

APPENDIX E

Cottage Grove Engineering Agreement

Consistent with the expectations of the maintenance trade/classification, individuals in all classifications will be expected to adhere to the following:

- A. The existing CG Engineering overtime agreement.
- B. Actively participate in ongoing training to help ensure that applicable licenses, certifications, and/or skills and abilities are up-to-date with existing technology during the term of each contract in order to maintain the viability of the operation. (This requirement is not intended to prejudice the right to address substantial job content changes per the collective bargaining language concerning wage adjustments.)
- C. Consistently demonstrate safe and effective job performance, including application of knowledge, skill, ability, cooperation and commitment, in relation to the department and overall contribution to maintain and improve plant operations. If there is an issue around trade proficiency, the assessment panel will be advised and consulted prior to Management action.
- D. Individuals in any maintenance classification will be expected to assist and help train each other as needed to ensure the efficiency and effectiveness of the work being performed, which must in all events comply with any applicable licensing provisions and safety regulations/policies.
- E. Must be willing/able to work the various engineering schedules including weekend shift schedules. This is a trade expectation; however, shifts will be filled by our bid system.
- F. Fire watch duties are not included in the job descriptions of any plant site job, however, fire watch will be performed by all trained bargaining unit employees when requested. Fire watch overtime will be offered to qualified maintenance employees first then to qualified operational employees.

Employees who attend required Weyerhaeuser sponsored training for their current position will be compensated for travel time and for time worked in accordance with state and federal law. All other associated schooling to advance to a higher rate (not related to the standard Tuition Refund Program) will be on the employee's own time and reimbursed at 100% for the cost of classes and books upon successful grades of B or better.

This maintenance proposal replaces and supersedes all other policies and procedures around the former pay for skills process for all classifications.

SELECTION INTO MAINTENANCE/APPRENTICESHIP

When necessary, candidates for the electrical apprenticeship program will be pre-selected via plant-wide bid and selection process to facilitate their coursework in advance of entry into the apprenticeship program. Any person so selected must enter into the education program at their first available term upon acceptance of the bid and satisfactorily progress or they will be disqualified. These candidates will be eligible for full tuition reimbursement. Engineering seniority dates for these individuals will not be effective until they begin the apprenticeship program. Upon successful completion of an apprenticeship trade, an employee's seniority will be effective to the date the individual entered into that trade apprenticeship program.

The Company will determine the number of maintenance trades and apprentices employed at any particular time. Apprenticeship opportunities will be posted for plant wide bid to identify the employees who wish to be considered for that particular posted job. Journey maintenance positions will be filled from outside the bargaining unit where no qualified in-house applicants exist. The Company will use the exceptions for hiring apprentices that are contained within the Apprenticeship Standards for their intended purpose (when there is no desire or no qualified candidates within the bargaining unit). Out of work apprentices will only be hired when there is a mutual agreement between the Company and the Union.

Selection into the Maintenance Department, including related apprenticeship programs will be based on an individual's knowledge, training, skill and ability, as determined by means of a testing process (to assess aptitude and/or skill level), interview process and willingness to work any shift required, as well as overtime. [The interview process will be reviewed and modified periodically to ensure applicability to the corresponding roles and current technologies.](#) The senior employee will be selected from among those determined to be qualified per the foregoing. Employees who wish to enter the Electrical Apprenticeship Program must in addition meet State Electrical Apprenticeship criteria and shall subsequently comply with those standards. All other trades must also comply with plant and State standards.

There is a one-thousand-hour probationary period for employees entering an apprenticeship role. Test scores will be shared with the Standing Committee, selection of Apprentices shall not be arbitrary and any disagreement in the selection will be subject to the grievance procedure.

Cottage Grove Engineering Selection Process Agreement

This process is the method in which the most qualified employees are chosen for apprenticeships. The bidder must pass each step before moving on to the next step.

All Crafts except Electrical

1. Work history review that will include: disciplinary actions, safety performance, attendance, etc. This will include all documented warnings issued in the past ~~24~~[twelve \(12\)](#) months.
2. Math test – 80% score to pass
3. Mechanical aptitude test – 80% score to pass
4. ~~APT~~ structured Interview

Electrical Apprentice

1. Work history review that will include: disciplinary actions, safety performance, attendance, etc. This will include all documented warnings issued in the past ~~24~~[twelve \(12\)](#) months.
2. Math test – 80% score to pass
3. Mechanical aptitude test – 80% score to pass
4. Electrical aptitude test – 80% score to pass
5. ~~APT~~ structured Interview

Apprentices will receive schooling/training and their progress and performance will be monitored and evaluated closely by Management personnel. The apprenticeship program will include both written and practical tests which will help determine appropriate training, advancement and/or continuance in the program. Apprentices will be disqualified if the Company determines they are not progressing

satisfactorily. Before taking this action, the Company will explain the reasons to the local plant committee. Any apprentice so disqualified shall be entitled to exercise his/her seniority as allowed under the current working agreement.

