

# **AGREEMENT**

Between

**CENTRAL ELECTRIC  
COOPERATIVE, INC.**

Parker (Armstrong County), PA

and

**LOCAL UNION 459**

of the

**INTERNATIONAL BROTHERHOOD  
OF  
ELECTRICAL WORKERS  
(AFL-CIO)**

Effective February 1, 2020

Expiring January 31, 2024

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**MEMORANDUM OF UNDERSTANDING**

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## **AGREEMENT**

This Agreement is effective as of February 1, 2020, by and between:

Central Electric Cooperative, Inc., an Electric Cooperative existing under and by virtue of the Law of the Commonwealth of Pennsylvania, hereinafter called the “Cooperative”,

and

Local Union 459 of the International Brotherhood of Electrical Workers, hereinafter called the “Union”, as the exclusive collective bargaining representation for all production and maintenance employees, including Crew Foreman of the Employer, Parker, Pennsylvania; now or hereinafter employed by the Cooperative, its successors or assigns, during the term of this Agreement.

### **WITNESSETH**

In order to respond to the ever changing and competitive business climate, the Cooperative and Local 459 intend that this shall continue to be a “LIVING AGREEMENT”. Management leadership and the local union Business Manager or his designee will meet, discuss, and mutually resolve issues that may appear as a result of this tumultuous environment. These issues may be specific to Local 459 or prompted by forces such as mergers, consolidations, acquisitions, technology, regulatory economic, political, or environmental change.

The Cooperative and the Union have a common, mutual interest in stabilizing conditions of employment and improving the relationship between the Cooperative and the Union. All will benefit from a harmonious relationship and by adjusting any differences through rational, common-sense methods. The parties hereto desire to establish a standard of conditions under which employees shall work for the Cooperative during the term of this Agreement, and to provide for rates of pay, hours of work and other conditions of employment for such employees.

NOW THEREFORE, to these ends, and in consideration of the mutual promises and Agreements herein contained, the parties hereto agree as follows:

## **ARTICLE I** **RECOGNITION AND REPRESENTATION**

Section 1. The Cooperative recognizes the right of its employees to organize and to bargain collectively through representatives of their own choosing. The Cooperative hereby recognizes the Union as the sole and exclusive collective bargaining representative with respect to rates of pay, hours of work and other conditions for work of all its regular production and maintenance employees heretofore certified as appropriate by the National Labor Relations Board. Accordingly, the Cooperative agrees to meet and deal with the duly accredited officers, committees and representatives of the Union for said employees in the said bargaining units upon all matters covered by the terms of this Agreement.

Section 2.

(a) Production and maintenance employees of the Cooperative as set forth in Schedule (A) are defined as those employees whose work is chiefly of a physical character.

(b) "Regular" employees are defined as those who have completed a probationary period of 180 days from the date of their initial employment by the Cooperative and who have been capable of performing the work assigned.

(c) Unless specifically stated as work days, all references to days in this contract are considered to be calendar days.

**ARTICLE II**  
**EMPLOYER-EMPLOYEE RELATIONS**

Section 1 - Non-Discrimination: The Cooperative and its agents will not discriminate in any manner whatsoever against any member of the Union because of membership in or activity on behalf of the Union. The Union will not authorize or approve coercion of employees in order to cause them to become members of the Union, nor will it engage in Union activities on Cooperative time and property, except activity in connection with Agreement negotiations and adjustment of grievances, as herein set forth.

Section 2 - Cooperative Rights: The management of the Cooperative's operation, and the direction of its working forces, including the right to employ, promote, discipline, and discharge employees are reserved to the Cooperative, subject only to such limitations as are contained in this Agreement. However, it is understood that all employment or promotions of employees shall be handled in accordance with the provisions hereinafter stated.

Section 3 - Continuation of Benefits: All existing practices relating to retirement and benefit and welfare of the employees of the Cooperative presently in effect and not specifically covered by the terms of this Agreement shall be continued until such time as, for just and lawful cause, the Cooperative finds it necessary to change them. If such changes become necessary that would adversely affect existing benefits from such plans to and for the welfare of the employees, the Cooperative and Union will mutually agree upon them.

Section 4 - Loyalty and Efficiency:

(a) The Union agrees that its members who are employees of the Cooperative will individually and collectively perform loyal and efficient services: that they will use their influence and best efforts to protect the Cooperative, and will cooperate with the Cooperative to this end at all times by making out daily report sheets of activities.

(b) In the interest of safety, continuity of service and efficient and orderly operation, the Union agrees that its members will abide by the Cooperative's rules and regulations. Accordingly, it is understood by both the Union and the Cooperative that all rules and regulations, now in effect or as adopted or changed in the future, shall be strictly enforced and observed at all times. However, no rule or regulation shall be adopted which is contrary to the

law, or to the terms of this Agreement, except a legally enforceable order of an agency of the government. No employee shall be required to work under any unsafe condition.

(c) If the Cooperative proposes any additions to or material changes in the current safety rules, it will discuss them with the Union Committee prior to making them effective. It is agreed that the Union retains the right to grieve any such modification to the safety rules in accordance with the procedure set forth in Article VII.

Section 5 - No Strike - No Lockout: The Union and its members agree that during the continuance of this Agreement, there shall be no strikes or other concerted cessations of, or disruption of, work by the Union or its members. The Cooperative on its part agrees that during the continuance of this Agreement there shall be no lockouts of the Union or any of its members. It is the mutual desire of both parties to provide uninterrupted service to the Cooperative membership.

Section 6 - Contractors: The Cooperative will employ no contractor to do work which is regularly and customarily done by its regular employees if the employment of such contractor would result in the necessity for the layoff of regular employees who are willing, able and qualified to perform the work being contracted. Notices of work application will be sent to the Union when the contractor is working in the Cooperative's name in the field.

The Cooperative will give the Union written notification of the number of men employed by the Contractor and of his general work location(s).

### **ARTICLE III** **EMPLOYMENT - UNION MEMBERSHIP**

Section 1 - Probationary Period: All new employees shall be considered "temporary" for a probationary period of up to 180 days if employed on a regular job; if employed on non-recurring or period jobs, they shall be considered temporary for the duration of the work. The ability of a temporary employee on a regular job and the necessity for his employment shall be reviewed by his department head within the first 180 days and a recommendation shall be made and action taken that the employee be dropped from service or be made a "regular" employee. Non-recurring or period work shall be limited to a period of 30 days, unless otherwise mutually agreed upon.

Section 2 - Union Membership: All new employees shall be required, as a condition of continued employment, to become members of the Union within 30 days after the date upon which they started to work for the Cooperative. This clause is not intended to include full-time students in any full-time accredited school or institution of higher learning hired for summer work, not to exceed 120 days.

All present regular employees who are at the date of this Agreement members of the Union shall be required, as a condition of continued employment, to remain members of the Union. The Union shall furnish to the Cooperative a list of its membership.

All employees who are required to be members of the Union under this Section shall remain members of the Union.

The present provision of the Labor Management Relations Act of 1947 denying the right to the Union to deprive employees of membership for any reason other than non-payment of reasonable dues and initiation fees shall be deemed incorporated in this Agreement for its duration.

The Cooperative hereby agrees to deduct and transmit to the Union, dues and general assessments of members in accordance with dues authorizations as required by the provisions of the Labor Management Act of 1947, as amended.

Section 3 - Role of Foreman/Supervisor: No foreman or supervisor shall act in other than a supervisory capacity except as required in performing the necessary functions of supervision or instruction, or protecting life or property, or in case of emergency.

Section 4 - Providing Copy of Agreement: A copy of this Agreement shall be given to each employee covered hereby, and his attention called specifically to Section 2 of this Article.

Section 5 - Employment Objective. The objective of the Cooperative is to provide stable, long-term, and continuous employment for all regular operating and maintenance employees. To that end, the Cooperative will, for the term of this Agreement, continue to employ the individuals that are employed as of February 1, 1997, unless they lose their seniority under Article IV, Section 10. It is agreed and understood that the Cooperative has and maintains the right to determine the appropriate staffing levels for its various departments.

#### **ARTICLE IV** **SENIORITY - PROMOTIONS - LAYOFFS - DISCHARGES**

Section 1 - Filling Vacancies: In the matter of filling vacancies or of reduction in forces due to the lack of work, seniority and qualifications shall be the governing factor.

Section 2 - Seniority. Seniority is defined as the length of continuous service with the Cooperative, beginning with the date of last continuous employment by the Cooperative and shall not be interrupted because of absence due to illness, or accident, in the line of duty. Except as provided below, the employee with the greatest length of continuous service shall have the greatest seniority and the employee last hired shall have the least seniority. It is agreed and understood that any regular employee of the Cooperative who transfers into the Production and Maintenance Unit will retain their respective company-wide seniority for benefit purposes only. For all other purposes, including bidding into any job vacancy, seniority will begin to accrue on the day they transfer into the unit.

Section 3 - Efficiency. Efficiency is defined as (a) performing the work in the manner in which the Cooperative lawfully prescribes it to be done, as safely, economically, and quickly as it can be done under the circumstances; (b) cooperating with his supervisor in doing the work; (c) observing all lawful rules and regulations of the Cooperative; (d) protecting the lawful interests of the employer; and (e) promptness and regularity in reporting for work.

Section 4 - Promotions. In all cases where efficiency and other qualifications are equal, seniority shall govern. This section shall specifically apply to positions within the bargaining unit, but shall not prevent any grievances arising out of alleged unfair discrimination against any member of the bargaining unit in promotions to the next higher grade in his line of work.

Section 5 - Recall of Laid Off Workers. When a laid-off employee is required to return to work, he shall be given not less than fourteen (14) days advance notice of the fact sent to his last known address, and if he fails to report as directed, he may be dropped from the Cooperative's rolls. The Cooperative will furnish the Union with a copy of such notices.

Section 6 - Partially Incapacitated Employees. When a regular full-time employee with five (5) or more years of continuous service becomes partially incapacitated due to physical disability, the Cooperative will "attempt to place" him in the highest classification in which he is able to perform the work assigned, providing the disability was not caused by the violation of the Rules and Regulations of the Cooperative or by the employee's misconduct. "Attempt to place" in this section means offer the employee the opportunity to work in any vacant bargaining unit positions, the essential duties of which the employee is qualified and able to perform. If a partially incapacitated employee is on leave, not yet ready to return to work, the Cooperative will delay filling vacant positions it intends to fill which the partially incapacitated employee is qualified to perform on a permanent basis, for a reasonable period not to exceed thirty (30) days, to allow the partially incapacitated employee to attempt the vacant position. If there is no vacancy into which the Cooperative can "attempt to place" the employee, he will be assigned to a position a person junior to him is performing, the essential duties of which the employee is qualified and able to perform, if any. Such incapacitated employees so assigned shall receive the same rate of pay as the classification they held prior to their incapacity irrespective of the rate of the classification of the job to which assigned if the incapacity was because of injury or illness caused by his employment with the Cooperative. Otherwise, he will receive the rate of the classification of the job to which he is assigned.

When a regular full-time employee with less than five (5) years of continuous service becomes partially incapacitated because of injury or illness caused by his employment with the Cooperative, the Cooperative will attempt to place him in the highest classification in which he is able to perform the work assigned, provided the disability was not caused by violation of the Rules and Regulations of the Cooperative, or by the employee's misconduct and provided further that the employee can and will perform the work assigned that may be available. He shall receive the rate of the classification to which assigned. "Attempt to place" in this section means offer the employee the opportunity to work in any vacant bargaining unit positions, the essential duties of which the employee is qualified and able to perform. If a partially incapacitated employee is on leave, not yet ready to return to work, the Cooperative will delay filling vacant positions it intends to fill which the partially incapacitated employee is qualified to perform on a permanent basis, for a reasonable period not to exceed thirty (30) days, to allow the partially incapacitated employee to attempt the vacant position.

If such disability was a result of a compensable accident where the employee has received or will receive payments under the Worker's Compensation Act, or the result of an accident whereby he shall receive certain payments under the Disability Insurance Plan of the Cooperative, the special rate provided for regular full-time employees with ten (10) or more

years of service, as herein above set forth, the above special rate will not apply to the extent that such compensation or disability insurance payment increases his total compensation above the rate of the classification from which assigned. Where the payment under either of the plans is made in a lump sum, such shall be considered to be spread over a period of three hundred (300) weeks following such lump sum payment.

It is understood that the bidding rights on vacancies that can be filled by incapacitated employees will be waived to permit the assignment of the incapacitated employees to such vacancies.

Section 7 - Bidding Procedure.

(a) If requested, the Cooperative will furnish to the Union annually a seniority list of the employees in the above bargaining unit.

(b) When a permanent vacancy occurs, the notice shall be posted on the Bulletin Board for three (3) consecutive work days. Any regular employee wishing to apply shall make application on a form provided. Jobs will normally be awarded and filled within ten (10) consecutive work days unless extended by mutual Agreement.

Section 8 - Layoff: The seniority of any employee shall not be affected if laid off and reinstated within three (3) years after layoff.

Section 9 - Training:

(a) The parties hereto recognize that employees are required to perform their work efficiently and to obey Cooperative rules, provided said rules do not violate any of the terms of this Agreement. Accordingly, it is agreed that each employee shall be properly instructed and trained in his job and given a reasonable time, which shall not be less than three (3) months and shall not exceed six (6) months, to prove his ability and efficiency in his job.

