

2016 – 2020

AGREEMENT

BETWEEN

Veritiv

and

Graphics Communications Conference/IBT, Local 285-M

**Effective June 17, 2016
Through and Including June 16, 2020**

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AGREEMENT

Section 1. This Agreement is made and entered into by and between Veritiv Operating Company – Hanover, 7445 New Ridge Road, Hanover, MD 21076, hereinafter called “the Company”, or “the Employer”, party of the first part; and the Graphics Communications Union, Local 285-M affiliated with the Graphics Communications Conference/International Brotherhood of Teamsters, hereinafter called “the Union” or “the Local”, party of the second part.

NO DISCRIMINATION

Section 2. The Union and the Company will not discriminate against any employee because of race, ethnicity, color, creed, religion, sex, sexual orientation, marital status, gender identity or expression, genetic information, age, national origin, disabled or veteran status. Or any other classification protected by law. The Company agrees that there shall be no discrimination against any employee because of Union activities or membership in the Union, and the Union agrees that neither it nor its members nor employees represented by it shall carry on any Union activity not authorized or covered by this Agreement during working hours in or on the premises of the Company, nor intimidate any employee in regard to the employee’s work. The parties agree to take whatever action is necessary to comply with the provisions of the Americans with Disabilities Act and the Family Medical Leave Act.

RECOGNITION/JURISDICTION

Section 3. The Company recognizes the Union as the exclusive bargaining representative for all of their employees working in the Job Classes set forth in Section 24. All employees performing any of the jobs set forth in Section 24 shall, without limitations, be covered by the terms of this Agreement. Only members of the bargaining unit shall perform work under the jurisdiction of the Union.

Kitting. The parties agree that due to the changing nature of the business environment, there will be types of business, which will require exemption from the wage and benefit and working conditions of the labor agreement. Examples of exemptions would be the “kitting” business where numbers of temporary contractors or part time contractors are assigned to specific duties for specific customer/jobs and specific times. Contractors assigned to the “kitting” business will perform only those specific duties directly related to the assignment. In addition, unloading product from trucks, loading product into trucks, and operating powered material handling equipment will be performed by bargaining unit employees. This provision will not dilute or cause layoffs of bargaining unit employees.

The parties agree that the assembling of kits is not bargaining unit work. The company may therefore employ temporary or part-time contractors to perform such work who shall be exempt from the wage and benefit and working conditions of the Labor Agreement. Consistent with this, kit assemblers shall not be assigned or perform any bargaining unit work nor shall they operate any equipment or machinery used by bargaining unit members.

UNION SHOP

Section 4. It shall be a condition of employment that all employees of the Company covered by this Agreement who are members of the Union in good standing on the effective date of this Agreement shall remain members in good standing, and those who are not members on the effective date of this Agreement, shall become and remain members in good standing in the Union. It shall also be a condition of employment that all employees covered by this Agreement and hired on or after its effective date shall, on the thirty-first (31st) day following the beginning of such employment, become and remain members in good standing in the Union, subject however, to the provisions of the National Labor Relations Act and the Labor Management Act of 1947, as now or hereafter amended, for the remainder of the term of this Agreement and any extension thereof. The Union agrees to give the Company at least ten (10) days' notice in writing of any demand that any employee covered hereunder be discharged under the provisions of this Section within which ten (10) days the employee shall have the right to cure the default in payment of such dues, initiation fee, or uniformly levied assessments, by tender of same to the Union.

UNION DUES DEDUCTION

Section 5. The Company agrees to deduct from an employee's pay, union dues, initiation fees and lawful assessments uniformly levied on Union members in the employ of the Company the first two pay periods of each month after receipt from such employees of written authorization for such payroll deduction which complies with the requirements of the National Labor Relations Act and Labor Management Relations Act of 1947, as heretofore and hereafter amended during the term of this Agreement or any extension thereof. All amounts so deducted from employee's pay shall be remitted by the last day of the month in which they are due to the Officer or Agent designated by the Union in writing to receive such funds.

UNION COOPERATION

Section 6. The Union and the Company both agree that in order to provide maximum opportunities for continued employment and advancement, employees must perform their assigned jobs effectively and without loss of time. To accomplish this it is necessary that employees must be willing, capable and physically fit to perform their assigned tasks. The

Union agrees to take positive action to reduce poor attendance, tardiness, and poor workmanship.

