new year.
- Employees with an approved FMLA are required to follow the Absence/Late call in procedure by calling the Attendance Reporting Tool at (833) 278-3673.
- All rules applied by this program are subject to change as **defined by Company Policy and the Family and Medical Leave Act.**

In-Plant Injuries

- Report all accidents/injuries to your advisor/supervisor. Do not leave the plant until you do.
- Go to the Plant Hospital to report accident/injury for evaluation and treatment if necessary.
- If the Plant Hospital is closed and your advisor/supervisor is not available, notify Plant Security at 7333.
- Should a workers' compensation claim become necessary, contact the appropriate worker' compensation representative.

SHARONVILLE

Committee Room.....	782-7625/7081
E.S.S.P/ETAP.....	782-7277
Benefits.....	782-7626
Plant Hospital.....	782-7534
Training.....	782-7284
U.A.W. Legal Service.....	1-800-482-7700
U.A.W. Local 863.....	563-1252
U.A.W. Legal.....	1-800-572-1383
Unicare Life & Optional Life.....	1-800-843-8184
Blue Cross.....	1-800-482-5146
Anthem Blue Cross & Blue Shield.....	1-866-634-2240
SVS Vision (Local).....	791-5911
SVS Vision (Toll Free).....	<u>1-800-787-4600</u>
Unicare A&S Benefits.....	1-800-572-1581
SuperMed HMO.....	<u>1-800-338-4114</u>
Retiree Healthcare Connect.....	<u>1-866-637-7555</u>
Sharefax Credit Union (Sharonville).....	753-2442
Labor Relations.....	782-7316
Security.....	782-7333
National Employee Service Center.....	1-800-248-4444
ACS (TESPHE).....	1-800-248-4444
AXZ Plan.....	1-800-348-7709
Unicare Accident and Sickness.....	1-800-572-1581