(b) If at any time during the first thirty (30) days an employee wishes to return to his/her last permanent classification, he/she may do so by submitting, in writing, a letter to both the Cooperative and to the Union.

Section 10 - Loss of Seniority: An employee shall lose his seniority under any of the following circumstances:

(a) Voluntary termination of his employment;

(b) Discharge for just cause;

(c) When an employee, temporarily laid off, fails to return to work within two (2) weeks after written notice by registered mail to his last known address, requesting such return, or if such employee fails to notify the Cooperative of his intention to return to work within one (1) week after written notice has been delivered to him.

Section 11 - Discharge: The Cooperative reserves the right to discharge any employee for just cause. If the Union believes this discharge is unjustified, the matter shall be considered a grievance and shall be dealt with in accordance with the grievance procedure as outlined in Article VII of this Agreement.

Section 12 - Notice of Layoff: Should it become necessary to lay off any employee on account of reduction in force in any classification covered by this Agreement, the Cooperative shall give such employee or employees affected notice in writing two (2) weeks in advance. In the event an employee is laid off without two (2) weeks notice, he shall be paid eighty (80) hours at straight time.

Section 13 - Medical Coverage for Laid Off Employees: The Cooperative will pay the cost for a laid off employee and his or her previously covered dependents to continue medical coverage in the Cooperative's medical benefits plan for twelve (12) months following layoff or until the laid off employee finds other employment, whichever occurs first. The employee would be required to apply for an extension of coverage as afforded him by COBRA in order for the continued coverage to be provided by the Cooperative.

## ARTICLE V

### HOLIDAYS - PERSONAL DAYS - VACATIONS - LEAVES OF ABSENCE

Section 1 - Holidays: The following nine (9) holidays will be observed each year: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, one-half (½) day on Christmas Eve, Christmas Day, and one-half (½) day on New Year's Eve. If any holiday falls on a Sunday, the following Monday or the day publicly observed shall be considered the holiday. When a holiday falls upon a Saturday, the holiday will be observed at a time which is mutually agreeable to employees and the Cooperative. If Christmas Day and New Year's Day are observed on Monday, the ½ holidays on December 24th and December 31st will be observed on the preceding Fridays. Each employee shall receive eight (8) hours straight time pay for the day of observation of each such holiday.

Section 2 - Personal Days: Four (4) personal days are available for each employee in each calendar year. These days will be scheduled in advance with the Cooperative. Veterans have preference to Veterans' Day to be taken as a personal day, if requested.

#### Section 3 - Vacations:

A. The Cooperative will grant vacations with pay as follows:

- (a) New employees, hired in the first six (6) months of the calendar year, will be given five (5) working days vacation in the first calendar year of employment after completing six (6) months of employment.
- (b) Ten (10) working days vacation in the second calendar year of employment.
- (c) Eleven (11) working days vacation after Six (6) years continuous service.

(d)	Twelve (12)	working days vacation after	Seven (7)	years continuous service.
(e)	Thirteen (13)	working days vacation after	Eight (8)	years continuous service.
(f)	Fourteen (14)	working days vacation after	Nine (9)	years continuous service.
(g)	Fifteen (15)	working days vacation after	Ten (10)	years continuous service.
(h)	Sixteen (16)	working days vacation after	Sixteen (16)	years continuous service.
(i)	Seventeen (17)	working days vacation after	Seventeen (17)	years continuous service.
(j)	Eighteen (18)	working days vacation after	Eighteen (18)	years continuous service.
(k)	Nineteen (19)	working days vacation after	Nineteen (19)	years continuous service.
(l)	Twenty (20)	working days vacation after	Twenty (20)	years continuous service.
(m)	Twenty-five (25)	working days vacation after	Twenty-five (25)	years continuous service.
(n)	Thirty (30)	working days vacation after	Thirty (30)	years continuous service.

The Cooperative will schedule vacations as nearly as possible as employees desire, giving preference to seniority insofar as the needs of service will permit. However, the senior employee shall not exercise his rights to the extent that he will request vacation in the same period each year. Should a holiday be observed on one of the employee's regularly scheduled work days while he is on vacation, he shall be entitled to an additional day with pay to be granted when convenient at a time mutually agreed upon with the Cooperative. Employees, on request, shall be paid, prior to starting their vacation, the amount of pay they would receive on the regular pay day(s) falling within their vacation period. Such request shall be made sufficiently far in advance to allow the Payroll Department two (2) full working days in which to prepare the check. It is further understood that, if a vacation has been scheduled, it shall be changed only upon thirty (30) days prior notice or by mutual consent between the employee and the Cooperative. It is still further understood that if any employee is recalled from his scheduled vacation before its expiration date, he shall be reimbursed for all unusual out-of-pocket expense incurred by this recall. If an employee's scheduled vacation is postponed or curtailed at the request of the Cooperative, the employee may accept straight time vacation pay plus straight time pay for each vacation hour worked or choose another vacation period, at his option. Hours worked off schedule during a vacation period shall be paid for at the applicable overtime rate.

B. A week of vacation shall consist of not less than seven (7) consecutive days for which the employee shall be paid his regular weekly wage, based upon forty (40) hours. Such vacation shall begin upon release from the regular schedule of work and end when the employee is scheduled to return to the regular schedule of work.

C. Once during the life of this Agreement, an employee may elect to accumulate and carry over one (1) or two (2) weeks of vacation to be used as an extension of vacation time off during the next vacation year. The employee must notify the Cooperative of his election no later than April 1 of the vacation year from which vacation time is to be carried forward. Such vacation will be paid at the applicable rate in effect at the time of original eligibility.

D. Vacation allowances accrued but not taken shall be paid to all employees who are laid off, or who resign after due and timely notice, but shall not be paid to anyone who shall be discharged for cause.

E. It shall be understood that vacations taken in any calendar year following the completion of the second year of continuous employment have been earned during the previous calendar year.

Section 4 - Death in the Family: In the event of a death occurring in the immediate family of an employee, such employee shall be permitted a maximum leave of three (3) days at his regular rate of pay for those days he would have normally worked. In any event, the day after the funeral of the deceased shall be the final day of such leave. The immediate family is defined as father, mother, husband, wife, brother, sister, son, daughter, stepchild, father-in-law, and mother-in-law.

In the event of death of an employee's grandparent, grandchild, sister-in-law, brother-in-law, son-in-law or daughter-in-law, the employee shall be permitted a leave of one (1) day at regular rate of pay, on which he would otherwise have worked, to attend the funeral of any such relative.

Section 5 - Leave of Absence: A regular employee, for good and sufficient reason, may be granted a leave of absence not to exceed sixty (60) days, if conditions of work at the time are such that his services can be spared. The length of leave shall be determined at the time the request is being considered and shall depend upon the circumstances. If an employee overstays such leave, or if he accepts employment elsewhere during such leave, without the consent of the Cooperative, his employment with the Cooperative may be terminated by the Cooperative. Leave of absence granted under this section shall be without pay except that an employee on such leave may, at his request, be allowed to use any or all vacation credits that have accrued to him prior to the beginning of such leave. The Cooperative's "Family and Medical Leave Act" policy is incorporated herein by reference.

Section 6 - Jury Duty: In the event a regular employee, as defined herein, is called for jury duty in the Courts of the Commonwealth of Pennsylvania or the United States of America, the Cooperative will pay to such regular employee during the period of such actual jury duty, the difference between the then jury pay and such employee's regular pay with the Cooperative, computed at straight time.

## **ARTICLE VI** **SICK LEAVE POLICY, HEALTH AND PENSION BENEFITS**

Section 1- Purpose: The purpose of this policy is to establish regulations which adequately govern a disability income protection plan for all full-time employees of Central Electric Cooperative.

Section 2 - Sick Leave:

(a) Accumulation of Sick Leave: All full-time employees will be granted sick leave at the rate of fifteen (15) days per calendar year, beginning on the date of employment. Unused sick leave may be accumulated to a maximum of one hundred fifteen (115) working days, including holidays. After this maximum accumulation has been reached, an additional fifteen (15) days will be granted for the current year.

(b) Use of Sick Leave: Personnel may use sick leave for sickness, injury, medical treatment or examination. In the event of disability, the Cooperative will pay the employee his regular pay less any disability payment he receives from any other source. Only the hours actually paid for by the Cooperative during the compensable benefit period (determined by dividing the total amount paid by the employee's normal hourly wage) will be deducted from the employee's allowable sick leave. In order to qualify for sick leave pay, all personnel must report their absence from work to the Cooperative within twenty-four (24) hours.

(c) Medical Examinations and Certification: The Cooperative reserves the right to have any employee examined by a physician of its choice. Employees returning to work after an extended disability may be required by the Cooperative to present a certificate of fitness to work, signed by the physician who was responsible for their treatment during their absence.

Section 3 - Unused Sick Leave Plan: At the end of each calendar year of employment, each employee of the Cooperative will be given credit for sick leave granted to him or her for the current year but not used. (An employee granted 15 days and using 5 days would be given credit for 10 days in his unused sick leave account.) Credit for unused sick leave will be maintained in an unused sick leave account for each employee. No credit will be given for unused sick leave for the year in which an employee begins employment with the Cooperative. Credit for unused sick leave will accumulate to a maximum of one hundred thirty (130) days.

An employee of the Cooperative hired before February 1, 2000 will be granted early retirement leave at the rate of one full day of leave for each full day of unused sick leave credit. Such early retirement leave must be taken immediately prior to the employee's retirement date. The beneficiary of an employee who dies prior to retirement will be paid for that employee's accumulated sick leave credit at the employee's regular rate. An employee who terminates employment with the Cooperative for a reason other than retirement or death will not receive leave or payment for his unused sick leave credit. All employees hired after 2/1/2000 will be permitted to accumulate a maximum of one hundred thirty (130) days sick leave. The Cooperative will reimburse all such employees at a rate of 35% at retirement for each full day of sick leave credit.

Employees may receive unused sick leave benefit at age fifty-five (55) or after provided the following conditions are satisfied:

- A. The employee must have a minimum of fifteen (15) years of continuous service with Central; and,
- B. The employee must have attained the age of fifty-five (55)

Employees who meet these qualifications shall be entitled to the following sick leave benefit:

- A. The employee will receive four percent (4%) of the normal unused sick leave benefit to be taken as early retirement leave to which they would otherwise be entitled at normal retirement age (62), for each year of continuous service with Central; and,
- B. The employee will earn entitlement to a portion of his/her unused sick leave benefit according to his/her years of service. Four percent (4%) of the benefit will be accumulated for every year of service not to exceed a maximum of twenty-five (25) years of service or 100% of earned benefit. The employee will receive a reduction of four percent (4%) of the normal unused sick leave benefit to which they would otherwise be entitled at normal retirement age (62) for each year or any fraction of a year they retire prior to reaching age sixty-two (62).

It is understood that the same eligibility requirements and reduction in unused sick leave benefit will also be applied to employees hired after February 1, 2000.

An employee hired before February 1, 2000 who is unable to report to work because of illness or injury and who has used all his or her sick leave could use unused sick leave credit days as an extension of sick leave. The maximum accumulation of one hundred thirty (130) days for unused sick leave credit would be reduced by the amount of days used for extended sick leave for that employee. (An employee using 30 unused sick leave days as an extension of sick leave would only be able to accumulate up to 100 unused sick leave credit days thereafter.)

The accumulation of unused sick leave credit will be retroactive to February 1, 1985 for employees who were employed at the Cooperative as of February 1, 1988.

Section 4 - Extended Disability Income Protection: The Cooperative shall provide the NRECA Long-Term Disability Income Protection Plan for all full-time employees. Presently under this plan, after a waiting period of thirteen (13) weeks, the employee disabled by a covered sickness or accident will receive fifty percent (50%) of his regular earnings to a maximum benefit of \$10,000.00 per month, until he returns to work or to age 62, whichever comes first. Benefits are based on regular earnings at the time of disability. Changes made in the plan shall automatically apply. The Union shall be notified in writing, immediately of any changes.

Section 5 - Responsibility for Administration: A sick leave committee, approved by the Board of Directors, shall be composed of a representative from Management, Office and Field. In the event of a dispute over policy or its administration, the Committee shall review the problem, make recommendation, and refer it to the Board of Directors for final decision. The Manager of Finance and Marketing of the Cooperative, located at Parker, PA shall be named Administrator and shall be responsible for all records.

Section 6 - Medical Coverage:

(a) Employees will be offered medical insurance as set forth in the attached Summary of Benefits and Coverage. The Cooperative will be responsible for the first five percent (5%) of

the annual increases in premium. Any increases over five percent (5%) in a year will be shared equally by employees and the Cooperative, with the employees' share not to exceed four percent (4%). The Cooperative and the Union share their concern with the escalation of medical costs. The parties will meet several months prior to medical plan renewal and may select an alternative carrier, plan or schedule of benefits to secure cost advantages. A formal Agreement will be signed by both parties in the event changes in the medical plan occur. Should the Union and Cooperative fail to agree on changes, the Cooperative has the right to implement changes to the plan to limit the Cooperative's premium increase to a maximum of 5% or, in its discretion, a higher percentage increase. The Union and the Cooperative acknowledge that the insurance carrier may make changes from time to time to the benefits package provisions, and that the Cooperative has no control over what is offered by the carrier. The Cooperative will not be responsible to reimburse employees for plan changes that occur outside the Cooperative's or Union's control (for example increases in co-pays or deductibles, etc.).