UNION ACTIVITY

Section 7. Service performed by the employee at the direction of the Union shall not be cause for discharge or for any discrimination against the employee. The employee shall notify the Logistics Manager before the end of the preceding shift if the employee is going to be absent the following day due to Union service. Employees elected or appointed to a full-time position with the Union shall be granted leave of absence without pay by the Employer to perform such duties. Employees performing full-time service with the Union shall retain seniority with the Employer while on such leave of absence.

Section 8. It is recognized that the Steward is the Union's representative of the employees. Either the Steward or the President of the Union or both shall represent the Union in all disagreements arising under this Agreement. The President of the Union shall be notified of the Employer's intention to discharge the Steward, and shall be given a reasonable opportunity to confer with the Employer before the discharge is final.

BULLETIN BOARD

Section 9. The Employer agrees to furnish a bulletin board. The Union shall have the right to post official Union notices on the bulletin board.

SHOP RULES

Section 10. The Union recognizes the right of the Company to adopt, modify, promulgate and enforce Company rules and regulations. The Union shall be notified of rule changes and shall have an opportunity to discuss any objections to them with the Company prior to the implementation. Copies of any such rules shall be made available to the Union and the employees.

UNION ACCESS

Section 11. An authorized representative of the Union shall have access at reasonable times, during working hours, to the Employer's premises for the purpose of administering the contract, provided the Employer is first notified of the presence of the representative.

WRITTEN NOTIFICATIONS

Section 12. The Company agrees to notify the Steward in writing of all additions and deletions to the bargaining unit.

Section 13. The Union will, at all times, keep the Company advised in writing of the names of all persons authorized to act on behalf of the Union. If, and as changes are made, the Union will immediately notify the Company in writing of such changes in personnel.

SENIORITY

Section 14. Definition. Seniority as used in this Agreement refers to the length of continuous employment with the Company in the bargaining unit since the last date of employment by the Company except as listed below in Section 16.

Section 15. When bidding for job openings employees within the department will have preference based on department seniority. If an employee moves across departments, he/she will go to the bottom of the department seniority list in the department for purposes of scheduling time off and future bidding opportunities. Company seniority will apply in cases of layoff.

Section 16. New Employees. There shall be no seniority among probationary employees. New employees shall be considered probationary employees until they have been in the employment of the Company for ninety (90) working days from the date of hire. At the end of such period, the employee shall be considered a regular employee and shall acquire seniority from the date hired. The Employer shall maintain and keep posted an up-to-date seniority list of all regular employees. The Company, in its discretion, may transfer, reassign, discharge, or terminate the employment of any probationary employee.

Section 17. Employee Rights. The Company agrees to respect the seniority of their employees and will give them preference in all matters of promotions, layoffs, or recalls. Senior employees shall have a prior opportunity to claim jobs that may become vacant either on a temporary or permanent basis, provided, only that the employee seeking the job has demonstrated the proper fitness for the job and has the necessary training, experience, ability and physical fitness to perform the work required.

Section 18. Trial Period. An employee transferred to a higher paying job shall serve a reasonable trial period on the new job at the rate of the new job, and during this period the Company may disqualify the employee for demonstrated inability to properly perform the work required. If disqualified, the employee may return to his or her old job at the established rate of pay for that job.

Section 19. Job Coverage. Any employee may be temporarily assigned to work other than his or her regular assignment, and if such position carries with it a higher scale than the scale which the employee has been receiving, the employee shall be paid at the start or

temporary rate. In the event the position carries a lower scale than the employee has been receiving in his or her assignment, the payment for such work will be at the same rate as that of the employee's regular assignment. No employee will be assigned to work in a temporary position for more than thirty (30) consecutive working days, or ninety (90) accumulative days, within a year.

The Employer, in order to maintain the best operating efficiency, reserves the right to transfer employees from department to department or job to job for purposes of completing a shift, vacation relief, covering absences or fill-in work or temporary fluctuations in workload provided they are qualified to safely perform the work.

The above language supersedes all existing language, position statements, special agreements, letters of instruction, grievance answers, arbitration awards or any other source related to jurisdictional work assignments.

The Company agrees that no employee will be laid off, terminated or suffer a reduction in wage rate as a result of implementation of this provision.

