

**Teamsters Local No. 243  
Metro-Detroit**

and

**United Parcel Service  
Supplemental Agreement**

to the

**NATIONAL MASTER  
UNITED PARCEL SERVICE  
AGREEMENT**

For The Period August 1, 2018 2023  
Through July 31, 2023 2028

**NATIONAL MASTER AGREEMENT**

**ARTICLE 1 – SCHEDULE OF WAGES**

<b><u>CLASSIFICATION</u></b>	<b><u>8-1-18 23</u></b>	<b><u>8-1-19 24</u></b>	<b><u>8-1-20 25</u></b>	<b><u>8-1-21 26</u></b>	<b><u>8-1-22 27</u></b>
Pickup & Delivery Drivers	<del>\$37.07</del> <u>\$44.42</u>	<del>\$37.82</del> <u>\$45.17</u>	<del>\$38.62</del> <u>\$45.92</u>	<del>\$39.52</del> <u>\$46.92</u>	<del>\$40.52</del> <u>\$49.17</u>
Tractor-Trailer Drivers	<del>\$37.07</del> <u>\$44.42</u>	<del>\$37.82</del> <u>\$45.17</u>	<del>\$38.62</del> <u>\$45.92</u>	<del>\$39.52</del> <u>\$46.92</u>	<del>\$40.52</del> <u>\$49.17</u>
Tractor-Trailer Dr-Double Bottoms	<del>\$37.52</del> <u>\$44.87</u>	<del>\$38.27</del> <u>\$45.62</u>	<del>\$39.07</del> <u>\$46.37</u>	<del>\$39.97</del> <u>\$47.37</u>	<del>\$40.97</del> <u>\$49.62</u>
Tractor-Tr Dr-Db Btm 40's & Trains	<del>\$37.87</del> <u>\$45.22</u>	<del>\$38.62</del> <u>\$45.97</u>	<del>\$39.42</del> <u>\$46.72</u>	<del>\$40.32</del> <u>\$47.72</u>	<del>\$41.32</del> <u>\$49.97</u>
Full-Time Sorters	<del>\$37.07</del> <u>\$44.42</u>	<del>\$37.82</del> <u>\$45.17</u>	<del>\$38.62</del> <u>\$45.92</u>	<del>\$39.52</del> <u>\$46.92</u>	<del>\$40.52</del> <u>\$49.17</u>
Full-Time Preloaders	<del>\$37.07</del> <u>\$44.42</u>	<del>\$37.82</del> <u>\$45.17</u>	<del>\$38.62</del> <u>\$45.92</u>	<del>\$39.52</del> <u>\$46.92</u>	<del>\$40.52</del> <u>\$49.17</u>
All other Full-time Inside Employees, Loaders, Unloaders, Clerks, except Article 22.3 combination employees	<del>\$35.28</del> <u>\$42.63</u>	<del>\$36.03</del> <u>\$43.38</u>	<del>\$36.83</del> <u>\$44.13</u>	<del>\$37.73</del> <u>\$45.13</u>	<del>\$38.73</del> <u>\$47.38</u>
DIC Clerks	<del>\$35.28</del> <u>\$42.63</u>	<del>\$36.03</del> <u>\$43.38</u>	<del>\$36.83</del> <u>\$44.13</u>	<del>\$37.73</del> <u>\$45.13</u>	<del>\$38.73</del> <u>\$47.38</u>
Full-Time General Office Clerks	<del>\$34.88</del> <u>\$42.23</u>	<del>\$35.63</del> <u>\$42.98</u>	<del>\$36.43</del> <u>\$43.73</u>	<del>\$37.33</del> <u>\$44.73</u>	<del>\$38.33</del> <u>\$46.98</u>
*Full-Time Porters, Car Wash	<del>\$35.30</del> <u>\$42.65</u>	<del>\$36.05</del> <u>\$43.40</u>	<del>\$36.85</del> <u>\$44.15</u>	<del>\$37.75</del> <u>\$45.15</u>	<del>\$38.75</del> <u>\$47.40</u>
*Journeyman Mechanic	<del>\$37.40</del> <u>\$44.75</u>	<del>\$38.15</del> <u>\$45.50</u>	<del>\$38.95</del> <u>\$46.25</u>	<del>\$39.85</del> <u>\$47.25</u>	<del>\$40.85</del> <u>\$49.50</u>

\*These classifications only apply to the Howell Building.