(b) Medicare supplemental coverage will be extended to employees hired before February 1, 2000 and who retire from Central Electric Cooperative, Inc. at or after the normal retirement age of 62 and their spouses as long as the retiree is living. Employees who retire at the normal retirement age of 62 and their spouse will be covered under the current medical plan under the same conditions as if they were still an employee until they reach age 65 or are employed by an employer that offers them medical insurance. The Cooperative will contribute 2% of the premium for supplemental coverage for Medicare and prescription drug coverage for each year of credited service as of 2/1/2005 for all current employees hired before 2/1/2000, when they become eligible for Medicare. Retiree welfare benefits for employees hired after 2/1/2000 will not be provided by the Cooperative. Should an eligible retiree be hired by another employer, and/or have medical coverage available to him, he will no longer be eligible. In order to be eligible for retiree benefits, retired employees and their spouses must enroll in Medicare Part A and Part B as soon as they become eligible.

(c) An employee with fifteen (15) years or more of service to the Cooperative who retires prior to age 62 may, at his expense, continue to be covered under the Cooperative's group medical and vision plans.

Section 7 - Medical Coverage for Employees Disabled by Their Employment with the Cooperative: Cooperative will provide medical coverage for an employee who becomes disabled because of injury or illness caused by his employment with the Cooperative until he becomes employed or reaches the Cooperative's normal retirement age, whichever is earlier, as follows:

Less than 5 years of service	Employees will have the opportunity to continue their insurance at their cost for up to two (2) years. This period shall count against the employee's and dependents' COBRA entitlement, if any.
5 years and over	24 months of employee/family coverage

Thereafter, for employees with five (5) or more years of service at the time of their disability, the Cooperative will provide employee coverage; and at the option of the employee,

the Cooperative will contribute 10% of the cost of the additional premium required for family coverage for each year of service over five years.

To the extent permitted by its contracts with its vision care and life insurance providers, the Cooperative will provide vision and life insurance to disabled employees who are receiving medical insurance pursuant to this Section 7.

Section 8 - NRECA Retirement and Security Program: The NRECA Retirement and Security Program will be made available to all employees of the Cooperative. An employee is eligible for participation in this program after one year of continuous employment. Any NRECA changes made in the program shall automatically apply, and the Union shall be notified, in writing, immediately of such changes. The retirement program will be structured as follows:

- (a) Uniform Benefit percentage formula will be 1.4% (future service only) effective March 1, 2010. Effective as soon as reasonably practical following the execution of this Agreement, the Uniform Benefit percentage formula shall increase to 1.5% (future service only) if doing so will not increase the cost to the Cooperative to a level in excess of 23% of base payroll, as currently defined or as subsequently amended by NRECA ("Payroll"), inclusive of the annual cost and any deficit reduction cost and any other cost charged to the Cooperative ("Cost").

Thereafter, the Uniform Benefit percentage formula shall increase effective February 1st of subsequent years of the term of this Agreement, as set forth in the schedule below, if doing so would not increase the Cost to the Cooperative to a level in excess of 23% during the term of this Agreement. However, if the Cost to the Cooperative of providing a then in place Uniform Benefit percentage formula above 1.4% exceeds 23%, the Uniform Benefit percentage formula shall be reduced to the highest level possible (1.4%, 1.5%, 1.6% or 1.7%) without exceeding a Cost in excess of 23%. If the Uniform Benefit percentage formula is reduced because of a Cost in excess of 23%, but costs decrease, the Uniform Benefit percentage formula will be increased to the extent possible without incurring a Cost in excess of 23%, consistent with the schedule below. Even if the Cost of a 1.4% Uniform Benefit percentage formula exceeds 23%, it will not be reduced below 1.4%.

2020	2021	2022	2023
1.8%	1.8%	1.8%	1.8%

- (b) Provide age 62 normal retirement, effective July 1, 1979.
- (c) The Cooperative will pay the full cost of the NRECA Retirement and Security Program effective January 1, 1985, reducing the employee contribution to 0%.

Section 9 - NRECA 401(k) Savings Plan: The Cooperative will also make the NRECA 401(k) Savings Plan available to all employees. An employee is eligible for participation in this program after one year of continuous employment. Employees may contribute up to the amount permitted in the official Plan documents based upon their Full Salary, as that term is defined in

the Plan. If employees contribute at least 1% of their base annual wage to the Plan, the Cooperative will contribute 2% of the employee's base annual wage to the Plan. Any NRECA changes made in the program shall automatically apply, and the Union shall be notified, in writing immediately of such changes.

Section 10 - Eyeglass and Dental Plan: The Cooperative will continue to pay and provide an eyeglass and dental plan for employees and their eligible dependents. The Cooperative will pay for one hundred percent (100%) of the cost of eye examinations and corrective lenses. The maximum vision payment per family per year will be \$350.00. The Cooperative will pay up to \$22.00 per month for employee coverage and up to \$60.50 per month for employee and dependent coverage for a dental plan. Any cost above these amounts will be split 50/50 between the Cooperative and its employees.

Section 11 – Life Insurance: The Cooperative will provide a life insurance benefit for retirees by paying fifty percent (50%) of the premium for the first \$10,000.00 of coverage. Those retiring before the normal age of 62 will be subject to the reductions as referenced in Article VI, Section 3.

## **ARTICLE VII** **GRIEVANCES, CONFERENCES AND ARBITRATIONS**

Section 1: A grievance is hereby defined as a violation of the terms of this Agreement, or a violation of the law governing employee-employer relationship, or any type of supervisory conduct which unlawfully or unjustly denies to an employee his job or any benefit arising out of his job.

Section 2: If any disagreement or dispute arises between the parties hereto as to the meaning or interpretation of the terms of this Agreement, or as to the rights of either party hereunder or as to any unjust supervisory conduct, the matter shall be handled in the simplest and most direct manner and unless this procedure, or any part thereof, is waived by mutual consent, the matter shall be taken up as follows:

(a) Grievances shall be taken up within five (5) days after the grievance arises and shall be first considered between the employee concerned and/or a member of the Grievance Committee and the employee's immediate supervisor.

(b) If no mutually satisfactory solution is found in step (a), then within three (3) days upon filing of the complaint in writing, signed by the aggrieved party, the grievance shall be taken up between members of the Grievance Committee of the Union and the Manager of Human Resources and if the issue cannot be resolved, it may be taken to the General Manager. A decision shall be rendered within five (5) working days after final presentations to the Manager of Human Resources and reduced to writing and signed by the parties.

(c) If the decision in step (b) shall be unsatisfactory, the matter shall be arbitrated by a Board of Arbitrators, to be composed of one representative of the Union, one representative of the Cooperative, and a third impartial member to be chosen by the other two. In the event that no Agreement is reached with respect to a third or impartial member within ten (10) days, such

member (who shall not be an employee of the Cooperative or a member of any Union) shall be selected through the Director of Conciliation, U.S. Department of Labor. The decision of a majority of the Board shall be binding upon the parties hereto for the period of the Agreement. Each party shall pay the expenses of its own representative of the Board; and the expense of the third and impartial member shall be borne share and share alike by both of the parties hereto.

Section 3: Employees acting as representatives of the Union, not to exceed two (2) members, may attend discussions with the Cooperative during their working hours (regular hours) without loss of pay, but no employee, not scheduled to work during the hours of discussion, shall be paid by the Cooperative for the time devoted to such discussions and the employee shall be paid by the Cooperative for the time lost while acting on behalf of the Union during arbitration proceedings.

Section 4: In the event the Cooperative believes itself aggrieved because of failure of members of the Union to comply with the terms of this Agreement, it shall reduce its complaint to writing and present the same to the Local Union Executive Board for immediate consideration by said officers. Action shall be taken within five (5) days after the date of filing the complaint or grievance.

In case a settlement cannot be arrived at between the Cooperative and the Union's Executive Board, the matter may then be referred to the Board of Arbitration as provided in Section 2(c) of this Article and the procedure therein shall be followed by both the Cooperative and the Union in arbitrating such complaint or difference.

## **ARTICLE VIII** **HOURS OF WORK AND RATES OF PAY**

### Section 1 - Hours of Work and Overtime:

(a) All employees of the Cooperative covered by this Agreement, except Building and Transportation Maintenance Department employees, will be non-shift and will work regular schedules five (5) consecutive eight (8) hour days per work week Monday through Friday between the hours of seven o'clock (7:00) a.m. and five o'clock (5:00) p.m., with an unpaid lunch period not to exceed one-half (1/2) hour. Building and Transportation Maintenance employees shall be considered as "scheduled" and defined as those whose regular hours of work may be during any twenty-four (24) hour period usually on day or evening schedule, but not around the clock. So far as possible, regular schedules and individual employee shift assignments shall be established for thirty (30) day periods, which may be changed by the Cooperative upon thirty (30) days notice.

Normally, line crew employees, other than meter servicemen and the meter serviceman chief, will be scheduled 7:00 a.m. to 3:30 p.m. Normally, meter servicemen and the meter serviceman chief will be scheduled 7:30 a.m. to 4:00 p.m. Any deviation from present schedules will be discussed and mutually agreed upon.

In order to promote efficiency and customer service, unit employees may be scheduled to work four (4), ten (10) hour shifts per work week, Monday through Friday, during the period

beginning the Monday after Memorial Day and ending the Friday before Labor Day. Prior to commencing this schedule, the Cooperative agrees to meet and discuss its plan with the Union. The Cooperative's plan with respect to the issues raised by the schedule are set forth in a Memorandum of Understanding which is attached to this Agreement.

(b) Overtime shall consist of all the time worked off schedule on regularly scheduled work day and all the time worked on Saturday or Sunday. Compensation for overtime hours of work shall be one and one-half times the regular rate except where otherwise provided.

(c) All work performed on Sunday and Holidays shall be paid at two (2) times the regular hourly rate.

Section 2 - Call-Out Minimum: When employees are called out to work in an emergency, they shall be paid four (4) hours straight time as a minimum, but the maximum time to be paid for shall be governed by the applicable overtime rate. In case of emergency call-out, working time shall be computed from the time the call is received.

Section 3 - Hot Line Tool Rate: On all work requiring the use of Hot Line Tools, the rates of pay for crew members engaged in such use in the classification of Heavy Equipment Operator, and/or Apprentice Lineman will be base rate plus \$5.00 per hour, only for hours actually worked using the Hot Line Tools.

Section 4 - Temporary Upgrade: The minimum wage rate for employees covered by this Agreement shall be in accordance with rates shown on Schedule A attached hereto and made a part hereof.

If an employee is temporarily assigned to a higher grade or classification covered under Schedule A for one hour or longer and works under normal supervision, he shall receive the rate for the entire period of assignment. If an employee is assigned to a lower grade or classification, he shall receive his regular rate for the period of assignment. This shall not apply to employees assigned to lower classifications of jobs to provide them with employment during period of slack work. In cases where an employee is permanently demoted to a lower grade or classification of job, he shall receive the rate for the job. If an employee is temporarily assigned to a higher classification for 50% or more of the time for any twelve (12) month consecutive period, the Cooperative shall post and fill the classification permanently.

Section 5 - Work for Other Cooperatives/Electric Utilities: Where employees are required to work for other Cooperatives or electric utilities in emergencies, all hours worked shall be paid at double time from the time the employees are notified until they return. The wage rates applicable shall be the wage rates of the Cooperative on which the work is performed or the wage rate under this Agreement, whichever is the higher for reasonably comparable classifications. The working conditions of this Agreement shall apply in such case.

## ARTICLE IX WORKING CONDITIONS

Section 1 - Equalization of Overtime: No employee shall be required to take time off to offset any overtime worked or to be worked during any regular work week.

Overtime work shall be equalized insofar as possible in each classification of work over a period not to exceed one hundred twenty (120) days. If an employee fails to report for overtime work as requested, such overtime, for record purposes only, shall be considered the same as though he had actually worked in order to equalize overtime in any one hundred twenty (120) day period. Overtime worked will be posted on the Bulletin Board each payroll period.

Upon attainment of age 55, line personnel may be excused from day-to-day overtime outage repair duties at the request of the employee. During widespread outages, severe storms, or when other qualified line personnel are not available, such employees will be required to make themselves available for overtime outage repair. This clause will not apply to overtime required as an extension of normal working hours due to increased work load.

Section 2 - Tools and Equipment: The Cooperative will furnish all such proper and required tools as are necessary for the work. When tools and equipment are furnished to an employee, he shall be held responsible for their return in good condition, ordinary wear and tear and reasonable loss excepted. The Cooperative will provide suitable space for the storing of the tools and equipment furnished to the employees. Extension hot sticks will be furnished on all trucks where necessary.

Section 3 - Union Notices: The Cooperative shall provide space for the installation of suitable Bulletin Boards by the Union for the purpose of posting official notices of the Union to its membership.

### Section 4 - Work Away from Home Points:

(a) Employees working away from their home points shall be transported to and from their work on Cooperative time. When such work is located away from the employee's home, requiring them to remain away over night, meals and lodging shall be furnished and paid for by the Cooperative, it being understood that transportation need not be furnished by the Cooperative more than once to and from such a job in any one week. The Foreman or other supervisory employees in charge of the work shall make all necessary arrangements for these accommodations.

(b) Transportation facilities for employees during inclement or extremely cold weather shall be furnished by the Cooperative with heated cabs or conveyances.