Section 20. Customer Service: With respect for products delivered from the facility, the Company agrees that unless all active regular drivers are working or have been given the opportunity to work, the Company will not use a third party courier, except where necessary to satisfy customer demand or where it is economically infeasible to make a delivery with a Company driver.

Section 21. Multi Depot Routing: When business needs and customer demand require immediate attention, the Company has the right to receive and deliver any Veritiv product to and from any Veritiv location to and from any customer using any available Veritiv employee to sufficiently and economically meet customer expectations. The Company agrees that the intent is to ensure we are meeting customer requirements in a timely manner and there is no intent to erode the Local 285-M Bargaining Unit.

Section 22. Loss of Seniority. Seniority may be broken by:

1. Discharge.
2. Voluntary quitting.
3. After ninety (90) continuous calendar days of temporary layoff, at which time the layoff becomes permanent subject to Section 61.
4. Failure to respond and be available for work within forty-eight (48) hours after having been recalled from temporary layoff, provided the Employer shall have attempted to contact the employee by telephone and if unsuccessful, by telegram or certified letter to the employee's last known address.
5. Absence because of illness, occupational or non-occupational injury in excess of twelve (12) months, except as otherwise provided by law.

Section 23. Layoffs. When it becomes necessary to decrease the force in a certain job classification due to lack of work, the employees with the lowest seniority standing working in that job classification shall be laid off first. The employee to be laid off may claim any other work in the bargaining unit in the Company which the employee is competent to do, which is being performed by an employee with lower seniority standing. An employee claiming other work to avoid layoff to reduce the force shall not be exempt from discharge if proven incompetent.

Section 24. Layoff Notice. If a regular employee is to be permanently laid off, at least five (5) days previous notice thereof shall be given, and no employee subject to this Agreement shall quit the service of the Company without five (5) days' notice of the employee's intent to do so. The day of notice of such permanent layoff shall be counted as one of the five (5) days' notice, if given during the employee's regular shift. If a regular employee is to be temporarily laid off, at least twenty-four (24) hours' previous notice thereof shall be given.

WAGES

Section 25.

		Effective 1 st Yr**	Effective 2 nd Yr**	Effective 3 rd Yr**	Effective 4 th Yr**
Hire Date/Increase Date		6/17/2016	6/17/2017	6/17/2018	6/17/2019
	Tractor Trailer Drivers (Class A)	\$21.79	\$22.24	\$22.69	\$23.14
Pre 6/17/06	Warehouse Worker	\$20.80	\$21.25	\$21.70	\$22.15
Post 6/17/06	Warehouse Worker	\$16.72	\$17.17	\$17.62	\$18.07

**Includes \$.07/hour for Safety Shoes.

New hires, except CDL A Drivers, shall start at 90% of the maximum rate, at six (6) months they will go to 95% of the maximum rate and at one (1) year they will be at the maximum rate.

Effective January 1, 2013, the shift premium for employees on second and third shift will be \$0.50/hour.

PAYMENT OF WAGES

Section 26. Employees shall be paid biweekly, payable on Friday for the two weeks ended the prior week. When the regular payday falls on a bank holiday, the preceding workday shall become the payday. Each employee shall be provided with an itemized statement of gross earnings and an itemized statement of deductions for any purpose.

Section 27. Direct Deposit – Within 60 days of ratification of this agreement, all employees will enroll in direct deposit for payroll processing.

Section 28. When any holiday listed in this contract falls on a bank holiday, employees shall be paid on the previous working day.

Section 29. Employees laid off or discharged before their regular pay day shall be entitled to and shall receive whatever sum may be due them as soon as administratively feasible.

Section 30. Administration of Sick, Floating Holiday and Birthday Holiday Paid Time Off

For employees who are eligible for a total of 40 hours of paid time off for sick, floating and birthday holiday during the calendar year, it shall be administered as follows:

1. For employees scheduled to work five 8 hour shifts, each day will be paid at 8 hours for a total of forty hours.
2. For employees scheduled to work four 10 hour shifts, each day will be paid at 10 hours for a total of forty hours.

DISCHARGE OR SUSPENSION

Section 31: Disciplinary Action: The Company agrees that there will be no disciplinary action taken more than five (5) working days after the infraction or when the Company is aware of the infraction. The five (5) day provision does not apply if the disciplinary action requires additional investigation.