**NOTE:** Cost of Living see Article 33, National Master Agreement.

**NOTE:** Part-time rates are listed under Article 22, Section 5 of the National Master Agreement.

**NATIONAL MASTER**

**ARTICLE 2 – UNION SHOP AND DUES**

**NO CHANGES**

**SECTION 1. NO CHANGES**

**SECTION 2. NO CHANGES**

**SECTION 3. NO CHANGES**

**CENTRAL REGION SUPPLEMENT**

**ARTICLE 3 – SENIORITY**

**FULL TIME EMPLOYEES**

**SECTION 1. JOB TRANSFER:** After full time employees obtain a minimum of six (6) months center seniority, the Employer will acknowledge, by seniority, employees’ requests for voluntary transfers from the center in which they are employed to fill a new or vacant job in another center. This procedure will be utilized in conjunction with the job selection procedure outlined in Article 3, Section 8 and 10 of the Central Region Supplement.

- 1<sup>st</sup> Opening – Transfer
- 2<sup>nd</sup> Opening – Part Time
- 3<sup>rd</sup> Opening – Part Time
- 4<sup>th</sup> Opening – Part Time
- 5<sup>th</sup> Opening – Part Time
- 6<sup>th</sup> Opening – Part Time
- 7<sup>th</sup> Opening – Part Time
- 8<sup>th</sup> Opening – Outside Hire

When such requests for voluntary transfers are granted, the employee shall go to the bottom of the seniority list for a period of one (1) year and shall have the right of job opportunity only in accordance with his/her/their seniority at such center. However, he/she/they shall exercise his/her/their Company seniority for layoff purposes and all other contract benefits. After one (1) year, his/her/their seniority date shall be dove-tailed.

Transfer requests must be submitted in writing. If an employee’s request for transfer to an unfamiliar job is granted, he/she/they shall have thirty (30) working days to qualify for the job. No transfer will become effective from November 15<sup>th</sup> up to and including January 15<sup>th</sup>. After an employee’s request has been honored, the employee will not be eligible to transfer for a period of one (1) year.

All transfers will be completed within ten (10) working days from the date the employee has been notified by HR/Center that his/her/their transfer was approved.

**SECTION 2. JOB OPENINGS:** A 22.2 and 22.3 full time employee shall be allowed to fill a six for one (6 for 1) opening by seniority before it is offered to part time employees.

**SECTION 3. JOB OPENINGS:** Newly created and/or vacancies in 22.2 and 22.3 jobs will be open to classification first per Article 3 – Section 8 using only full-time seniority. If not filled, the job will be open to all full-time and part-time employees within the building and awarded using a combination of full-time seniority and fifty percent (50%) of part-time seniority date, (i.e. employee has eleven (11) years seniority, the part time employee would receive five and one half (5 ½) years of seniority).

**Any employee moving from one (1) classification to another shall remain in that job for not less than one (1) year, except those employees who move because of a layoff. However, a 22.2 or 22.3 employee may win a job opening within their current classification one (1) time in that year. The year period shall begin upon the employee being awarded the original bid pursuant to Article 3, Section 8 of the Central Region of Teamsters Supplemental Agreement.**

**SECTION 4. NO CHANGES**

**SECTION 5. FULL TIME SATURDAY AIR: NO CHANGES**

**FEEDERS**

**SECTION 1. TRANSFERS. NO CHANGES**

**SECTION 2. HOLIDAYS: NO CHANGES**

**SECTION 3. SENIORITY: NO CHANGES**

**SECTION 4. TRAILER DELIVERY AND PICKUP (TDP):**

(A) The parties agree to the following guidelines for TDP Drivers in the jurisdiction of Teamsters Local 243.