### Section 5 - Meal Entitlement:

(a) When employees are required to work one (1) hour consecutive to, and in addition to, their regularly scheduled work day, the Cooperative will provide such a meal as can be reasonably obtained and if work continues, at not more than five (5) hour intervals thereafter. The provisions of this Section shall not apply to minimum call outs.

(b) Any employee entitled to meals at Cooperative expense as provided for in Section 5(a) shall be allowed time for obtaining and eating such meals as follows:

1. If employees are required to remain on the job, they will be paid for the time to eat the meal to the extent of a maximum of thirty (30) minutes.
2. If the employee leaves the job to obtain a meal and is required to return immediately after eating the meal, he will be paid for such time to the extent of a maximum of forty-five (45) minutes to obtain and eat the meal.
3. When the work is finished and, therefore, the employee is not required to return to work, he will be paid for the time to eat such meal, but in no event to exceed thirty (30) minutes.
4. When the Cooperative is required to pay for a meal or other expense, they shall require the employee(s) to present a bill to be reimbursed.

Section 6 - Meetings: When the Cooperative requires employees to attend meetings of any kind, the meetings shall be held on Cooperative time.

Section 7 - Protective Equipment: The Cooperative shall provide all employees necessary protective equipment. The Cooperative will supply work gloves for employees as necessary on a replacement basis, two (2) pairs to start. The Cooperative will supply summer and winter work uniform rental service for the Transportation Department. Jackets will be replaced due to reasonable wear with the approval of supervision. The Cooperative will provide non-prescription safety glasses, and, when required, prescription safety glasses. The intent of this clause is that employees must wear safety glasses in agreed-to work areas. The Cooperative will supply rubber boots to go with all-weather sets previously issued. The Cooperative will pay to active regular employees, with one year of continuous service, who do not participate in the rental clothing program, an annual clothing allowance of \$250.00 per employee. Separately, the Cooperative will reimburse employees for purchases of qualifying work boots, up to a \$275 boot allowance per employee, per year.

Section 8 - Arc Flash Resistant Clothing: For unit employees who are required by the Cooperative to wear arc flash resistant clothing during working hours, the Cooperative will reimburse the affected employees for the arc flash resistant clothing in the following manner:

**New Employees - 1st Year:**

- \$1,000.00 to all affected employees;
- An additional Cooperative match of up to \$250.00 for every additional dollar spent by the employee (total \$500.00 additional);

**Year 2 and All Subsequent Years:**

- \$500.00 to all affected employees;
- An additional Cooperative match of up to \$100.00 for every

additional dollar spent by the employee (total \$200.00 additional).

The arc flash resistant clothing will be purchased through a provider selected by the Cooperative.

This arc flash resistant clothing provision does not apply to mechanics or warehouse personnel.

The arc flash resistant clothing reimbursement benefit must be utilized by January 31st of the contract year in which it was earned or it will be forfeited.

Section 9 - Rubber Protective Equipment: Rubber protective equipment, including 20,000 volt gloves, shall be used when work is to be done on energized lines, apparatus and equipment.

Section 10 - Assignment to Jobs/Supervision: Except as provided, subject to existing laws, the Cooperative shall at all times determine the number and class of employees to be employed and assigned to any given job, but no employee shall be required to perform any hazardous task with which he is not familiar without proper instructions and close supervision. Further, no employee shall be required to work alone on jobs which by reason of their complexity and unusual hazard should be worked only with a qualified helper. When work is to be done on live primaries exceeding 600 volts, all safety rules shall be strictly observed and an employee above the classification of Journeyman Lineman shall be present to supervise the job, except in the case of emergency to protect the public or property of the Cooperative.

Section 11 - Stand-By Time: Stand-by time is time for which an employee is required to be at a place specified by his supervisor, ready to go to work when called upon. Stand-by time shall be considered as hours of labor and shall be paid for accordingly. They shall be paid in accordance with the provisions of Article VIII, Section (b)(c).

Section 12 - Rest Periods: An employee who has worked sixteen (16) or more hours in any twenty-four (24) hour period without having a rest period of at least eight (8) hours shall, upon release, have a rest period of at least eight (8) hours from the time of his release before returning to work. If such rest period extends into employee's regularly scheduled hours for four (4) hours, he shall be excused from duty from his regular scheduled hours without loss of pay at straight time, provided further that if such rest period extends into his next regular scheduled hours for less than four (4) hours, he will be excused from duty for that portion of his scheduled hours which is covered by the rest period without loss of pay at straight time rate. For work in excess of sixteen (16) hours in any twenty-four (24) hour period, double time shall be paid.

If an employee works six (6) hours out of the eight (8) hours immediately preceding the start of his regularly scheduled work day and does not meet the provisions of Article IX, Section 12, the employee will be entitled to a four (4) hour rest period. The rest period will be paid at the straight time rate. At the option of the crew, the rest period will be taken either at the beginning of the regular work day or at the end of it.

Section 13 - Inclement Weather: Except in emergencies, the Cooperative shall not require employees covered by this Agreement to work outdoors during inclement or extremely cold weather. They shall remain available and may be assigned to such other related work within the plant as the Cooperative may direct.

Section 14 - Discipline: When discipline is administered or reprimand of an employee is ordered in connection with an incident, an immediate joint investigation shall include at least one representative of the Union. If the report of the Committee is deemed to be unfair to the employee, the matter may be taken up as a grievance.

Section 15 - Training Program: During the life of this Agreement, the parties will establish a joint training program for the purpose of upgrading and improving the job skills of employees.

Section 16 - Definition of Emergency: The term "Emergency", as used in this Agreement, is defined to mean a sudden and unforeseen situation demanding immediate attention, such as power failure having the possibility of destruction of life or injury to persons or property. Supervisors are to define situations as an emergency or a normal assignment, when requested.

Section 17 - Safety Meetings: Safety meetings will be open to personnel directly affected by the safety program being offered. Personnel not affected will proceed with regular assignments. General safety meetings will be open to all personnel.

Section 18 - Verbal Agreements: Certain verbal Agreements have been reduced to writing and are attached as Schedule B hereof.

## **ARTICLE X** **TERMINATION**

Section 1: This Agreement, when signed by proper officials of the Cooperative and the Union, and approved by the President of the International Brotherhood of Electrical Workers, is to be effective as of February 1, 2020. It shall remain in full force and effect until January 31, 2024, except as hereinafter provided and shall automatically be renewed for terms of one (1) year each thereafter until written notice of a desire to amend or terminate the Agreement is given by either party to the other at least sixty (60) days prior to February 1 of any year thereafter.

Changes may be made any time by mutual consent. Any change agreed upon shall be reduced to writing, signed by the parties hereto and approved by the International President of the Union, the same as this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the first day and year first above written.

LOCAL UNION 459, I.B.E.W.

CENTRAL ELECTRIC COOPERATIVE, INC.

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Steward

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Steward

\_\_\_\_\_  
CEO & General Manager

APPROVED

\_\_\_\_\_  
Manager of Human Resources

\_\_\_\_\_  
International President of the IBEW (AFL-CIO)

# 2122253.v2

**SCHEDULE A**

**WAGE SCHEDULE OF NON-SHIFT EMPLOYEES**

<b>Job Classification</b>	<b>Hourly Rate Effective</b>			
	<b>2-1-20</b>	<b>2-1-21</b>	<b>2-1-22</b>	<b>2-1-23</b>
<b>LINE DEPARTMENT</b>				
Foreman	\$42.85	\$44.14	\$45.46	\$46.82
Chief Lineman	\$41.84	\$43.10	\$44.39	\$45.72
Line Serviceman Technician	\$41.18	\$42.42	\$43.69	\$45.00
Line Serviceman	\$40.52	\$41.74	\$42.99	\$44.28
Journeyman Lineman	\$39.80	\$40.99	\$42.22	\$43.49
4th Year Lineman	\$33.65	\$34.66	\$35.70	\$36.77
3rd Year Lineman	\$30.96	\$31.89	\$32.85	\$33.84
2nd Year Lineman	\$29.40	\$30.28	\$31.19	\$32.13
1st Year Lineman	\$28.57	\$29.43	\$30.31	\$31.22
Groundman	\$24.98	\$25.73	\$26.50	\$27.30
Line Truck Driver	\$30.28	\$31.19	\$32.13	\$33.09
Heavy Equipment (Digger & Bulldozer Operators)	\$31.17	\$32.11	\$33.07	\$34.06
Engineering/Operations Assistant	\$26.34	\$27.13	\$27.94	\$28.78
Operations Assistant	\$18.31	\$18.86	\$19.43	\$20.01
<b>RIGHT-OF-WAY CLEARANCE DEPARTMENT</b>				
Foreman (Brush Crew)	\$30.58	\$31.50	\$32.45	\$33.42
Tree Trimmers - Class A	\$28.57	\$29.43	\$30.31	\$31.22
Tree Trimmers - Class B	\$26.84	\$27.65	\$28.48	\$29.33
Tree Trimmers - Class C	\$24.24	\$24.97	\$25.72	\$26.49
Labor (First 120 days)	\$22.74	\$23.42	\$24.12	\$24.84

Job Classification	Hourly Rate Effective			
	2-1-20	2-1-21	2-1-22	2-1-23

<b>TRANSPORTATION DEPARTMENT</b>				
Chief Mechanic	\$35.89	\$36.97	\$38.08	\$39.22
Mechanic	\$33.42	\$34.42	\$35.45	\$36.51
Assistant Mechanic	\$30.36	\$31.27	\$32.21	\$33.18

Transportation Department employees who are regularly assigned to perform work outside of the regularly scheduled hours for the day shift will be paid an additional \$1.00 per hour. This additional "shift differential" pay will be paid only for hours actually worked.

<b>METER DEPARTMENT</b>				
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Storekeeper & Meter Repairman	\$32.32	\$33.29	\$34.29	\$35.32
Asst. Storekeeper and Equipment Repairman	\$28.28	\$29.13	\$30.00	\$30.90
Chief Meter Serviceman	\$33.42	\$34.42	\$35.45	\$36.51
Meter Serviceman	\$30.66	\$31.58	\$32.53	\$33.51

<b>BUILDING MAINTENANCE DEPARTMENT</b>				
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Facilities/Maintenance Technician	\$35.75	\$36.82	\$37.92	\$39.06
Senior General Utility Man	\$32.34	\$33.31	\$34.31	\$35.34
General Utility Man	\$27.54	\$28.37	\$29.22	\$30.10
Janitor	\$15.09	\$15.54	\$16.01	\$16.49

## SCHEDULE B

### MISCELLANEOUS UNDERSTANDINGS

The following understandings will be in effect for the duration of this Agreement:

(1) When circumstances warrant, and no other acceptable method for getting a transformer in place on the pole is available except for hand labor, then the crew may request that the following crew strength guidelines be observed:

Transformers weighing 225 pounds or less	2 men
Transformers over 225 pounds but less than 340 pounds	3 men
Transformers weighing 340 pounds or more	4 men

(2) On the basis of improved "housekeeping", bargaining unit people will accept assignments of truck washing and cleaning tools carried on the trucks as normal inclement weather assignments.

(3) New employees in the Groundman classification are expected to have the qualifications for Apprentice Lineman progression. To this end, a period of time not to exceed six (6) months, nor less than three (3) months, will be allowed to familiarize the individual with the duties outlined under this classification.

In addition, climbing tools will be made available so that the individual can familiarize himself with their use and display to his supervisor willingness and qualification for use of the same. In the event that his qualifications are in question, a Committee from the Cooperative and from the Union will discuss the problem prior to returning the individual to the classification from which he was advanced.

(4) The Co-op will continue its practice of giving equal employment consideration to bargaining unit and non-bargaining unit families when selecting students for summer help.

(5) First Year Apprentice will stay as is, no energized pole with conductors that exceed 600 volts.

(6) Second Year Apprentice will be able to work on energized primary poles, but will not work anything that exceeds 600 volts.

(7) Third Year Apprentice will be able to work on energized primary poles, but does not go in the primary area (where his reach will be within 2 feet of energized primary).

(8) Fourth Year Apprentice will be able to work in primary areas of poles, and will be able to work hot sticks, etc.

(9) It is to be understood by both parties that for a period of time, a lineman above the classification of Fourth Year Apprentice will be on the pole with the Apprentices above mentioned until they become familiar with their work. After such period, a qualified lineman

above the classification of Fourth Year Apprentice will be with them on the ground, with his tools immediately available.

(10) It is recognized that all operations and maintenance employees will possess an appropriate valid vehicle operator's license. Should an employee be unable to obtain and/or maintain a vehicle operator's license appropriate for his/her classification, it is agreed that the Cooperative and Union will mutually agree on a resolution to the situation. To this end, the Cooperative encourages all current line personnel to obtain a Class A CDL, and will require all P&M employees hired after February 1, 1994, to obtain a Class A CDL during their probationary period, with the exceptions of the Janitor, Engineering/Operations Assistant (EOA), and Meter Serviceman classifications. The Cooperative agrees to reimburse those employees whose job requires a CDL, the cost to obtain the CDL that exceeds the cost of a regular driver's license.