Section 32. Employees may be discharged for the following reasons:

1. Just cause.
2. Violation of Warehouse Rules which shall not violate the terms of this Agreement, and which shall be conspicuously posted, and which shall, in no way, abridge the legal rights of employees.

A discharged employee will receive written notice within twenty-four (24) hours, Monday through Friday, after the discharge. The written notice shall state the specific reason for such discharge and a copy shall be forwarded to the Union office. In general, warning notices shall become inactive after a period of one (1) year, provided there has been no additional disciplinary action during that period, except as provided by policies such as workplace violence and substance abuse.

SAFETY AND HEALTH

Section 33. Both the Company and the Union recognize their mutual obligations in the prevention, correction and elimination of all unsafe and unhealthy working conditions and

practices. To this end, the Employer will comply with the requirements of the Occupational Safety and Health Act of 1970, as amended, as it shall apply to the Company's operation and the employees must or should do all things necessary to enable the Company to comply with said Act, such as, but not limited to handling all mechanical equipment and motor vehicles with care and caution; using proper methods of lifting; loading and unloading stock; immediately reporting all accidents of any kind or nature to Management and filling out such forms as are necessary in connection therewith; reporting to Management immediately all defects in any operation equipment; putting all trash, empty cartons, broken skids and pallets, strapping and wrappings in trash and waste containers or other appropriate areas; and keeping the locker and toilet area neat.

Section 34. Employees are expected to actively participate in job related activities; including, but not limited to: safety, quality improvement process, training, etc. The Union will encourage employee participation and will not interfere with same.

Section 35. Employees will be responsible for purchasing approved safety shoes. The wearing of safety shoes while on Company time is mandatory.

Section 36. The Company will implement safety programs including OSHA/VPP designed to recognize and promote effective safety and health management among all employees. The Union agrees to participate in the safety programs, including OSHA/VPP, and work with management to assure a safe and healthful workplace.

Section 37. An employee who is injured during the performance of his or her duties and requires immediate treatment by a physician will be protected against loss of pay for any portion of that shift used in obtaining necessary treatment. Except in those cases involving workers' compensation, if the employee must be absent for portions of subsequent shifts for the purpose of additional treatments, the employee will be protected against loss of pay for such time away from work, provided the employee obtains, from the treating physician, a signed form which will be provided by the medical provider, stating the time, place and nature of the treating.

Section 38. Drug Free Workplace. The parties agree to take the appropriate steps necessary to create and maintain a Drug Free Workplace. These steps would include "for cause, random and post-incident" testing of all employees.

Section 39. Surveillance. The Company and the Union agree that it may be necessary for the Company to undertake investigations which could involve the use of hidden surveillance cameras and/or undercover investigators and/or such other means or devices deemed necessary by the Company. The Company reserves the right to install any such devices including, but not limited to, truck monitoring devices, and/or hidden cameras and/or to use

such means deemed necessary by the Company, including, but not limited to, undercover investigators. If the use of any surveillance information can lead to discipline, the Company will share the relevant information with the Union Representative and will provide copies of the tapes and investigative reports prior to taking final disciplinary action. If employees are found to have engaged in misconduct as a result of such investigation, discipline up to and including discharge pursuant to the provisions of the labor agreement will be imposed.

The Company shall not engage in or direct any surveillance or undercover investigation with respect to any employee's union activity, or the exercise by any employee of any right protected by Section 7 of the National Labor Relations Act. The Company further agrees that it will not intentionally engage in or direct surveillance or undercover investigation in any way that would violate state or federal law.

The Company further agrees that it will not engage in or direct any surveillance and/or undercover investigation in any areas where the employee has reasonable expectation of privacy (e.g. lockers, bathrooms, personal effects, vehicles) (unless the Company has probable cause to suspect that the employee(s) has been or is engaging in violation of laws or rules.) The reference to vehicles in this section does not preclude the utilization of on-board computers, satellite navigation systems or other truck monitoring equipment on Company vehicles.

MISCELLANEOUS

Section 40. The Company will reimburse CDL drivers for CDL License Renewal Fee, HME fee, TSA Background Investigation Fee, and DOT Physical Fee. No time shall be paid to the employee except for the DOT physical and that shall be limited to two (2) hours.

