

**ARTICLE XXI
TEMPORARY WORK FORCE**

This Article outlines procedures and employment conditions concerning the identification and utilization of a temporary work force within the clerical bargaining unit.

1. It is the intent of this work force to meet the Company's operational needs by supplementing, not to replace, the regular and part-time clerical employee complement.
2. Employees hired into this segment of the work force do not, based on the number of hours worked, become regular employees.
3. Employees in the temporary work force may be utilized in bargaining unit positions to fill work load needs for such applications as sick leave, leave of absence, personal days off, Union business, jury duty, death in the family, training and/or schools and vacations.
4. When management deems it necessary to utilize employees of the temporary work force several criteria will be utilized in that selection:
 - A. It is recognized that personnel in the temporary work force represents a variety of qualifications, skills, abilities and availability, through experience and training within the Company's operations.
 - B. At the location and department where the employee is needed, all available, trained and qualified, regular employees in lower applicable classifications or lines of progression will be upgraded. The temporary work force employee may then fill any unfilled positions.
 - C. Selection of a temporary work force employee will be made on the basis of the qualifications, skills and availability to perform the assignment.

While it remains essential that temporary work force employee selections be made on qualifications, skills and availability, it is understood by the Company and Union that assignments be offered on a fair and equitable basis to the extent possible and

to assure that employees maintain competency and familiarity of work duties.

To assure compliance with this procedure, the Company will submit a monthly report showing the name of the temporary work force employee, hours worked and location and job number she is filling in on. This process will provide both the Company and Union a method of monitoring the activity of the temporary work force and addressing areas of concern and possible abuse.

5. The utilization of temporary employees within a department/location shall be compiled beginning with the entry of the first temporary employee to that department/location. Any department/location using temporary employees for twelve (12) consecutive months or more and the compiled hours for the entire department/location total more than twenty-five percent (25%) of the hours of a full-time employee during a preceding twelve (12) month period shall result in the immediate posting of a regular bid. Departments/locations of three (3) or less people are exempt from this paragraph. Company shall provide an itemized report to the Union indicating the need for temporary employees in lieu of the placement of regular employees. Failure to substantiate such need would result in the immediate posting of a regular bid.

- A. It is recognized that special projects are a necessary part of the Company's operations. In the event it is necessary to use temporary work force personnel for such a project, the Local Union President shall be briefed as to the type of project, number of personnel needed and estimated duration. In any event, the above paragraph shall apply.
- B. The assignment of a temporary work force employee who fills in for a known long-term absence, will not be removed from the assignment for the purpose of controlling the number of accumulated hours. This provision will not apply if the originating absence, which was assumed to be short-term, should become a long-term absence and the unavailability of the employee filling the position necessitates an employee change. In any event the limitations contained in the first paragraph will not apply.

C. Temporary work force employees utilized in the advancement program shall not perform customer contact work or billing.

6. Should the Company work temporary work force employees in excess of the above controlling provisions, resulting in the posting of a regular bid, the Company would be obligated to reimburse the employee low on the overtime standing in the classification where the temporary work force employee was working, the amount of the excess hours involved.

7. A temporary employee having one (1) year of temporary service since January 1, 1984, and who has accumulated 1,500 hours of service annually, shall be granted that portion of a forty (40) hour vacation period with pay in the current vacation year as determined by the ratio of the number of hours worked during the previous year to 2,080.

8. The number of temporary work force personnel being used or employed by the Company shall not exceed five percent (5%) of the total clerical work force (determined by the total number of part-time and full-time employees on the payroll the previous month).

9. A temporary employee will receive holiday pay if a holiday should fall on a scheduled workday during their prescheduled assignment.

10. Part-time and temporary employees will participate in the same PPO plan design and costing as full-time employees. Temporary and part-time clerical employees who are covered under our Group Medical Insurance Plan, at the time they secure a regular full-time position, shall be immediately covered under the provisions of the Group Medical Insurance Plan for regular full-time position without the need to satisfy the waiting period for eligibility.

Temporary and part-time clerical employees are eligible for coverage under our Group Medical Insurance Plan upon their hire date.

Part-time and temporary employees will qualify for the same Vision and Dental plans as offered to full-time employees, however, the employer subsidy will be 70% for Dental Option, Dental Subsidy for Dental Plus, and 70% for Vision.

11. The temporary work force employee who has the qualifications, skills and is available may relieve in a part-time position only after the work has been offered to part-time employees who are available in the department, plant or district.

12. The seniority date of a temporary employee will be established by accumulating the number of straight time hours worked by such employee from January 1, 1984, to and including the closing date of the vacancy and converting that number of hours into eight (8) hour days. The seniority date for purposes of this bid only will then be established by counting back that number of days (Saturdays, Sundays, and Holidays excluded) from the closing date of the vacancy. Once obtaining a part-time or full-time job, a former TWF employee's seniority date will be her original date of hire if there was no break in her service for longer than 4 weeks.

13. The temporary employees may use their seniority within the pool when a part-time position is available (After consideration in Article VI, Section 18) provided that they can qualify for the position vacated.

14. A Temporary Work Force employee who bids to a regular full-time job and who is forced out of her job during her probationary period through no fault of her own will return to the Temporary Work Force pool.

The employee who returns to the Temporary Work Force pool as outlined above shall receive full credit for the previous temporary hours she had accumulated as of the date she transferred to the regular full-time job.

The employee who returns to the Temporary Work Force pool as outlined above shall be credited with hours worked during her regular full-time probationary period to her previous temporary hours to establish hours to be used for bidding and vacation purposes only.

The Company shall provide to the Union a list of employees who were required to return to the temporary pool through no fault of their own since June 1, 1984. These employees shall receive credit for the hours as defined above.

15. The Company agrees to assure the rate of pay applicable to the Temporary Clerk (F) will remain at a differential of seventy-five cents (75¢) below the entering step of pay grade (1) designated in Schedule A. The wages in Schedule A will be adjusted to reflect this understanding.

16. Temporary employees who have accumulated one thousand forty (1,040) work hours (as calculated in Section 12 of this Article) shall have the right to bid on full-time job openings and be considered before the Company offers the vacancy to a new hire from the street and after all regular full-time or part-time employees have had the option to bid on these positions. The senior qualified temporary employee within the pool shall be considered the successful bidder. This excludes those temporary employees within the pool who are covered under Company Policy No. 51 dated March 1, 1982, who are not eligible to become regular employees. This section is limited to employees in this bargaining unit.