(11) Employees hired prior to February 1, 1994 must possess and maintain the following Minimum Class license in each of the respective classifications:

- Foreman - Class B
- Chief Lineman - Class B
- Line Serviceman/Technician - Class B
- Line Serviceman - Class B
- Journeyman Lineman - Class B
- Apprentice Lineman - Class B
- Heavy Equipment Operator - Class A
- Foreman - Brush Crew - Class B
- Tree Trimmers - Class B
- Chief Mechanic - Class A
- Mechanic - Class A
- Assistant Mechanic - Class B
- Storekeeper & Meter Repairman - Class B
- Assistant Storekeeper - Class B
- Meter Serviceman - No CDL required
- Janitor - No CDL required
- Engineering/Operations Assistant - No CDL required

(12) The Cooperative and Local 459 will agree to a planned and emergency overtime procedure. Planned overtime will be scheduled in advance, by low overtime. Emergency overtime will be overtime that a call-out will be made by low overtime. These procedures will become part of the Agreement, via a side letter to the Union.

(13) At least two (2) men, a driver and helper, shall be assigned to hauling poles.

(14) If Central Electric Cooperative determines that, due to the absence of a salaried employee, it is necessary to temporarily assign the Engineering/Operations Assistant to perform the duties of the absent employee for four (4) hours or more in any one work day, the EOA shall receive an increase of seven percent (7%) of their current hourly pay for all time actually worked in the salaried position.

(15) In the event the Cooperative unilaterally decides to change its paid rest period policy or its call-out procedure, it will notify the Union at least thirty (30) days in advance. Upon request of the Union, the Cooperative will meet to discuss its intended change(s). The purpose of such a meeting would be to allow the Union to express any concerns and/or to suggest alternatives. The Cooperative reserves its authority to implement changes to such policies not inconsistent with the parties' Agreement.

**JOB DESCRIPTION**  
**Foreman -- Line Department**

A. Duties:

1. Under general supervision, regularly supervises the work of a line crew composed of more than six (6) employees, including himself, on all types of construction and maintenance on transmission and distribution circuits, structures and equipment.
2. Assists or relieves regular Chief Lineman of smaller crews where required.
3. Shall have the ability to perform any of the duties of a Journeyman Lineman.
4. Shall be familiar with current RUS construction drawings, metering and transformer units and aerial and underground service installations.
5. Shall be familiar with and be able to implement current safety practices for employees working under his supervision.
6. Upon occasion or in an emergency, performs other related or less skilled work as required or directed, including the operation of transportation equipment.

**JOB DESCRIPTION**  
**Chief Lineman**

A. Duties:

1. Under general supervision, regularly supervises the work of a line crew consisting up to six (6) employees, including himself on all types of construction and maintenance on transmission and distribution circuits, structures and equipment.
2. Assists or relieves regular Line Foreman on larger crews when required.
3. Under direct supervision, performs any of the duties of a Journeyman Lineman.
4. Upon occasion, or in emergency, performs other related or less skilled work as required or directed, including the operation of transportation equipment.

**JOB DESCRIPTION**  
**Line Serviceman/Technician**

**Position Purpose:**

To provide Engineering support for the proper planning, operation, maintenance and construction of the Cooperative's distribution system in order to provide reliable electric service to members in an efficient and cost effective manner.

**Tasks and Duties:**

**Operations:**

- A. Perform all duties of a Line Serviceman.

## Engineering:

- A. Support and assist the Engineering personnel in the following:
1. Install, test and remove LCR's and assist in the installation and testing of load management equipment.
  2. Direct or perform the installation of single- and three-phase metering and perform field testing of the same.
  3. Patrol distribution lines to determine feeder, phasing, line sections, conductor and line component sizes and condition. Install signs and maintain all documentation and forms.
  4. Install and maintain various meters and recorders on primary and service lines.
  5. Perform stray voltage investigations.
  6. Perform radio and TV interference investigations.
  7. As required or as directed, meet with members to recruit their involvement in various Cooperative programs.
  8. Investigate theft of service and wiring violations.
  9. Perform power quality investigations utilizing meters, computers, and other types of electronic test equipment.
  10. Perform other duties as required or directed.

## **Equipment and/or Procedures Used:**

Fault indicators, computers, volt meters, electronic instruments, telephone, calculator, service truck, and all hand tools used by a Lineman.

## **Reports to:**

Although reporting to Line Superintendent, will receive daily assignments from the System Engineer.

## **Interface:**

Internal: Must interface positively at all levels within the organization.

External: Must maintain positive interface with members, other utilities and code inspectors.

## **Special Requirements:**

1. Must have Journeyman Lineman experience.
2. Must have working knowledge of basic electricity and OHM's law.
3. Must possess the ability to troubleshoot electrical circuits using multimeter, oscilloscope, and other related instruments.
4. CDL - Class B. Must possess a minimum of Class B CDL.

The Union and the Cooperative understand and agree that some tasks included in this job description have historically been performed by non-bargaining unit personnel.

With this Agreement, to establish the new position of Line Serviceman/Technician, we also understand and agree that the assignment of these tasks is vested solely with the management and that these may, in the future, be assigned to the Line Serviceman/Technician or non-bargaining unit employees as deemed appropriate by the System Engineer.

We also understand and agree that it is not the intention of the Cooperative to assign these tasks to non-bargaining unit personnel to avoid the payment of overtime if appropriate.

**JOB DESCRIPTION**  
**Line Serviceman**

A. Duties:

1. Under general supervision regularly and customarily sets, connects and disconnects meters, installs and removes services, and handles trouble calls.
2. Must have had not less than three (3) years experience as a Lineman and be qualified to perform necessary transmission and distribution line switching, including re-fusing tension substations.
3. Responsible for such work as:
  - (a) Handling miscellaneous light construction and maintenance jobs on both live secondary and primary conductors, structures, equipment and street lighting systems.
  - (b) Perform any of the duties of a Lineman.
  - (c) Installing and connecting recording instruments and changing charts on the same, giving service and meter locations, investigating complaints and correcting as far as possible the condition causing same.
4. Upon occasion or in emergency, performs other related or less skilled work as required or directed, including the operation of transportation equipment.

**JOB DESCRIPTION**  
**Journeyman Lineman**

A. Duties:

1. Under direct supervision regularly and customarily does the most complicated construction and maintenance work on energized conductors, structures and equipment.
2. Must be able to make all types of polyphase transformer installations; do phasing and phase rotation on polyphase circuits, do distribution and transmission switching and sectionalizing when required; trace and clear grounds and opens on series circuits.
3. May be required to install instrument transformers; install, remove, connect or disconnect electric recording meters and services.
4. Directs work of other linemen of lower grade or groundmen assisting him.

5. Upon occasion or in emergency performs other related or less skilled work as required or directed; including the operation of transportation equipment.

**JOB DESCRIPTION**  
**Apprentice Lineman - Fourth Year**

A. Duties:

1. Under direct supervision, regularly and customarily does the most complicated construction and maintenance work on energized secondaries and dead primary conductors, structures, and equipment.
2. Under close, direct supervision after proper instruction and training, regularly and customarily does the more complicated work on energized primary conductors and equipment.
3. Takes necessary training to qualify for Journeyman Lineman.
4. Under direct supervision, may be required to install instrument transformers; install, remove, connect, or disconnect electric recording meters and services; and do high tension switching.
5. Directs the work of Apprentice Lineman of lower grade and others assisting him.
6. Upon occasion or in emergency, performs other related or less skilled work as required or directed, including the operation of transportation equipment.

NOTE: Upon satisfactory completion of grade of Apprentice Lineman-Fourth Year, if there is any question of ability, it may be required at the request of either the Cooperative or the Union, to pass an examination (written, oral or practical), as designated by a committee consisting of one member representing the Cooperative, one representing the Brotherhood, and one neutral member by mutual agreement if requested by either party. If employee fails to pass examination, he shall be put on probation for an additional six (6) months, in which time he shall be given proper training and opportunity to satisfactorily qualify, if, at the end of the six month probationary period he fails to pass the examination, he may be assigned to such available work as he may reasonably be expected to do. Upon satisfactory completion of the grade of Apprentice Lineman-Fourth Year, the employee, if qualified, will be advanced to Journeyman classification., In the event the employee wishes to leave the Cooperative upon satisfactorily passing an examination, he will be given a Journeyman Lineman's Certificate.

**JOB DESCRIPTION**  
**Apprentice Lineman - Third Year**

A. Duties:

1. Under close, direct supervision and after proper instruction and training, regularly and customarily does the more complicated work on energized primary conductors and equipment.
2. Under direct supervision, regularly and customarily works on energized conductors, structures, and equipment not exceeding 600 volts.

3. Under close supervision, may be required regularly and customarily to do the less complicated work in installing instrument transformers.
4. Under close, direct supervision may be required regularly and customarily to install remove, connect and disconnect electric recording meters and services.
5. Takes necessary training to qualify for Apprentice Lineman-Fourth Year.
6. Directs the work of Apprentice Lineman of lower grade and others assisting him.
7. Upon occasion, or in emergency performs other related or less skilled work as required or directed, including the operation of transportation equipment.

NOTE: On the basis of efficiency and seniority, after one year of satisfactory service, will be advanced to Apprentice Lineman-Fourth Year. If there is any question of ability, it may be required at the request of either the cooperative or the Union, to pass an examination (written, oral, or practical) as designated by a committee consisting of one member representing the Cooperative, one representing the Brotherhood, and one neutral Member by mutual Agreement if requested by either party. If employee fails to pass examination, he shall be put on probation for an additional six (6) months, in which time he shall be given proper training and opportunity to satisfactorily qualify. If at the end of the six (6) month probationary period he fails to pass the examination, he may be assigned to such available work as he may reasonably be expected to do.

**JOB DESCRIPTION**  
**Apprentice Lineman - Second Year**

A. Duties:

1. Under direct supervision, regularly and customarily does the more complicated construction and maintenance work on dead conductors, structures, and equipment.
2. Under close supervision, regularly and customarily works on energized conductors, structures and equipment not exceeding 600 volts.
3. May be required to assist in installing, removing, connecting or disconnecting electric recording meters and services.
4. Takes necessary training to qualify for Apprentice Lineman-Third Year, including Line Department Safety Rules and application of Pressure Method of Resuscitation on or off the ground.
5. Upon occasion or in emergency, performs other related or less skilled work as required or directed, including the operation of transportation equipment.

NOTE: On the basis of efficiency and seniority, after one year's satisfactory service, will be advanced to Apprentice Lineman-Third Year. If there is any question of ability, it may be required, at the request of either the Cooperative or the Union, to pass an examination (written, oral or practical), as designated by a committee consisting of one member representing the Cooperative, one representing the Brotherhood, and one neutral member by mutual agreement if requested by either party. If employee fails to pass examination, he shall be put on probation for an additional six (6) months, in which time he shall be given proper training and opportunity to satisfactorily qualify. If at the end of the six (6) month probationary period he fails to pass the

examination, he may be assigned to such available work as he may reasonably be expected to do.

**JOB DESCRIPTION**  
**Apprentice Lineman - First Year**

A. Duties:

1. Under close direct supervision, regularly and customarily does the more complicated construction and maintenance work on dead conductors, structures, and equipment.
2. Under direct supervision, regularly and customarily does the less complicated construction and maintenance work on dead conductors, structures, and equipment.
3. Under close direct supervision, regularly and customarily works on energized conductors, structures, and equipment not exceeding 600 volts.
4. Takes necessary training to qualify for Apprentice Lineman - Second Year, including Line Department Safety Rules and application of Pressure Method of Resuscitation on or off the ground.
5. Upon occasion or in emergency, performs other related or less skilled work as required or directed, including the operation of transportation equipment.

NOTE: On the basis of efficiency and seniority, after one year satisfactory service, will be advanced to Apprentice Lineman - Second Year. If there is any question of ability, it may be required, at the request of either the Cooperative or the Union, to pass an examination (written, oral, or practical), as designated by a Committee consisting of one member representing the Cooperative, one representing the Brotherhood, and one neutral member by mutual Agreement if requested by either party. If employee fails to pass examination, he shall be put on probation for an additional six (6) months, in which time he shall be given proper training and opportunity to satisfactorily qualify. If at the end of the six (6) month probationary period he fails to pass the examination, he shall be returned to his last permanent classification.

**JOB DESCRIPTION**  
**Groundman**

A. Duties:

1. Under direct supervision regularly and customarily handles materials, tools and tackle on ground and does any type of manual work required.
2. Upon occasion or in emergency, performs other related or less skilled work as required or directed, including the operation of transportation equipment.
3. Will be required to learn to climb during this period.
4. Will be required to get Class A CDL during this period.
5. Probation will be 12 months.
6. Must learn how to operate a power saw during this period.
7. Only to be called out at special request.

8. Once person gets CDL permit, they may be required to drive digger truck.

NOTE: On the basis of efficiency and seniority, after one year of satisfactory service, will be advanced to Apprentice Lineman - First Year. If there is any question of ability, it may be required, at the request of either the Cooperative or the Union, to pass an examination (written, oral or practical) as designated by a Committee consisting of one member representing the Cooperative, one representing the Brotherhood, and one neutral member by mutual agreement if requested by either party. If employee fails to pass the examination, he shall be put on probation for an additional six (6) months, in which time he shall be given proper training and opportunity to satisfactorily qualify. If at the end of the six month probationary period he fails to pass the examination and is unable to return to his last permanent classification, he will be assigned to such work, if available, as he/she may reasonably be expected to do.