Section 41. No employee shall be required to pay for loss of or damage to cargo, machinery, equipment or stock, but if such loss or damage is the result of an employee's negligence or improper act, the employee may be subject to discipline up to and including termination.

UNIFORMS

Section 42. The Employer shall provide all drivers and warehouse employees with 7 long sleeve and 7 short sleeve shirts and 7 long and 7 short pants upon ratification of this agreement. After the first year, the Company will replace half of the Union sets each year throughout the life of this agreement. All full-time truck drivers will receive raingear. Each employee shall be responsible for maintaining their uniforms. Employees who refuse to wear or maintain their uniforms in the manner prescribed by the Employer shall be subject to disciplinary action

The Employer shall also provide aprons to employees who desire them. Each employee shall be responsible for maintaining his or her apron. A new apron will be furnished when the old apron is returned to the Logistics Manager.

HOURS AND SHIFTS

Section 43. The regular workweek shall be forty (40) hours per week, Sunday through Saturday inclusive. The Company may schedule four (4) ten (10) hour days if business dictates. Ten (10) hour shifts, which shall be four (4) consecutive days will be bid by seniority.

Section 44. Any shift beginning between 5:00 a.m. and 11:59 a.m. shall be considered a day shift. Any shift beginning between 12:00 noon and 9:59 p.m. shall be considered a night shift and any shift beginning between 10:00 p.m. and 4:59 a.m. shall be considered a third shift.

Section 45. An unpaid lunch period of thirty (30) minutes shall be allowed after not more than four and one-half (4-1/2) hours' work on any shift.

Section 46. Employees shall not use company time for changing clothes and washing.

Section 47. The employee must start and quit work at the prescribed hours of his or her shift. The Company will post in the department or at the time clock normally used by the employee, a list showing the starting and quitting time of that employee, and no change can be made in an employee's starting time except upon at least twenty-four (24) hours' notice. The Company will give an employee no less than five (5) days notice of any change in the start day of the employee's workweek.

PICKET LINE

Section 48. It shall not be a violation of this Agreement and it shall not be a cause for discharge or disciplinary action in the event an employee refuses to enter upon the premises of a Company involved in a primary labor dispute or refuses to cross or work behind a picket line arising out of such dispute, including the picket line of this Union party to this Agreement and including lines at the Company's plant or place of business. The employee shall immediately telephone the Employer and report the situation. In order to ensure the needs of customers are met, the Union agrees to provide 48 (forty-eight) hours notice if an employee is going to refuse to cross a bona fide picket line or notice as soon as they become aware they are not going to cross the picket line.

UNAUTHORIZED ACTIVITY

Section 49. The Union agrees that there will be no strikes, walkouts, slowdowns, boycotts, picketing or any other cessation of work or interference with work during the term of this Agreement. The Company agrees that there will be no lockouts during the term of this Agreement.

In the event of any unauthorized activity referred to above, it is understood and agreed that the Union shall, upon receiving notice thereof, direct its members to return to work, if there should be a work stoppage, and just as soon as practical, address a letter to the Employer and the employee members notifying the Employer and employees that the action of the Union members is unauthorized.

REPORTING TO WORK

Section 50. When an employee reports for work on a regularly scheduled shift, the employee shall receive pay for a full shift of work. This guarantee does not cover employees who report late to work, are discharged for cause, or are excused at their own request; nor shall it apply when operations are interrupted for reasons beyond the control of the Employer, such as fire, explosion, windstorm, tornado, flood, power failure, riot, strike, civil insurrection, war or government regulations.

Section 51. If an employee is unable to report for work, the employee shall notify the Logistics Manager, or a person designated by the Logistics Manager, as far in advance as possible, but no later than one hour before the employee's regular starting time. Any employee failing to abide by this Section shall be subject to disciplinary action. Repeated absences and/or lateness are grounds for discharge.

OVERTIME

Section 52. Regular Shifts: When it is necessary for the Company to schedule overtime on a regular workday, notice shall be given as far in advance as possible on the day on which such overtime is to be worked, except in case of an emergency. Overtime in each Job Classification shall be rotated as equitably as practical among the employees in that Classification. Non-working supervisory personnel shall not work overtime, when by so doing, regular employees are deprived of working an equitable amount of overtime.