(B) ~~TDP drivers will be placed on the Feeder Seniority List except for red circled TDP drivers listed and attached to this Agreement. When a red circled TDP driver leaves his/her TDP job, said TDP job will be rebid as outlined below.~~ At all centers excluding Livonia and Madison Heights, TDP Drivers will be placed on the center's Feeder Seniority list which shall show both Feeder Drivers and TDP Drivers on one (1) seniority list. TDP jobs will be bid as outlined below.

(C) TDP jobs will consist of pickups and/or package deliveries that are done out of both tractor trailer and/or package car equipment. The TDP driver will be paid the tractor trailer classifications rates of pay.

(D) (1) The Feeder Department in Livonia Hub and Madison Heights Hub shall have a Feeder Seniority List and a TDP Seniority List. All other Centers shall show Feeder Drivers and TDP Drivers on one (1) list.

(2) If pickups are taken from either Livonia Feeders and/or Madison Heights Feeder Department to develop a TDP job at another building, then Feeder Drivers from the Feeder Department affected will bid the TDP job with the qualified employees in the building the work went to. If work originates at the same building as the TDP job, then all FT package car and feeder drivers at said building will have the option of bidding.

(3) When a job becomes available on either the Feeder and/or TDP seniority list in the Livonia Hub and/or Madison Heights hub, both lists will be available to bid said job both Feeders and TDP Drivers will be allowed to bid said job in their home domicile.

(4) The bid will be placed up for five (5) working days and shall outline approximate start time. The bid will be awarded by seniority.

(5) Prior to the Employer hiring from the outside for a TDP Driver, the Employer will honor transfer requests from other buildings within Local 243's jurisdiction.

(E) In the Livonia Hub and/or Madison Heights Hub, wWhere there is a TDP seniority list, TDP Drivers shall have an annual bid pertaining to TDP seniority list only. There will be no crossover bidding during the annual bid between the TDP seniority list and Feeder seniority list.

(F) The start time will be subject to weekly change while pickups and deliveries will be subject to daily change. The language in Article 3, Section 13, paragraph 6 "In the event" shall not apply as the jobs are work as directed, however, in case of start time changes of two (2) hours or more, which are in effect for two (2) or more consecutive weeks, the employee may stay with the job or displace any junior employee within the TDP classification within ten (10) days. This procedure shall be repeated a second (2nd) and third (3rd) time with the next move being assigned.

(G) If a Feeder Driver is awarded the TDP bid, ~~he/she~~ they shall have thirty (30) days as outlined in the contract to qualify as a Package Car Driver. If employee does not qualify, the next person on the bid will be awarded the job and the process shall continue until the bid winner qualifies for the job.

(H) A laid off Feeder Driver shall have the right to qualify as a Package Car Driver and displace a junior TDP Driver as outlined in Article 3, Section 5 and Section 6 of the Central Region of Teamsters Supplemental Agreement.

(I) EXTRA WORK: The Employer shall maintain a list of Feeder Drivers who are interested in performing Extra Work in the Feeder Department. The Employer will offer work to employees who have signed the list, by seniority, when work is available. Such list shall be updated weekly. All Extra Work not covered by the Feeder Department will be offered to the TDP Drivers by seniority in 243's jurisdiction who have signed the Feeder extra work list and said Driver will start at the job's domicile. Provided that the TDP Driver(s) are qualified to perform such work and that they complete their bid work week.

## SECTION 5. FEEDER JOB SELECTION: NO CHANGES

### PACKAGE CAR DRIVERS

#### SECTION 1. BID COVERAGE DRIVERS: NO CHANGES

SECTION 2. PACKAGE CAR DRIVERS: The driver who has been displaced because of training or temporary bump shall be placed on the coverage driver list and will select work by seniority in accordance with Section 1 above, until ~~he or she~~ they returns to ~~his/her~~ their bid job.