**JOB DESCRIPTION**  
**Truck Driver**

A. Duties:

1. Under direct or general supervision, regularly and customarily operates automotive equipment such as line winch trucks, coal trucks, and heavy duty transformer trucks.
2. Assists in loading and unloading trucks.
3. Is responsible for maintaining tires properly inflated and keeping an adequate supply of gasoline, oil, and cooling medium in equipment which he operates.
4. Handles material, tools, and tackle on ground.
5. May be required to operate bulldozers, tractors, or other heavy automotive equipment.
6. Upon occasion or in emergency performs other related or less skilled work as required or directed.

**JOB DESCRIPTION**  
**Heavy Equipment Operator**

A. Duties:

1. Under direct or general supervision, regularly and customarily operates automotive equipment such as tractor-trailer, flat-bed truck with bolster, and trailer attachment, digger operator, bulldozer operator.
2. Assists in loading and unloading trucks and allied equipment.
3. Is responsible for maintaining tires properly inflated and keeping an adequate supply of gasoline, oil, and cooling medium in the equipment which he operates.
4. Handles material, tools and tackle on the ground.
5. May be required to operate bulldozers and other automotive equipment.

6. Upon occasion or in emergency, performs other related or less skilled work as required or directed.

**JOB DESCRIPTION**  
**Brush Crew Foreman**

A. Duties:

1. Under general supervision, will direct the activity of others engaged in the maintenance and clearing of rights-of-way.
2. Will have worked in grade as Laborer, Tree Trimmer, and Power Saw Operator to have acquired Foreman qualifications in these categories.
3. Is required to be familiar with areas of the system and to be able to accept directions and work assignments as given either by Engineer, Assistant Engineer, or Line Superintendent.
4. He shall be required to see that work is done in a safe and workmanlike manner to the best interest of the Cooperative and be familiar with first aid practices.
5. Upon occasion or in an emergency, performs other related or less skilled work as required or directed, including the operation of transportation equipment.

**JOB DESCRIPTION**  
**Tree Trimmer - Class A**

A. Duties:

1. Under direct or general supervision, shall be experienced and capable of climbing and trimming trees in a safe, efficient and expedient manner.
2. Shall be familiar with the operation of trimming tools, ropes, devices, and equipment used in the trimming of trees.
3. Shall have knowledge of basic techniques most suited to perform a professional tree-trimming operation on either ornamental, fruit or shade trees.
4. Shall be knowledgeable of safety practices with regard to the conduct of his own work while trimming and rounding of trees is in progress. Shall be concerned that personnel in the work area would be protected from injury from falling debris and any related safe work violations.
5. Shall be accountable and knowledgeable in the operation of aerial hydraulic equipment being used around energized circuits. The employee shall view and appraise the work so that it can be done in the most expedient time possible, allowing for reduction of clean up work or damage to the property of the owner upon which the work is being performed.
6. Upon occasion or in an emergency, performs other related or less skilled work as required or directed, including the operation of transportation equipment.

**JOB DESCRIPTION**  
**Tree Trimmer - Class B**

A. Duties:

1. Under direct supervision, will operate power-driven chain saws used in the maintenance or clearing of rights-of-way.
2. Shall be experienced in safe operating practices of this equipment and shall be thoroughly familiar with proper gas and oil mixtures used in the saw and be responsible for proper oiling and sharpening of the chain for peak operating efficiency.
3. Shall exercise care in the proper notching and cutting of trees so as to cause them to be fallen at specific locations, causing the least damage to the property of the owner and representing the least labor to limb out and log, thereby reducing interference or damage to the property or facilities at the same location.
4. Shall exercise an appraisal of merchantable timber so that the same may be cut into log lengths of maximum value without undue waste.
5. Shall avail himself of tools and equipment necessary to trim trees and to train himself in their use in the performance of tree trimming.
6. In addition to which, he will be willing to accept instruction and direction from more experienced fellow workers so that his ability to do the work is improved.
7. Upon occasion or in an emergency, performs related or less skilled work as required or directed, including the operation of transportation equipment.

**JOB DESCRIPTION**  
**Tree Trimmer - Class C**

A. Duties:

1. Under close supervision, may perform any one or more of several common duties involved in the cutting and maintenance of rights-of-way.
2. May be required to operate power saws, to limb out and trim limbs and trunks of trees, and to either run them into and through a chipper or pile them along the edge of the right-of-way or to pile and burn them as assigned and directed to do.
3. May be required to dig or back-fill trenches or ditches so that equipment can be moved along the right-of-way; and, in addition, may be required to wash, oil, and refuel equipment being used in the course of the work or any other such assignment that falls in the category of the Labor classification.
4. Is expected to improve his capabilities by the use of climbing equipment, assisting in the removal and trimming of large or leaning trees, and to assist in any other way in the productive completion of work assigned.

**JOB DESCRIPTION**  
**Chief Mechanic**

A. Duties:

1. Under general supervision, regularly and customarily plans, directs, supervises, and oversees the Transportation Department.
2. Schedules maintenance and repair work on all transportation and construction equipment in a planned and orderly system so as to improve the operation and availability of such equipment.
3. Coordinates work priorities in cooperation with the Manager of Operations so as to provide functional vehicles and equipment when they are most needed for work-in-progress assignments.
  - (a) Coordinates similar work priorities with the Maintenance Superintendent.
  - (b) Communicates materials and supplies requirements to the Purchasing Agent so as to maintain a systematic inventory of parts, lubricants, tires, anti-freeze, and incidentals necessary to operate his department. Will be expected to expedite and arrange for prompt and dependable deliveries of replacement parts so as to reduce and control down time of production equipment.
  - (c) Assumes responsibility for maintaining a neat, clean, and orderly department.
4. Will make recommendation to the General Manager through the Manager of Operations for replacements or major repair to transportation and construction equipment using recorded data, extent of usage, frequency of repair, and all pertinent information at his disposal in the making of such a recommendation.
5. May be required to maintain vehicle and equipment maintenance records and perform other related clerical work as required.
6. Directs and participates in the work of others assisting him.
7. Upon occasion or in an emergency, performs other related or less skilled work as required or directed.

**JOB DESCRIPTION**  
**Mechanic**

A. Duties:

1. Under direct or general supervision, regularly and customarily inspects, repairs, overhauls, adjusts, and maintains all types of transportation and construction units and equipment such as:
  - (a) Motors, clutches, axles, rear-ends, brakes, automotive, electrical equipment bodies, fenders, chassis, miscellaneous tools and equipment, etc; and,

- (b) Air compressors, air and mechanical hammers, pumpers, tractors, winches, pole hole diggers, trench diggers.
- 2. Checks and adjusts timing, checks and repairs ignition systems, cleans and adjusts carburetors, adjusts brakes.
- 3. Refuels and maintains periodic lubrications, makes daily check on fuel consumption, tire inflation, etc.
- 4. May be required to operate a lathe, do incidental welding, build bodies, compartments, boxes, etc.; prepare time sheets, running records, purchase orders, gasoline and oil records, and perform other clerical work as required.
- 5. Directs the work of others assisting him.
- 6. Upon occasion or in emergency, performs other related or less skilled work as required or directed.

**JOB DESCRIPTION**  
**Assistant Mechanic**

A. Duties:

- 1. Under direct supervision, regularly and customarily assists Mechanic and does the less complicated types of repairing, adjusting, and maintaining transportation and construction units and equipment, such as: packing pump bearings, tightening body bolts, rebushing wheels, front-end springs, etc.; relining brakes, dismantling transmissions and differentials, changing springs, adjusting starters and generators, minor repairing on bodies and fenders, clearing up troubles on units out on the road, etc.
- 2. Under direct supervision, inspects, repairs, overhauls, adjusts, and maintains all types of transportation and construction transmissions.
- 3. May be required to prepare time sheets, running records, purchase orders, gasoline and oil records and perform other clerical work as required.
- 4. Refuels and maintains periodic lubrications; makes daily check on fuel consumption, tire inflation, etc.
- 5. Upon occasion or in emergency, performs other related or less skilled work as required or directed, including the operation of automotive equipment.

**JOB DESCRIPTION**  
**Storekeeper and Meter Repairman**

A. Duties:

- 1. Under general supervision, he shall maintain all store records and be in complete charge of the warehouse. He will check all material into and out of the warehouse and shall work with the bookkeeping department in the keeping of accurate records of the same.

2. He shall be required to maintain an adequate supply of material in the warehouse and to advise and assist his immediate superior in ordering items in short supply. The Purchasing Agent in this instance is his immediate superior.
3. He shall be proficient in the testing, repairing, calibrating, and general servicing of all the meters in use on the system. In this program, he may be directed by the Line Superintendent, Energy Management Specialist, or the Engineer.
4. Upon occasion or in emergency, performs other related or less skilled work as required or directed, including the operation of transportation equipment.

**JOB DESCRIPTION**  
**Assistant Storekeeper and Meter Repairman**

A. Duties:

1. Under direct supervision, regularly and customarily assists Storekeeper/Meter Repairman in all warehouse duties as:
  - (a) Receiving and issuing materials.
  - (b) Performing routine clerical work in keeping materials records.
  - (c) Assists in the taking and maintaining of inventory and inventory records.
  - (d) May be required to do testing, repairing, calibration and general servicing of all meters used on system.
  - (e) May be required to make tests, adjustments, and repairs to equipment such as yard lights, transformers, and assist line department personnel in filtering and changing of insulation oils, disposal of obsolete equipment, etc.
  - (f) Upon occasion or in emergency, performs other related or less skilled work as required or directed, including the operation of transportation equipment.

**JOB DESCRIPTION**  
**Chief Meter Serviceman**

**Position Purpose:**

To provide supervisory support for proper planning and coordinating the efforts of the other meter servicemen in order to promote continuity between the Engineering Department and Central Electric Cooperative, Inc. in an efficient and cost effective manner.

**Tasks and Duties:**

1. Under general supervision, regularly and customarily plans, directs, supervises, and oversees the work of the Meter Servicemen.
2. In cooperation with the Manager of Engineering and Manager of Consumer Services, coordinates work priorities.
3. Performs all duties of a meter serviceman.

4. Upon occasion or in emergency, performs other related or less skilled work as required or directed.

**Reports to:**

Although reporting to the Manager of Engineering, may receive daily assignments from the Manager of Central Electric Cooperative, Inc.

**Interface:**

Internal: Must interface positively at all levels within the organization.

External: Must maintain positive interface with members, other utilities and general public.

**Special Requirements:**

1. Must have three (3) years experience as meter serviceman.
2. Must have working knowledge of basic electricity.
3. Must possess valid Pennsylvania driver's license and good driving record.
4. Must have organizational and leadership skills.
5. Must have had not less than three (3) years experience as a meter serviceman and be qualified to secure a fidelity bond.
6. Must exhibit strong leadership ability, organizational skills, and willingness to work overtime when requested.

With this Agreement to establish the new position of Chief Meter Serviceman, we also understand and agree that the assignment of these tasks is vested solely with the management as deemed appropriate by the Manager of Engineering, and that in the absence of the Chief Meter Serviceman, the supervisory work may be performed on a limited basis by non-bargaining unit personnel.

We also understand and agree that it is not the intention of the Cooperative to assign these tasks to non-bargaining unit personnel to avoid the payment of overtime, if appropriate.

**JOB DESCRIPTION**  
**Meter Serviceman**

A. Duties:

1. Under direct or general supervision, regularly and customarily performs any or all of the duties of a Meter Reader and a Collector.
2. Reads meters and indexes readings.
3. Programs, sets and changes meters.
4. Promotes good public relations, adjusts complaints or reports them to proper authorities, advises customers of Cooperative's policies, rates, etc.
5. May be required to compute and render bills on customers' premises at time of reading or deliver bills prepared by the Billing Department.

6. May be required to collect service or other accounts in accordance with the Cooperative's policies.
7. Checks all active or disconnected meters for any irregular conditions.
8. May be required to estimate customers' monthly consumptions in accordance with the Cooperative's policies.
9. Must be qualified to secure a Fidelity Bond.
10. Upon occasion or in emergency, performs other related or less skilled work as required or directed, including the operation of transportation equipment.
11. Performs field testing of meters.

**JOB DESCRIPTION**  
**Facilities/Maintenance Technician**

**Position Purpose:**

To provide core service in support for proper planning, operation, maintenance, and construction of the Co-op's communication systems and facilities in order to provide a clean, reliable, and safe facility in an efficient and cost effective manner.

A. Duties:

1. Must have performed all the duties of Senior General Utility person for at least three (3) years.
2. Under general supervision, regularly and customarily performs, plans, directs, supervises and oversees telephone system and facilities.
3. Electrical:
  - (a) Must possess the ability to troubleshoot electrical circuits using multimeter under 600 volts.
  - (b) Helps maintain phone systems including Porche Outage System, wide area network, AMR, Load Management, alarm system and Night Dispatchers.
    - (1) Install
    - (2) Program
    - (3) Wire
    - (4) Troubleshoot
    - (5) Budget
  - (c) Back up other communication systems - computer, 2-way radio.
4. Facility:
  - (a) Coordinates the bidding of contracted services of the facilities, construction and repair of all Co-op facilities, HVAC, water and drain, in a planned and orderly system so as to improve Co-op communications and Building and Grounds.

- (b) Coordinates work priorities with Manager of Corporate Services so as to provide a clean, safe, reliable facilities and communications.
  - (1) Coordinate similar work priorities with Manager of Corporate Services to prioritize importance levels.
  - (2) Communicate materials and supplies requirements to Purchasing so as to maintain a systematic inventory supply.
  - (3) Assumes responsibility for maintaining a neat, clean and orderly department.
  