Unless authorized by management due to reasonable unforeseen circumstances, apprentice employees must be continuously enrolled in corresponding classwork as required and show satisfactory advancement in schooling and/or related performance (including ability to work with others and skill level) in the maintenance area or they can be disqualified from the process.

For every 2 electrical apprentices, over a period of time, the company has the discretion to hire a Graduate AA student with a degree which includes studies in networking, programming and computer sciences instruction. After the individual attains 750 hours of service they would be signed up into the Electrical apprenticeship program. After meeting the 750 hours requirement the Graduate AA student would be placed into the electrical apprenticeship program, paid in an AA Wage scale until the electrical apprenticeship level of pay exceeds the AA Wage scale.

MAINTENANCE CLASSIFICATION DETAIL

Current descriptions of the various classifications comprising the new maintenance structure are set forth below. They are not static but will be updated as necessary to reflect evolving changes in technology and best maintenance practices. Advancement from one classification to another will be based upon the determination of three management personnel and three employees selected by the Union, at least two of which will be from within the particular trade being assessed, or if not available from that trade, from knowledgeable personnel of that trade from within the Engineering department. A testing and/or interview process may be included, which will be reviewed and modified periodically to ensure applicability to the corresponding roles and current technologies.

The Union will be notified and invited to participate in the process for all engineering employees to advance from one classification to another, including Head positions. The Company will notify, with the dates and times of this process, the Local President, the Head Shop Steward, and the Business Representative. The final decision remains with the Company as to who is selected, with due consideration to the Union's input.

Employees will be eligible for advancement opportunities twice per year, by request, (March/April timeframe and September/October timeframe). Advancements will be determined by the assessment panel. ~~Challenges, if any, to the initial slotting will be reviewed by the assessment panel during the first available opportunity following ratification and in the event of a successful challenge, any pay adjustment will be retroactive to the contract ratification date.~~

Employees are eligible to seek advancement by notifying their supervisor. The supervisor will gather the assessment panel together at the noted time intervals and provide the employee an opportunity to present their justification for promotion. The panel will have 7 days to make a decision as to whether to approve the advancement. Advancements will not become effective until after the determination is made. An employee whose request for advancement is declined shall be advised of the reasons and provided recommendations to address areas of deficiency. An employee will be afforded the opportunity to challenge the panel's decision on the next challenge cycle.

~~Any current maintenance employee who is slotted into a position less than what they are currently making will be grandfathered at their current rate of pay. Employees with a grandfathered rate who bid or~~

~~advance into another job classification, paying higher than their previously combined rate (base + adder); will lose their grandfathered rate of pay and be slotted at the base rate of the higher classification. The Company agrees to review the current slotting to determine if any employee should be moved to the next higher job classification based on having made substantial progress towards completion of the requirements for an adder. Our intention is that no employee loses pay in this process.~~

Journey level employees will have a one-time only opportunity to bid to another apprentice position with no loss in their journey pay.

Dual Card principles:

- A. Provides for individuals who are inclined to attain additional skills and to be recognized for their higher level of capability when they apply it
- B. Dual carded positions would be utilized initially, in Chaser positions
- C. At mature staffing levels, it is anticipated there will be 3 Dual card Chasers on each Operating shift.
- D. The Company, at its discretion, may offer a hiring bonus for Journey level external hires.

The Company maintains the right to modify expectations within classifications and curtail or add positions as needed.

- E. Note 1: "Head" classifications will remain in effect which includes the following lead responsibilities described herein and their rate of pay will continue to be imbedded in the actual rate of the established classification. Management continues to reserve the right to determine the number of employees needed in each head role and will determine the qualified candidate based on seniority and competency. Duties include maintaining a clean and safe work environment; directing the shop in accordance with Cottage Grove's goal and instructions from the direct supervisor; coordinating the daily shop activities such as tracking, initiating and approving work orders/requisitions; being involved in setting standards for new parts, components, installations and equipment; assisting with scheduling overtime, vacations and crew meetings; working with the maintenance supervision and educational resources such as local colleges and training agents to ensure all apprentices receive appropriate quality training and education; utilizing interpersonal skills to effectively work with co-workers, other crafts, supervisors, managers and vendors; ensuring the shop is producing quality work; ensuring the computerized drawings and preventative maintenance files are accurately maintained; providing assistance as needed to troubleshoot, identify, and solve machine center problems and perform all classification duties.

Note 2: The current head maintenance (HM) increment will also remain in effect. This is a separate item not associated with the Head classification. This is an adder to an individual's skill classified rate to be used when a person is assigned to special projects. The person assigned must be able to perform all duties defined for the special assignment. Management will select the person to be assigned using seniority and competency. The adder will be \$.90/hr. This adder is not subject to general wage increases. This rate will be used when a person is assigned responsibilities that include services, training, and coordinating large activities for others.