Whenever there is a need to reduce regular package car driver(s) (RPCD) on a day in a center, the Company will offer RPCDs the right to take the day off by seniority.

SECTION 3. OPTION DAYS: In package centers with more than fifty (50) bid drivers, the option day guarantee shall be two (2) on Fridays, ~~only when that center has demonstrated a center average absentee rate of three percent (3%) or less.~~ The taking of option days shall be as outlined in the CRT Agreement. All other operations will abide by the language in Article 15, Section 1 of the CRT Agreement.

SECTION 4. PACKAGE CAR EIGHT (8) HOUR REQUEST: The intent of this language is to ensure that the package car drivers will be released from duty in eight (8) hours.

In the event that a driver believes ~~he/she~~ they cannot return back to the building within eight (8) hours, the

driver must call the center at least three (3) hours prior to their planned eight (8) hour day so that the management team will be given enough lead time to adjust the dispatch and insure that the driver has an opportunity to return back to the building within the requested eight (8) hours.

In centers where eight (8) hour request are not being honored, the Company Labor Manager and Union will meet with the management team to resolve the issues.

**SECTION 5. NO CHANGES**

**SECTION 6. NO CHANGES**

**SECTION 7. ARTICLE 22.4 COMBINATION DRIVERS:**

~~(A) (1) In the event a RPCD position becomes available, it shall be offered first to all full-time employees in the building based on full-time seniority. Any vacancies not filled will be offered to all part-time employees in the building by seniority, in accordance with Article 3 of the Central Region Supplement and Article 3 of the Local 243 Metro Detroit Rider.~~

~~(2) Article 22.4 positions shall be offered first to all inside full-time employees in the building based on full-time seniority. Any vacancies not filled will then be offered to all part-time employees in the building by seniority, in accordance with Article 3 of the Central Region Supplement and Article 3 of the Local 243 Metro Detroit Rider.~~

~~(B) If the Company needs additional staffing to cover Saturday or Sunday ground deliveries, such work shall first be offered to RPCDs, then to Article 22.4 combination drivers on their scheduled off day. If sufficient volunteers are not obtained, Article 22.4 combination drivers will be forced by inverse seniority to perform said work prior to forcing RPCDs by inverse seniority.~~

~~(C) For the purpose of the selection of vacation weeks/days and option days, RPCDs and Article 22.4 combination drivers shall jointly select the above based on full-time seniority, by center, in accordance with the Local 243 Metro Detroit Rider.~~

~~(D) No Article 22.4 combination employee shall leave the building with ground packages prior to the earliest RPCD group start time. The practice of using RPCDs to perform early AM package and bulk stop work shall remain the same.~~

~~(E) Article 22.4 combination driver job bids will include the job description and start time.~~

~~(F) The protected number of RPCDs shall include all full-time drivers currently on roll, including any driver currently in a probationary period.~~

~~(G) Whenever there is a need to reduce regular package car driver(s) (RPCD) on a day in a center, the Company will offer RPCDs the right to take the day off by seniority. (Moved to Section 2 Package Car Drivers above)~~

## PART TIME EMPLOYEES

**SECTION 1. TRANSFERS:** All part-time employees who have obtained one (1) year seniority with the Employer shall have the right to transfer to another building by seniority within the Local Union jurisdiction when an opening occurs, provided they are qualified to perform the work. Such request shall be in writing to the Employer.

When such request for transfer is granted, the part time employee shall go to the bottom of the seniority list for a period of one (1) year. However, the employee shall exercise ~~his/her~~ **their** company seniority for purposes of lay off and all other benefits. After one (1) year, the employee's seniority date shall dovetail.

A part time employee shall only be allowed to transfer once in an eighteen (18) month period.

This procedure shall not apply from October 15<sup>th</sup> up to and including January 15<sup>th</sup>.