Overtime: In order to meet customer demand, employees shall be required to work up to two (2) hours of overtime per day when requested by the Company for a maximum of ten (10) hours per week. Any overtime requirements necessary after the ten (10) hours requirement is met will be done on a voluntary basis.

When there is a need for an employee to work overtime on his shift, the employees will be notified three (3) hours prior to the end of their shift. At the time of notification, the Company will provide the approximate number of employees and hours of overtime needed.

At the beginning of their shift employees may make a request to their supervisor not to work overtime. Such request shall be granted after the pre-shift meeting provided there are a sufficient number of employees to meet the Company's business requirements. Such requests will not be used excessively or abused.

If the needed overtime cannot be filled voluntarily by competent employees on the shift, least senior employees within the needed classification(s) on the shift shall be required to work first. If additional employees are needed, employees on other shifts can volunteer. If not enough employee(s) on other shifts volunteer, least senior employees within the needed classification(s) shall be required to work.

Any employee performing work before his regular shift starting time or after his regular shift quitting time shall be paid at the rate of time and one-half (1-1/2) for all hours worked beyond forty (40) hours, Sunday through Saturday. All hours paid for but not worked, including absence for Union business, will be included in determining the forty (40) hours for the purpose of paying the overtime rate. Employees shall be paid such overtime rates for time actually worked except as follows:

Call Back: An employee called back to work after having left the premises of the employer and such work does not extend into the employee's regular shift starting time shall be guaranteed a minimum of four (4) hours' work.

Scheduling Errors: When employees have been denied work due to scheduling errors (including doubling, holdover and call-ins) they will be made whole by providing them with the opportunity to work a comparable number of hours. Penalty payments will not be permitted in the settlement of grievances. This shall not preclude payment of back pay in appropriate circumstances, such as management abuse.

Call In: An employee who received less than eight (8) hours' notice to report for work prior to the beginning of the employee's regular shift starting time and such work extends into the regular shift shall be guaranteed a minimum of four (4) hours' work at the appropriate overtime rate.

Section 53. Saturday. When it is necessary for the Company to schedule work on Saturday, employees performing such work shall receive not less than four (4) hours of work.

Section 54. Sunday. When it is necessary for the Company to schedule work on Sunday, employees shall receive not less than four (4) hours of work.

Section 55. The guarantee of four (4) hours' work provided in Section 51, 52 and 53 above shall not apply when operations are interrupted for reasons beyond the control of the Employer, such as fire, explosion, windstorm, tornado, flood, power failure, riot, strike, civil insurrection, war, or government regulations.

PAID HOLIDAYS

Section 56. Effective January 1, 2017 the following will be paid holidays: Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Memorial Day, July 4, the Employee's Birthday and a Floating holidays are subject to the following: (which may be designated for use on a specific day by the Company on or before January 31 of the year it is to be used) shall be paid holidays subject to the following:

a. All employees employed for thirty (30) calendar days immediately preceding the holiday and the first straight-time day immediately following the holiday, unless excused by Management, shall be paid their individual straight-time day's pay for such holidays.

b. In cases of prolonged illness, an employee who has been employed for one (1) year or more by the Company, who is absent through a bona fide illness, shall be entitled to pay for such holidays which fall within the first thirty (30) calendar days for the employee's absence. An employee with less than one (1) year but thirty (30) calendar days or more service with the employer, who is absent through a bona fide illness, shall be entitled to pay for such holidays which fall within seven (7) calendar days of the employee's absence.

c. Unless a full force on any shift shall be required to work, the Company shall first ask for volunteers to work a holiday. All volunteers shall work according to Company need and their Union seniority. Should the Company need additional employees to work, least senior employees within the needed classification(s) shall be required to work. Employees required to perform work on the above holidays shall be paid, in addition to the holiday pay specified above, all hours worked on the holiday provided that the employee's weekly paid hours exceed forty (40).

d. The holiday for night shifts shall be on the night of the holiday.

e. An individual employee's birthday will be paid holiday governed by all the conditions set forth above. However, by mutual consent of the Employer and the employee, an

employee may take a day other than his or her birthday and any work performed on the employee's birthday shall be at the individual's straight-time rate.

f. For payment of Floating Holiday and Birthday, refer to Section 30.

