



NEW HIRE ORIENTATION

INTRODUCTIONS

Welcome the new Union member. Introduce yourself and provide them with your contact information.

Explain the Sign-Up Process and give them a sign-up card to be filled out.

BASIC INFORMATION

The Name of the Union is the UGWU (**United Gas Workers Union**) Local 69. Our national affiliation is with the UWUA (Utility Workers Union of America)

Provide them a copy of the By-Laws

The structure of our Union - 5 Executive Officers / President, Vice President Majority, Vice President Minority, Secretary, and Treasurer, 7 Directors by region and 37 Stewards.

Can mention we represent two companies, Hope Gas and BHE GT&S.

Provide New Hire his/her Region # and District #

CONTRACT INFORMATION

Provide expiration date of the current contract.

Give them a copy of our Contract Book and provide a brief explanation of numerous topics included such as Grievances, Wages, Holidays, Vacations, Dependent care (hours deducted from sick time hours but not against 6 month reset date after one year of full-time service, etc.

GRIEVANCE PROCEDURE

The Union enforces this contract by way of a Grievance Process.

The Grievance Process is explained in Section VII of this Contract. A grievance is a dispute or claim involving the meaning, interpretation, or application of any of the provisions of the Contract. Any member should contact his/her Union Steward if they feel their rights have been or are being violated. There are 3 steps in a grievance process as explained in detail in your contract book.

NEGOTIATED RIGHTS

Medical Benefits – You must sign up for your benefits within the first 31 days of employment. Coverage will start on your employment date. If you do not enroll within this 31-day period following your employment day, then you will not be able to enroll in a medical plan until the next annual open enrollment date, unless you experience a Qualifying Life Event (Marriage, birth of a child, etc.). Your Medical carrier is Blue Cross/ Blue Shield and you can choose from the different plans (HSA Essentials, HSA Premium, PPO Essentials or PPO Premium)

Other benefits include Dental, Vision, Life Insurance, Long Term Disability, etc. This information was provided by the HR Dept.

Cash Balance Retirement Fund – Information on your Retirement can be made by calling 1-866-656-7522. A representative is available to assist you M-F between 8am and 4pm EST.

NEW HIRE CASH BALANCE AND ENHANCED 401K:

➤ **CASH BALANCE**

- 0-4 years - 4% of base wages
- 5-14 years – 5% of base wages
- 15-24 years – 6% of base wages
- 25+ years – 7% of base wages

➤ **ENHANCED 401K**

- 0-4 years - match 4% of base wages
- 5-14 years – match 5% of base wages
- 15-24 years – match 6% of base wages
- 25+ years – match 7% of base wages

JOB BIDDING

Provide new hire with a Bid Card and explain job bidding process.

Jobs will be posted by Labor Relations. Show the new hire the bulletin board where postings are located. You have 15 days from the date of posting to put in your bid card to be considered for this position. It is very important that you get your bid card in before the deadline.

**Unless the employee pulls their job bid during the 15-day bidding period, the job will automatically be yours based on seniority and if applicable, any testing.

- If hired externally at Grade 2 or higher bidding restriction of six (6) months will apply
- You cannot rebid on the job you immediately vacated
- Top two (2) senior bidders can request 15-day practice training time before retest

AIP – ANNUAL INCENTIVE PLAN

All active full-time Regular employees and part-time employees (who work at least 1,000 hours in the calendar year) as of December 31st of each year, will be eligible to share in the Company's success under the guidelines of the plan. Specific goals are determined by the Company and reviewed with Local 69 Executive Board. Upon the achievement of these goals, employees will receive up to 3% of Qualified Earnings (the sum of base pay and OT). Payment will be included in the employees' first paycheck in March.

RETIREE MEDICAL

All employees will have retiree medical funded by the company after ten (10) years vested service

SICK TIME (SHORT TERM DISABILITY)

	<u>Schedule of Benefits</u>												
Service Credit (years)*	1	2	3	4	5	6	7	8	9	10-20	20-25	25-30	30+
Normal Earnings Weeks	4	4	4	4	8	8	8	8	12	16	20	22	24
One-Half Normal Earnings Weeks	2	7	12	17	18	23	28	33	34	36	32	30	28
Total Weeks	6	11	16	21	26	31	36	41	46	52	52	52	52

* Service Credits as determined under this Plan.