### **SECTION 2. - AIRPORT EMPLOYEES:**

(A) For the purpose of upgrading to a full-time driving position:

Part-time employees at the Airport shall be allowed to use their part-time seniority in bidding vacant permanent full-time driving positions at the Taylor and Ypsilanti buildings. **Part-time employees from the Airport will be allowed to bid seasonal helper positions at the Taylor and Ypsilanti buildings. Part-time employees must work their regularly-scheduled Airport shift to be eligible as a Driver Helper.** Part-time employees at the International Building shall be allowed to use their part time seniority in bidding vacant permanent full-time driving positions at the Woodbridge and Cicotte buildings. **Part-time employees from the International Building will be allowed to bid seasonal helper positions at the Woodbridge and Cicotte buildings. Part-time employees must work their regularly-scheduled International Building shift to be eligible as a Driver Helper.**

The above shall be done in accordance with the ~~2018-2023~~ **2023-2028** National Master United Parcel Service Agreement and the Central Region of Teamsters United Parcel Service Supplemental Agreement, Article 3, Section 10 and shall run concurrent with above agreement.

(B) The Union and Employer agree that the Employer, when possible, may create the following combination part-time jobs at the Airport that will have a one and a half hour (1.5) guarantee on the AM shift and a two and a half hour (2.5) guarantee on the PM shift when an opening occurs as outlined below:

A combination part-time job opening is one that occurs when a vacancy on the AM shift or PM shift (Twilight) becomes available, the Employer may combine with the other shift.

If a job opening occurs on the Twilight shift that job will be offered to an employee on the AM shift and that reverse offering will be followed if a job opening occurs on the AM shift. These combination part-time jobs will be awarded by shift seniority.

The Job Bid will indicate the job description example (Ramp/Ramp, Inside/Ramp or Inside/Inside).

If no one bids the combination part-time job, then the Employer will fill the vacancy(s).

When the Employer needs to reduce the work force within a work area during a shift, the reduction will be offered by seniority and forced by inverse seniority in that area.

No employee will suffer a layoff in order to create these part-time combination jobs.

There will be a minimum of ~~four (4)~~ **eight (8)** part-time combination positions ~~created on each shift (AM/Twilight)~~. The Union and Employer will meet to review these jobs when there is a need to hire additional employees on either shift.

The Employer will continue to use double shifting of employees due to extra daily work and/or to cover absenteeism.

**SECTION 3. - AIR DRIVERS: NO CHANGES**

**ARTICLE 4 – EXTRA WORK**

**FULL TIME**

**SECTION 1.** The following is in reference to Article 3, Section 16 of the Central Region Supplement: The Employer shall maintain a list of drivers who are interested in performing work on the pre-load. The Employer will offer work to employees who have signed the list, by seniority, when work is available. Such list shall be updated weekly. All other extra work will be offered by seniority. **Any Driver who voluntarily performs inside extra work in said week will not be entitled to 9.5 protection for that week.**

**FULL TIME INSIDE**

**SECTION 2.** Extra work shall be in accordance with Article 3, Section 16 of the Central Region Supplement. **Any Driver who voluntarily performs inside extra work in said week will not be entitled to 9.5 protection for that week.**

**PART TIME**

**SECTION 3. NO CHANGES**

**SECTION 4. NO CHANGES**

**ARTICLE 5 – VACATIONS**

**SECTION 1. NO CHANGES**

**SECTION 2.** An employee may at ~~his/her~~ **their** discretion sell back up to two (2) weeks of vacation. The employee must request the sell back weeks during the vacation selection period as described in Article 16 of the C.R.T. Supplemental Agreement.

