

# SUMMARY OF TENTATIVE LOCAL 299 OFFICE CLERICAL LOCAL RIDER

## PREAMBLE

This Agreement is entered into by and between DHL EXPRESS (USA), INC. (hereinafter the "Company", "Employer" or "DHL"), the Teamster DHL National Negotiating Committee ("TDHLNNC"), and LOCAL UNION NO. 299, Affiliated with THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS (hereinafter "Union"). This Local Rider is supplemental to and becomes a part of the National Master DHL Agreement, hereinafter referred to as the "National Agreement" and the Office Clerical Operational Supplement, hereinafter referred to as the "Operational Supplement," for the period commencing April 1, 2017 through March 31, 2022. This Local Rider shall not become effective unless and until it is ratified by the Employer's office clerical employees represented by the Union and approved in writing by TDHLNNC as provided in the National Agreement (Article 2. Scope of Agreement, Section 1, Scope and Approval of Local Supplements). **T/A**

Once this Local Rider becomes effective, it (together with the National Agreement and Operational Supplement) shall supersede, cancel and replace in its entirety the pre-existing collective bargaining agreement between the parties for the affected office clerical employees represented by Local Union 299.

The terms set forth in each Local Rider shall supersede any conflicting terms in their applicable Operational Supplement. Challenges/grievances arising out of alleged conflicts shall be submitted directly to the National Grievance Committee for a decision.

### ARTICLE 21. SENIORITY [NO CHANGE]

### ARTICLE 22. LEAVE OF ABSENCE [NO CHANGE]

### ARTICLE 23. DISCHARGE, SUSPENSION AND DISCIPLINE [NO CHANGE]

### ARTICLE 24. GRIEVANCE PROCEDURE [NO CHANGE]

### ARTICLE 25. PAY PERIOD [NO CHANGE]

### ARTICLE 26. HOURS OF WORK AND PAID-FOR-TIME

#### Section 1.

(a) The workday for full-time employees shall consist of eight (8) consecutive hours exclusive of the lunch period of not less than one-half (1/2) hour nor more than one (1) hour. The workweek shall consist of five (5) consecutive workdays, Monday through Friday or Tuesday through Saturday with the exception of weekend bids implemented pursuant to, and consistent with Article 13 of the Clerical Operational Supplement. Eligible employees who work a Monday thru Friday schedule will be paid time and a half (1.5) when working on a Saturday and double time when working on a Sunday. Employees working on a Tuesday – Saturday schedule or a regular 5 day schedule that includes a Sunday will be paid time and a half for the sixth (6<sup>th</sup>) day worked and double time (2.0) for the 7<sup>th</sup> day worked. **T/A**

(b) The Employer and the Union by mutual agreement may establish a four (4) consecutive and/or non-consecutive day workweek with a daily ten (10) hour guarantee.

(c) For legitimate layoff caused by fire, floods or other Acts of God, utility failure or other civil emergency or strikes at terminals, employee shall not be guaranteed any hours beyond hours worked in the week in which the layoff occurs or in the week such employees return to work, provided such employees are given their regular work turn during the portion of such weeks worked.

(d) Employer shall give ~~two (2)~~ **one (1)** hour notice, whenever possible, when required to work overtime. Employees shall be required to work overtime. No office employees shall be required to work more than ten (10) hours in any one shift. This shall not be applicable in cases of emergency ~~including absenteeism~~ and/or Acts of God. **T/A**

#### Section 2. Holiday Work [NO CHANGE]

#### Section 3. Show Up Time [NO CHANGE]

#### Section 4. Starting Time [NO CHANGE]

#### Section 5. Paid for Time [NO CHANGE]

#### Section 6. Recall [NO CHANGE]

**Section 7. Travel Pay [NO CHANGE]**

**ARTICLE 27. MEAL PERIOD [NO CHANGE]**

**ARTICLE 28. TIME CLOCKS [NO CHANGE]**

**ARTICLE 29. HOLIDAYS [NO CHANGE]**

**\*See Economics for Part-Time Holidays**

**ARTICLE 30. HEALTH AND WELFARE BENEFITS**

***See National Economics***

**ARTICLE 31. PENSIONS**

***See National Economics***

**ARTICLE 32. VACATIONS [NO CHANGE]**

**\*See Economics for Part-Time Vacations**

**ARTICLE 33. SICK LEAVE AND PERSONAL LEAVE  
DAYS [NO CHANGE]**

**\*See Economics for Part-Time Sick Leave**

**ARTICLE 34. RATE OF PAY**

***See National Economics***

**ARTICLE 35. WORKERS' COMPENSATION  
[NO CHANGE]**

**ARTICLE 36. MAINTENANCE OF STANDARDS**

The office agents will continue to route all freight brought in to front customer counter.

The office agents will continue to scan all freight in office.

The office agents will continue to handle all distress freight.

The office agents will continue to route all international freight brought to front counter.

Agents will continue to process all DHL international air bills that require imaging procedures.

Agents will perform all driver check-out, check-in procedures and company will provide agent with proper working computer, printers to perform such job duties.

Practices pertaining to breaks and meal periods shall be maintained consistent with past practice.

**All shift bids shall have a start time and general assignment. T/A**

**ARTICLE 37. DURATION**

**April 1, 2017 through March 31, 2022**