- (c) Will make recommendation to Manager of Corporate Services for repair or construction of facilities' office furniture and communications equipment.
  - (1) Immediate problems
  - (2) Yearly budget
  - (3) Long-term goals.
  
- (d) May be required to maintain records and perform other related clerical work as needed.
- (e) Directs and participates in the work of others assisting him.
- (f) Upon occasion or in an emergency, performs other related or less skilled work as directed.

**Special Requirements:**

1. CDL Class B License
2. Fork Lift Certified
3. Must have willingness to work flexible hours and finish some tasks/problems during off hours.
4. Carry pager regularly and cell phone periodically to support communication systems 24 hours a day.

The Union and the Cooperative understand and agree that some tasks included in this job may be performed by non-bargaining unit personnel in the event of an urgent situation requiring immediate attention or emergency. The Union and the Cooperative will meet and discuss problems as they arise.

We also understand and agree that the assignment of these tasks is vested solely with the management as deemed appropriate by the Manager of Corporate Services.

We also understand and agree that it is not the intention of the Cooperative to assign these tasks to non-bargaining unit personnel to avoid the payment of overtime, if appropriate.

**JOB DESCRIPTION**  
**Senior General Utility**

A. Duties:

1. Under general supervision, directs and works with employees performing general utility man job duties.

**JOB DESCRIPTION**  
**General Utility**

A. Duties:

1. Under direct or general supervision, regularly and customarily does general construction, maintenance, and repair work, such as:
  - (a) Remodeling and refinishing of furniture, making repairs to existing structures, building and repairing displays, exhibits and signs; repairing and painting (wood and metal) building, replacing and painting partitions, windows, etc.
  - (b) Mows grass, trims shrubbery and trees, plants, cultivates and waters outside floral arrangements.
  - (c) Replaces burned out bulbs and fluorescent tubes in lighting fixtures.
  - (d) Makes minor repairs and adjustments to plumbing fixtures and tools.
  - (e) Clears walks and driveways of snow.
  - (f) Operates transportation equipment in the discharge of his duties.
2. May be required to perform the duties of a Janitor or on occasion perform other related or less skilled work as required or directed.

**JOB DESCRIPTION**  
**Janitor**

A. Duties:

1. Under general supervision, may be required to sweep, mop and polish floors; clean, dust and polish desks, furniture and other equipment; wash windows; remove collected waste and refuse in accordance with fire ordinances and regulations.
2. May be required to operate and fire heating plant.
3. May be required to perform the duties of a watchman.
4. May make minor repairs to equipment and change lamps.
5. May assume minor supervisor responsibilities.
6. Upon occasion or in emergency, performs other related or less skilled work as required or directed.

**JOB DESCRIPTION**  
**Engineering/Operations Assistant**

**Position Purpose:**

To provide clerical support to all areas of the Engineering and Operations Department.

**Tasks and Duties**

Engineering & Operations:

Under general supervision:

1. Supports and assists the Engineering/Operations Coordinator in all aspects of the position.
2. Maintains daily log of all outages, processes and maintains outage information, produces outage summary reports.
3. Responsible for processing and maintaining records related to transformer changes.
4. Responsible for the PA One Call System and all incoming and outgoing underground locates.
5. Processes and distributes information included with Operations daily time sheets.
6. Responsible for yard light maintenance.
7. Maintains all right-of-way trimming records and produces summary reports.
8. Performs radio dispatching.
9. Maintains garage records.
10. Responsible for outage notification of members.
11. Performs various other duties as assigned or required.

Other:

1. Assists in emergency and outage situations.

**Equipment Used:**

P.C., calculator, telephone, typewriter, copy machine, two-way radios, paging equipment.

**Reports Prepared:**

Right-of-way trimming summary report.  
Outage summary reports.  
Other reports as assigned or required.

**Interface:**

Internal - Must interface well with the Engineering/Operations Coordinator, Manager of Engineering, Manager of Operations, Field Service Representatives, Operations Personnel and all other areas of the Cooperative.

External - Must interface well with members, contractors, inspectors and within the community.

**Special Requirements:**

1. Office clerical experience or education required.
2. Must have experience with P.C.'s.
3. Must have good vision, hearing, speech.

**MEMORANDUM OF UNDERSTANDING**  
**CENTRAL ELECTRIC COOPERATIVE, INC.**

**AND**  
**LOCAL UNION 459 of the**  
**INTERNATIONAL BROTHERHOOD**  
**OF ELECTRICAL WORKERS (AFL-CIO)**

**REVISED GLOVING PROCEDURES**

It is recognized by the Union and the Company that the safest way to perform work on distribution lines and equipment is to de-energize the lines or equipment in question. However, it is also recognized by the parties that direct handling (gloving) procedures can be utilized as an approved alternative to de-energizing lines and/or equipment when it is necessary to maintain continuity of service. Direct handling procedures can only be used on voltages up to and including 12.5 KV phase to phase. It is recognized by the parties that circumstances may dictate, on occasion, that hot sticking procedures be utilized on these voltages in lieu of using direct handling procedures. In any event, when direct handling operations are to be performed, “Insulate and Isolate” procedures will be utilized as further defined below:

**I. Definitions**

A. **Direct Handling** - Commonly referred to as “gloving”, this procedure involves the manipulation of energized lines and/or equipment by an employee that is wearing protective rubber gear which is certified as having an insulating value that provides adequate protection for the voltages being worked. This procedure also requires that, where appropriate, sources of potential should be covered with material of proper insulating quality to protect the employee from exposures to voltage potentials.

B. **Insulate and Isolate**

1. “Insulate” is interpreted to mean the installation of tested and certified insulating rubber and/or other protective cover material to lines and/or equipment in order to eliminate potential sources of energy differentials.
2. “Isolate” means to provide an environment where the employees perform the work in a manner that removes them from all potential sources of differential or energy by utilizing certified and tested equipment such as insulated bucket trucks or insulated straddle boards.

**II. Training**

No employee will be required to perform “gloving” operations on energized lines or equipment until they have received proper training and have demonstrated their

qualifications to do the work. The training will be accomplished on two fronts, as follows:

- A. The Company will develop a training program that will be presented to incumbent Line classified employees throughout the Operating Regions. This program will include the introduction to and hands-on familiarization of I&I procedures and techniques. This training will require the successful completion of the PREA Advanced Gloving School.
- B. During the transition phase while employees are being processed through the I&I training programs, I&I procedures will be utilized to perform all gloving assignments in those situations where every member of the crew has previously received training.
- C. The Co-op will determine scheduling for apprentice training, if any.

### **III. Equipment**

- A. Rubber gloves and Sleeves - Only Class II (rated at 20,000 volts) rubber gloves and sleeves will be used while performing direct handling operations on equipment or lines.
  - 1. A pair of gloves will be issued to each Line person which will be rotated on a monthly basis to facilitate dielectric testing.
  - 2. A pair of rubber sleeves will be issued to each Line person, and they will be tested on a three-month cycle.
  - 3. No repair patches on sleeves will be accepted.
- B. All rubber goods used for the purpose of insulating and/or isolating energized equipment are required to have a Class II or higher rating. This material will be tested on a six-month cycle. Mechanical jumpers will have a 15,000 volt rating and will be tested at six (6) month intervals.
- C. Insulated bucket trucks will be visually inspected and dielectrically tested on a regular basis to insure that the insulating quality of the equipment has not been compromised. Line crew personnel are responsible for visually inspecting the boom and buckets on a daily basis to insure that structural integrity and cleanliness of the equipment does not compromise the insulating qualities of the equipment.
- D. Work on energized primary circuits at any one location shall be confined to one phase at a time. When such work is in progress, no other work shall be performed on the same pole or structure which involves the movement of energized equipment or conductors. In addition, no other work shall be performed on the same circuit at or between adjacent poles or structures unless the work is

performed on the same phase, coordinated and provided it is under the direction of one person in charge of the work.

- E. To the maximum extent possible, it is also understood that construction standards will be adhered to as far as direct handling on reconstruction.
- F. Direct handling techniques will be used only on conductors which, after thorough examination, are judged to be in a condition which will allow such techniques to be safely utilized. The crew leader will be responsible for making this determination.
- G. Hot line hoists shall only be used in direct handling 12.5 KV when connected in series with a properly rated stick or insulator.

It is further agreed that, at the request of either party, questions arising out of the implementation of the "Direct Handling" program will be subject to review and discussion between the parties.

O&M employees reserve the right to determine whether gloving can be safely performed in any given circumstance.

GLOVING: The Cooperative will undertake to obtain basic, intermediate, and advanced gloving training for all line personnel. Linemen employed as of the date of the ratification of this Agreement may advise the Cooperative and the Union that he does not wish to glove. This election will be honored by the Cooperative. However, the same person or persons may later elect to withdraw this notice and to thereafter "glove" subject to the taking of any additional training that the Cooperative may require. New employees hired after the date of ratification of this Agreement who bid into lineman work will be required to take gloving training and will not have the option of declining to glove.

GLOVING PAY: Foreman, Chief Linemen, Line Servicemen, Line Servicemen Technicians and Journeymen, who, as a group, begin gloving training, will have \$.40/hour added to their respective rate of pay. Upon the successful completion of training an additional \$.10/hour will be added to their rate. To the maximum extent possible, gloving assignments will be rotated in order to assure the opportunity for each lineman to retain and practice the training received. The Cooperative will inform Contractors of all new gloving requirements. It is agreed and understood that individuals who do not wish to glove are not entitled to any gloving premiums.

# MEMORANDUM OF UNDERSTANDING

by and between

CENTRAL ELECTRIC COOPERATIVE, INC.

-and-

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS  
AND ITS LOCAL UNION NO. 459

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## Re: Article VIII Section 1(a) Production & Maintenance Contract

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Effective the 1st day of February, 2010, the following shall govern four ten hour day (4-10) schedules per Article VIII Section 1(a).

### I. Intent

The 4-10 schedule may be used for large construction projects that are a long distance from headquarters. Other situations may arise where they may be considered.

### II. Applicability

The terms set forth in this memorandum of understanding will apply in the event the Cooperative prefers to utilize a 4-10 schedule for a specified period of time. The utilization of this schedule must be mutually acceptable to the Cooperative and the bargaining unit employees who will be affected.

### III. Guidelines

- Once an employee begins a 4-10 schedule they will continue to work it for the remainder of that week.
- The Cooperative or the affected employee(s) may opt to return to five day eight hour schedule at the end of any given week with at least 24 hours of notice.
- The low crew will not work the 4-10 schedule.
- Shift changes can be bargaining unit-wide, or affect fewer employees to facilitate work on specific jobs, teams or the like.

### IV. Lunch

Employees working the 4-10 schedule will eat their lunch during the 10 hour period without interfering with crew productivity.

**V. Jury Duty/Funeral Leave**

Employees working the 4-10 schedule will be entitled to ten(10) hours of pay per day for serving jury duty and/or for time spent on funeral leave pursuant to Article V, Section 6 of the Agreement.

**VI. Vacations/Sick Leave Scheduling**

Employees working the 4-10 schedule will be entitled to use their earned vacation and sick leave on a per hour basis.

**VII. Holidays**

If the 4-10 schedule is used over a holiday, affected employees will receive ten(10) hours straight time pay on the day of the observation of that holiday.

## SUMMARY OF BENEFITS AND COVERAGE

Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services  
NRECA Medical Plan: PPO Plan

Coverage Period: 01/01/2020-12/31/2020  
Coverage for: Individual | Plan Type: PPO



The Summary of Benefits and Coverage (SBC) document will help you choose a health [plan](#). The SBC shows you how you and the [Plan](#) would share the cost for covered health care services. NOTE: Information about the cost of this [Plan](#) (called the [premium](#)) will be provided separately.

This is only a summary. For more information about your coverage or if you want more detail about your coverage and costs, you can get the complete terms in the [Plan](#) document(s) by contacting your Benefits Administrator, by calling 1-866-673-2299 or by visiting us at cooperative.com > My Benefits. For general definitions of common terms, such as [allowed amount](#)<sup>2</sup>, [balance billing](#), [coinsurance](#), [copayment](#), [deductible](#), [provider](#), or other underlined terms see the Glossary. You can view the Glossary at <https://www.healthcare.gov/sbc-glossary/> or call 1-866-673-2299 to request a copy.