**SECTION 3. Seniority shall prevail for selection of single vacation day(s) and/or option day(s).**



**ARTICLE 6 – MISCELLANEOUS**

**SECTION 1. NO CHANGES**

**SECTION 2. NO CHANGES**

**SECTION 3. NO CHANGES**

**SECTION 4. NO CHANGES**

**SECTION 5. NO CHANGES**

**SECTION 6. NO CHANGES**

**SECTION 7. NO CHANGES**

**SECTION 8. AIRPORT BADGES: NO CHANGES**

**ARTICLE 7 – GENERAL OFFICE**

**SECTION 1. PENSION: NO CHANGES**

**ARTICLE 8 – DIC/GO**

**JOB BIDDING: NO CHANGES**

**ARTICLE 9 – GRIEVANCE PROCEDURE**

**Employees will receive a verbal warning with a Steward before any progressive discipline, excluding Article 17 cardinal offenses of the Central Region Supplement, Article 35 of the National Master Agreement and Local 243 Metro-Detroit Rider Uniform Rules 1(a), Minor Chargeable Accidents. The parties agree a verbal warning will require either a signature or initials of the employee on a Company form or file write-up. The purpose of an employee's signature or initials on a Company form or file write-up is to ensure nothing is placed into the employee's center file without review by the employee. The employee's signature or initials do not indicate that the employee agrees with the content of the item being placed in their file, but does indicate their knowledge of the contents. Said verbal warning will remain in the employee's file for no longer than nine (9) months.**

The Employer shall have ten (10) calendar days including date of knowledge to issue discipline to an employee by proper written notice with a copy to the Local Union.

It shall be the responsibility of the employee to reduce a grievance to writing and submit the grievance to the Employer from date of knowledge and/or the date discipline was issued within thirteen (13) calendar days.

All warning letters issued by the employer shall be deemed automatically protested by the Local Union on behalf of the employee. Warning letters will be held in abeyance until if and when subsequent discipline is issued.

## ARTICLE 10 – CLEAN IN/CLEAN OUT

Metal Detectors NO CHANGES

Approved and Prohibited Articles

- ~~• Beeper or paging devices of any type are prohibited unless registered with the Employer. No full-time or part-time employee will be denied the right to register a beeper or a pager.~~
- Cell phones are prohibited, unless registered with the Employer. No Driver will be denied the right to register a cell phone. Inside employees will not be permitted a cell phone.
- Audio equipment, CD players, electronic games and/or accessories, computer software, CD's etc., are prohibited. However, portable radios will be allowed if registered with the Employer. (No long cords allowed)
- Jewelry for employees is limited to one ring and one watch. (Medical bracelets and religious medals are allowed)
- No weapons of any kind, except knives with a blade length of three (3") inches or less when necessary for performing work related activities.

Bags, Briefcases, Lunch boxes and Purses NO CHANGES

Delays NO CHANGES

## ARTICLE 11 – MECHANICS (HOWELL BUILDING ONLY)

NO CHANGES

## ARTICLE 12 – ADRIAN AND JACKSON BUILDINGS

The Jackson and Adrian facilities will be part of the Teamsters Local 243 Metro-Detroit Rider as of ratification of this agreement. The top rate full-time employees in Adrian and Jackson will receive a seven cent (\$0.07) increase and maintain the paid break outlined in the State of Michigan Rider. This transfer of employees from the Michigan Rider to the Teamsters Local 243 Metro-Detroit Rider shall be subject to the approval of the Chairs of the Joint National Negotiating Committee in accordance with Article 2, Section 2 of the National Master Agreement.

**NEGOTIATING COMMITTEES**

**EMPLOYER**

Leslie Gleue – Chair  
Frank Williams  
Ryan Wildeman  
Ken Ramsey  
Margaret Miller  
Karla Evansen  
Michael Parkin  
Michael Butkin  
Jessica Burnside

**UNION**

Scott Quenneville – Chair  
Gregory J. Lowran – Co-Chair  
Scott Wood  
Phil Turner  
Christina Gonzalez  
Ken Christie  
Steve Karas  
Jim Culberson  
Mike Manier

WITNESS WHEREOF, the parties hereto set their hands and seals this \_\_\_\_ day of \_\_\_\_ 2023.