Section 57. Should a paid holiday provided in Section 56 fall on a Sunday, the Monday immediately following the holiday shall be the day observed as such holiday, and should any such holiday fall on a Saturday, then the preceding Friday shall be the day observed as such holiday. Provided, however, that if by operation of this clause, two (2) paid holidays would be celebrated on the same day, then the holidays will be so arranged as to be celebrated on different days. The days selected to celebrate the two holidays will be determined by the Employer as production schedules require. Notice to the employees of the days selected shall be posted two (2) weeks prior to the holidays. For pay, please see Sections 27 and 28.

Section 58. Should a paid holiday fall within the period of an employee's vacation, the employees shall receive an additional day of paid vacation.

SICK LEAVE

Section 59. All employees with more than one (1) year of continuous service with the company will be entitled to three (3) sick days per calendar year. Employees with less than one (1) year of continuous service shall be eligible per the following:

Date of Hire prior to January 1, 2013:

Less than six (6) months, 1-1/2 days;

More than six (6) months, 3 days.

Date of hire January 1, 2013 or later:

More than nine (9) months, 3 days.

Employees will be paid out for any unused sick time at the end of the calendar year.

Payout will be calculated using the employee's base hourly wage rate, applicable as of December 31 of that calendar year, and payout will be made in January of the following year. Sick time may not be carried over to a subsequent calendar year. To receive payment, employees must be actively employed at the time of the payout.

For payment for these days, refer to Section 30.

Additional Sick Time Off: Employees shall be eligible to take up to two (2) additional sick days by substituting the Floating Holiday and Birthday.

LEAVE OF ABSENCE

Section 60. All medical and FMLA leaves require the employee to contact the Employee Service Center to obtain the proper paperwork. The Company must be kept informed of leaves and provided appropriate documentation.

SEVERANCE PAY

Section 61. When an employee with one or more years of continuous employment with the Employer, covered by this Agreement, is permanently laid off due to lack of work or loses a situation due to the suspension, merger, conversion or sale of the plant, the employee shall be paid, in addition to sums otherwise due, two weeks wages at such individual's straight-time rate of pay.

Section 62. Any employee who has received written notice of a layoff not less than thirty (30) calendar days prior to termination of permanent employment shall not be entitled to severance pay; and provided further, that loss of employment or layoffs caused by the suspension of operations in the plant covered by this Agreement because of fire, explosion, windstorm, tornado, flood, riot, strike, civil insurrection, war, or government regulations shall not be compensable under the provisions of Section 54.

FUNERAL LEAVE

Section 63. In the event of a death in the immediate family of an employee, the Employer shall pay the employee not to exceed three (3) days to attend the funeral services. If you need more than three (3) working days off, you should discuss this need with your manager, in consultation with the Logistics Manager and the Human Resources Business Partner. Two (2) additional day shall be paid if services require out of town travel in excess of 500 miles (documentation may be required). It being understood that 'immediate family' means your spouse, children, stepchildren, parents, legal guardian, grandparents, parents-in-law, brothers, sisters, brothers-in-law, sisters-in-law, grandchildren, spouses of children and spouses of stepchildren and includes 'domestic partner' as defined within the Group Medical plan summary description.

JURY DUTY

Section 64. If you are summoned to jury duty, you must report receipt of a jury summons to your manager. You must notify your supervisor of the need for time off for jury duty as soon as notice or summons from the court is received.

You will be excused from work for only that part of the day required for jury duty. Your regular pay will continue up to your regularly scheduled work hours per day for scheduled work days,

~~Section 82.~~ This Agreement is to become effective June 17, 2016 and shall terminate on June 16, 2020.

Signed by the respective parties at Washington, DC the 6th day of December, 2016.

FOR THE COMPANY:

Cathy McQuarters
Cathy McQuarters
Manager of Labor Administration

FOR THE UNION:

William Tuft
William Tuft
President, Local 285M

Terry Cupp
Terry Cupp
HR Business Partner

APPROVED BY:

George Tedeschi, GCC/IBT President
Graphic Communications Conference of the International Brotherhood of Teamsters Union

The approval by the conference President of this Contract does not under any circumstances, make the Conference a party to this contract nor responsible for its observance or for any breach thereof.