Dependent Care

Employees may use up to 40 hours of sickness/disability benefits during each calendar year to care for a sick immediate family member and/or any medical appointments. (Use of Dependent Care does not reset the employee’s sickness refresh date.) Dependent Care hours are deducted from employees sick hours-if you don’t have a sickness balance, you cannot use Dependent Care.

Definition of Immediate Family Member For the purposes of this policy, immediate family member is defined as the employee’s:

- Spouse
- Child
- Parent or step-parent, or a person who stood in the place of a parent when the employee was a child under 18.

*Note: This does not include parent-in-law.

VACATION

All regular union eligible employees, who have completed:

Years of Service	Vacation Hours Accrued Quarterly	Vacation Hours Annual Maximum
- 1-10 years	- 30	- 120
- 11-20 years	- 40	- 160
- 21-29 years	- 50	- 200
- 30+ years	- 60	- 240

HOLIDAYS

1. New Year's Day (January 1)
2. Martin Luther King Day (Third Monday in January)
3. Good Friday (Friday preceding Easter)
4. Memorial Day (Last Monday in May)
5. Independence Day (July 4)
6. Labor Day (First Monday in September)
7. Veteran's Day (November 11)
8. Thanksgiving Day (Fourth Thursday in November)
9. Day after Thanksgiving
10. Christmas Eve (December 24)
11. Christmas Day (December 25)
12. Personal Day (January 1 to December 31)
13. Personal Day (January 1 to December 31)
14. Personal Day (January 1 to December 31)

*When a recognized holiday falls on a Saturday the holiday will be recognized on the preceding Friday. When a recognized holiday falls on a Sunday it will be recognized on the preceding Monday.

**When Christmas Day falls on a Saturday, Christmas Eve will be recognized on the preceding Thursday and Christmas Day will be recognized on the preceding Friday. When Christmas Eve falls on a Sunday, Christmas Eve will be recognized on the preceding Monday and Christmas Day will be recognized on the preceding Tuesday.

JOB SECURITY – As long as the company has a Contractor working somewhere within our operating area no regular employee can be laid off or offered less than 40 hours per week.

UNION MEMBERSHIP

Stewards are responsible for holding quarterly membership meetings. It is very important as a Union member to remain informed on the latest information. For the Union to be successful it takes every individual member to stand up and participate.

VOTING RIGHT – Whenever there is a reason for the Union to contact the membership about voting for the contract or for election of officers or whatever the circumstance might be you as a newly hire employee of one day's service or of one month's service have the ability to cast your ballot alongside a Union employee who has 30 years of service. Your service does not matter but your vote does. It is very important that you cast your vote so that your opinion will be heard.

UNION DUES - All new employees shall pay a one-time \$25.00 initiation fee preferably by payroll deduction and \$34 per pay period per member. 10% of the Union dues shall be

invested in a separate strike fund, as well as an additional flat fee of \$5.00

WEINGARTEN RIGHTS – Provide new hire with a Weingarten card and give an explanation as to what these rights are.

UNION WEB PAGE - located at www.ugwulocal69.com. The contract and SPDs are online along with forms and other information that will prove very useful to them.

UNION FACEBOOK PAGE (UGWU Local 69) tells you about current events, president's schedule, union tour meetings, and other useful information. This page was established for the Good of the Union and to communicate to the members of Local 69. Please visit the rules section before commenting or engaging in any topic posted.

PROVIDE A COPT OF SPD BOOK – Summary Plan Description of all of your medical benefits.

UNION DIRECTORY – is on the Web page under Membership. If you click on this excel spreadsheet you will see a list of contact information for all Officers, Directors and Stewards.

UNION STEWARD – Please don't hesitate to call me if you have any issues that arise or any questions regarding the Contract, benefits, or any question in general.