**EMPLOYER**

**UNITED PARCEL SERVICE**

**UNION**

**TEAMSTERS LOCAL UNION #243  
AFFILIATED WITH THE INTERNATIONAL  
BROTHERHOOD OF TEAMSTERS**

**BY: \_\_\_\_\_**

**LESLIE GLEUE  
DISTRICT LABOR MANAGER**

**BY: \_\_\_\_\_**

**SCOTT QUENNEVILLE  
PRESIDENT**

**UNIFORM RULES AND REGULATIONS  
GOVERNING THE ACTIONS OF UNITED  
PARCEL SERVICE EMPLOYEES AND  
MEMBERS OF TEAMSTERS LOCAL 243  
AS REVISED EFFECTIVE AUGUST 1, ~~2013~~ 2023**

The following rules and regulations, and the penalties to be charged for violation of same, are placed into effect, with the approval of your Union, so that all employees of the Employer may know what duties are required of them in the general conduct of the Employer's business.

Nothing in these rules and regulations shall abrogate the employee's right through the Union of which ~~he/she~~ **they is are** a member to challenge a penalty through the regular grievance machinery. Rules and regulation herein contained shall not supersede any rules or regulations of the Collective Bargaining Agreement.

The Employer reserves the right, upon proper notification of the Union, to revise the Rules and Regulations listed herein, and also reserves the right to the use of the grievance machinery as contained in its present Collective Bargaining Agreement.

**1. ACCIDENTS: NO CHANGES**

**2. EQUIPMENT: NO CHANGES**

**3. CONDUCT:**

~~(a)~~ **Drinking prior to reporting for duty where employee's condition is such that it may affect the proper performance of his/her duties.**

~~1st Offense – One (1) day suspension  
2nd Offense – Three (3) day suspension  
3rd Offense – Subject to discharge~~

~~(b)~~ **(a)** Discourtesy to customers, excluding physical contact or use of profanity.

1st Offense – Warning notice  
2nd Offense – Three (3) day suspension  
3rd Offense – Subject to discharge

~~(e)~~ **(b)** Inaccurate loading/unloading sorting of packages.

1st Offense – Warning notice  
2nd Offense – Warning notice  
3rd Offense – Three (3) day suspension  
Subsequent Offenses – Subject to discharge

~~(d)~~ **(c)** Working prior to start time without authorization from management:

1st Offense – Warning notice  
2nd Offense – Three (3) day suspension  
3rd Offense – Subject to discharge

**4. REPORTS: NO CHANGES**

**5. DRIVING SCHEDULES: NO CHANGES**

**6. ATTENDANCE:**

- (a) Failure to notify ~~his/her~~ their Employer not less than one (1) hour before ~~his/her~~ their regular show-up time when unable to report for duty.
  - 1st Offense – Warning notice
  - 2nd Offense – One (1) day suspension
  - 3rd Offense – Three (3) day suspension
  - 4th Offense – Discharge
  
- (b) Reporting late for work. (Work will be held for 15 minutes if employee calls in before starting time.)
  - 1st Offense – Warning notice
  - 2nd Offense – Warning notice
  - 3rd Offense – One (1) day suspension
  - 4th Offense – One (1) day suspension
  - Subsequent Offenses – Subject to discharge
  
- (c) Absent one or two successive working days without notice. Penalty will not apply where satisfactory proof is given that notification by the employee was not possible.
  - 1st Offense – Warning notice
  - 2nd Offense – Three (3) day suspension
  - 3rd Offense – Discharge
  
- (d) Excessive absenteeism is defined as seven (7) call in(s) within a nine (9) month period.
  - 1st Offense – Warning notice
  - 2nd Offense – One (1) week suspension
  - 3rd Offense – Discharge

Minor offenses against any employee's record that are over nine (9) months old shall be forgiven and the employee's record wiped clean.

A major offense against any employee's record that is over nine (9) months old shall be forgiven and the employee's record wiped clean.

**NOTE 1:** A minor offense is defined as one for which the penalty is a warning notice.

**NOTE 2:** A major offense is defined as one for which the penalty is disciplinary time off.

A warning notice in writing with a copy to the Local Union must be given for infractions of any rules or regulations.

Discharge must be by proper written notice, with a copy to the Local Union.

**LETTER OF UNDERSTANDING**

**NO CHANGES**