Important Questions	Answers	Why this Matters:
<b>What is the overall <a href="#">deductible</a>?</b>	For <a href="#">network providers</a> <b>\$1,000</b> individual / <b>\$2,000</b> family; for <a href="#">out-of-network providers</a> <b>\$2,000</b> individual / <b>\$4,000</b> family.	Generally, you must pay all of the costs from <a href="#">providers</a> up to the <a href="#">deductible</a> amount before this <a href="#">Plan</a> begins to pay for covered services. If you have other family members on the <a href="#">Plan</a> , each family member must meet their own individual <a href="#">deductible</a> until the total amount of <a href="#">deductible</a> expenses paid by all family members meets the overall family <a href="#">deductible</a> .
<b>Are there services covered before you meet your <a href="#">deductible</a>?</b>	Yes. <a href="#">Preventive care</a> <sup>1</sup> services and physician office calls administered by <a href="#">network providers</a> are not subject to the <a href="#">deductible</a> .	This <a href="#">Plan</a> covers some items and services even if you haven't yet met the <a href="#">deductible</a> amount. But a <a href="#">copayment</a> or <a href="#">coinsurance</a> may apply. For example, this <a href="#">Plan</a> covers certain <a href="#">preventive services</a> <sup>1</sup> without <a href="#">cost-sharing</a> and before you meet your <a href="#">deductible</a> . See a list of covered <a href="#">preventive services</a> <sup>1</sup> at <a href="https://www.healthcare.gov/coverage/preventive-care-benefits/">https://www.healthcare.gov/coverage/preventive-care-benefits/</a> .
<b>Are there other <a href="#">deductibles</a> for specific services?</b>	No.	You don't have to meet <a href="#">deductibles</a> for specific services.
<b>What is the <a href="#">out-of-pocket limit</a> for this <a href="#">Plan</a>?</b>	For <a href="#">network providers</a> <b>\$7,150</b> individual / <b>\$14,300</b> family; for <a href="#">out-of-network providers</a> there is no out-of-network <a href="#">out-of-pocket limit</a> .	The <a href="#">out-of-pocket limit</a> is the most you could pay in a year for covered services. If you have other family members in this <a href="#">Plan</a> , they have to meet their own <a href="#">out-of-pocket limits</a> until the overall family <a href="#">out-of-pocket limit</a> has been met.  For <a href="#">network providers</a> once you meet your network <a href="#">deductible</a> ( <b>\$1,000</b> individual / <b>\$2,000</b> family) and <a href="#">in-network coinsurance</a> maximum ( <b>\$0</b> individual / <b>\$0</b> family), you will continue to incur <a href="#">provider</a> and <a href="#">prescription drug copays</a> until you reach your <a href="#">network provider out-of-pocket limit</a> .  For <a href="#">out-of-network providers</a> once you meet your out-of-network <a href="#">deductible</a> ( <b>\$2,000</b> individual / <b>\$4,000</b> family) and <a href="#">out-of-network coinsurance</a> maximum

		(\$3,000 individual / \$6,000 family), you will continue to incur <a href="#">provider</a> and <a href="#">prescription drug copays</a> for <a href="#">out-of-network providers</a> services.
What is not included in the <a href="#">out-of-pocket limit</a> ?	<a href="#">Premiums</a> , <a href="#">balance billing</a> charges, <a href="#">out-of-network provider copayment</a> , penalties for failure to obtain <a href="#">Preauthorization</a> <sup>3</sup> for services and health care this <a href="#">Plan</a> doesn't cover.	Even though you pay these expenses, they don't count toward the <a href="#">out-of-pocket limit</a> .
Will you pay less if you use a <a href="#">network provider</a> ?	Yes. See <a href="http://www.cooperative.com">www.cooperative.com</a> > My Benefits or call 1-866-673-2299 for a list of <a href="#">network providers</a> .	This <a href="#">Plan</a> uses a <a href="#">provider network</a> . You will pay less if you use a <a href="#">provider</a> in the Plan's <a href="#">network</a> . You will pay the most if you use an <a href="#">out-of-network provider</a> , and you might receive a bill from a <a href="#">provider</a> for the difference between the <a href="#">provider's</a> charge and what your <a href="#">Plan</a> pays ( <a href="#">balance billing</a> ). Be aware, your <a href="#">network provider</a> might use an <a href="#">out-of-network provider</a> for some services (such as lab work). Check with your <a href="#">provider</a> before you get services.
Do you need a <a href="#">referral</a> to see a <a href="#">specialist</a> ?	No.	You can see the <a href="#">specialist</a> you choose without a <a href="#">referral</a> . <a href="#">Preauthorization</a> <sup>3</sup> and participation in the Center of Excellence (COE) is mandatory for both bariatric and transplant services.



All [copayment](#) and [coinsurance](#) costs shown in this chart are after your [deductible](#) has been met, if a [deductible](#) applies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you visit a health care <a href="#">provider's</a> office or clinic	Primary care visit to treat an injury or illness	\$15/office visit, not subject to the <a href="#">deductible</a> .	20% <a href="#">coinsurance</a>	Subject to <a href="#">allowed amount</a> . <sup>2</sup> If you consult with a Teladoc physician, you pay \$0 <a href="#">copayment</a> /consultation.
	<a href="#">Specialist</a> visit	\$15/office visit, not subject to the <a href="#">deductible</a> .	20% <a href="#">coinsurance</a>	

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
	<a href="#">Preventive care/screening/Immunization</a> <sup>1</sup>	No charge.	20% <a href="#">coinsurance</a>	Subject to <a href="#">allowed amount</a> . <sup>2</sup> Age and gender limitations apply. You may have to pay for services that aren't preventive. Ask your <a href="#">provider</a> if the services you need are preventive. Then check what your <a href="#">Plan</a> will pay for.
If you have a test	<a href="#">Diagnostic test</a> (x-ray, blood work)	No charge.	20% <a href="#">coinsurance</a>	Subject to <a href="#">allowed amount</a> . <sup>2</sup>
	Imaging (CT/PET scans, MRIs)	No charge.	20% <a href="#">coinsurance</a>	<a href="#">Preauthorization</a> <sup>3</sup> is required for all non-emergency, outpatient imaging.
If you need drugs to treat your illness or condition More information about <a href="#">prescription drug coverage</a> is available at <a href="http://www.cooperative.com">www.cooperative.com</a> > My Benefits	Generic drugs (Tier 1)	Retail, \$15 Mail-order, \$0	Retail, \$15 Mail-order, \$0	Covers up to a 30-day supply (retail); up to a 90-day supply (mail order & Exclusive Choice pharmacies).
	Preferred brand drugs (Tier 2)	Retail, \$30 Mail-order, \$60	Retail, \$30 Mail-order, \$60	
	Non-preferred brand drugs (Tier 3)	Retail, \$50 Mail-order, \$100	Retail, \$50 Mail-order, \$100	Subject to <a href="#">allowed amount</a> <sup>2</sup> and prior authorization <sup>3</sup> is required for compound drugs greater than \$300, specialty drugs or nonformulary drugs.
	<a href="#">Specialty drugs</a> (Tier 4)	\$100 <a href="#">copay</a> /prescription (retail & mail order)	Not covered.	Generic drugs are available at no cost through the Exclusive Choice <a href="#">network</a> (including mail order).
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	No charge.	20% <a href="#">coinsurance</a>	Subject to <a href="#">allowed amount</a> . <sup>2</sup> <a href="#">Preauthorization</a> <sup>3</sup> is required for inpatient hospital stays.
	Physician/surgeon fees	No charge.	20% <a href="#">coinsurance</a>	Subject to <a href="#">allowed amount</a> . <sup>2</sup>

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you need immediate medical attention	<a href="#">Emergency room care</a>	\$100 <a href="#">copayment</a> , subject to \$1,000 <a href="#">deductible</a> .	\$100 <a href="#">copayment</a> , subject to \$1,000 <a href="#">deductible</a> .	<p>Subject to <a href="#">allowed amount</a><sup>2</sup>, <a href="#">copayment</a> or <a href="#">coinsurance</a> and <a href="#">deductible</a> (if applicable).</p> <p>For outpatient <a href="#">Emergency room care</a> visits that are not an actual medical emergency at an <a href="#">out-of-network provider</a> will be subject to the out-of-network <a href="#">deductible</a> and <a href="#">coinsurance</a>.</p> <p><b>Note:</b> <a href="#">Urgent care</a> is paid as an office visit, unless it is part of a hospital <a href="#">urgent care</a> center.</p>
	<a href="#">Emergency medical transportation</a>	No charge.	No charge.	
	<a href="#">Urgent care</a> : Part of a hospital	\$100 <a href="#">copayment</a> , subject to \$1,000 <a href="#">deductible</a> .	\$100 <a href="#">copayment</a> , subject to \$1,000 <a href="#">deductible</a> .	
	<a href="#">Urgent care</a> : Not part of a hospital	\$15/office visit, not subject to the <a href="#">deductible</a> .	20% <a href="#">coinsurance</a>	
If you have a hospital stay	Facility fee (e.g., hospital room)	No charge.	20% <a href="#">coinsurance</a>	Subject to <a href="#">allowed amount</a> . <sup>2</sup> <a href="#">Preauthorization</a> <sup>3</sup> is required for inpatient hospital stays.
	Physician/surgeon fee	No charge.	20% <a href="#">coinsurance</a>	Subject to <a href="#">allowed amount</a> . <sup>2</sup>

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
<b>If you need mental health, behavioral health, or substance abuse services</b>	Outpatient services	\$15/office visit, not subject to the <a href="#">deductible</a> .	20% <a href="#">coinsurance</a>	Subject to <a href="#">allowed amount</a> . <sup>2</sup>  <a href="#">Preauthorization</a> <sup>3</sup> is required for inpatient hospital stays.
	Inpatient services	No charge.	20% <a href="#">coinsurance</a>	Partial <a href="#">hospitalization</a> benefits are considered at the inpatient services benefit level.
<b>If you are pregnant</b>	Office visits	\$15/office visit, not subject to the <a href="#">deductible</a> .	20% <a href="#">coinsurance</a>	<a href="#">Cost sharing</a> does not apply to certain <a href="#">preventive services</a> . <sup>1</sup>  Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound).  Subject to <a href="#">allowed amount</a> . <sup>2</sup> <a href="#">Preauthorization</a> <sup>3</sup> is required for inpatient hospital stays.
	Childbirth/delivery professional service	No charge.	20% <a href="#">coinsurance</a>	
	Childbirth/delivery facility services	No charge.	20% <a href="#">coinsurance</a>	

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
<b>If you need help recovering or have other special health needs</b>	<a href="#">Home health care</a>	No charge.	20% <a href="#">coinsurance</a>	Subject to <a href="#">allowed amount</a> <sup>2</sup> and <a href="#">preauthorization</a> . <sup>3</sup> Limited to 100 visits/ year.
	<a href="#">Rehabilitation services</a>	No charge.	20% <a href="#">coinsurance</a>	Subject to <a href="#">allowed amount</a> . <sup>2</sup> <a href="#">Preauthorization</a> <sup>3</sup> is required after visit limitation has been reached.  Restorative speech therapy and chiropractic services are limited to 25 visits each.  Acupuncture, physical, occupational, and massage therapy are limited to a combined 25 visits.
	<a href="#">Habilitation services</a>	No charge.	20% <a href="#">coinsurance</a>	Subject to <a href="#">allowed amount</a> <sup>2</sup> and <a href="#">preauthorization</a> . <sup>3</sup>
	<a href="#">Skilled nursing care</a>	No charge.	20% <a href="#">coinsurance</a>	Subject to <a href="#">allowed amount</a> <sup>2</sup> and <a href="#">preauthorization</a> <sup>3</sup> and limited to 90-day limit.
	<a href="#">Durable medical equipment</a>	No charge.	20% <a href="#">coinsurance</a>	Subject to <a href="#">allowed amount</a> <sup>2</sup> and <a href="#">preauthorization</a> <sup>3</sup> is required (if the dollar amount is equal to or greater than the following amounts) for rentals \$500, prosthesis \$1,000 and purchases \$1,500.
	<a href="#">Hospice services</a>	No charge.	No charge.	Subject to <a href="#">allowed amount</a> . <sup>2</sup> Lifetime maximum for <a href="#">hospice services</a> is \$50,000.
<b>If your child needs dental or eye care</b>	Children's eye exam	Not covered.	Not covered.	No coverage for this service.
	Children's glasses	Not covered.	Not covered.	
	Children's dental check-up	Not covered.	Not covered.	

#### Excluded Services & Other Covered Services:

Services Your <a href="#">Plan</a> Generally Does NOT Cover (Check your policy or <a href="#">Plan</a> document for more information and a list of any other <a href="#">excluded services</a> .)		
<ul style="list-style-type: none"><li>• Cosmetic surgery</li><li>• Dental care</li><li>• Eye exam</li></ul>	<ul style="list-style-type: none"><li>• Glasses</li><li>• Infertility treatment</li><li>• Long-term care</li></ul>	<ul style="list-style-type: none"><li>• Routine eye care</li><li>• Routine foot care</li><li>• Weight loss programs</li></ul>
Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your <a href="#">Plan</a> document.)		
<ul style="list-style-type: none"><li>• Acupuncture</li><li>• Bariatric surgery</li></ul>	<ul style="list-style-type: none"><li>• Chiropractic care</li><li>• Hearing aids</li></ul>	<ul style="list-style-type: none"><li>• Non-emergency care when traveling outside the U.S.<sup>4</sup></li><li>• Private-duty nursing</li></ul>

**Your Rights to Continue Coverage:** There are agencies that can help if you want to continue your coverage after it ends. For more information on your rights to continue coverage, contact the [Plan](#) at 1-866-673-2299. You may also contact the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or [www.dol.gov/ebsa/healthreform](http://www.dol.gov/ebsa/healthreform). Other coverage options may be available to you too, including buying individual insurance coverage through the Health Insurance [Marketplace](#). For more information about the [Marketplace](#), visit [www.HealthCare.gov](http://www.HealthCare.gov) or call 1-800-318-2596.

**Your Grievance and Appeals Rights:** There are agencies that can help if you have a complaint against your [Plan](#) for a denial of a [claim](#). This complaint is called a [grievance](#) or [appeal](#). For more information about your rights, look at the explanation of benefits you will receive for that medical [claim](#). Your [Plan](#) documents also provide complete information to submit a [claim](#), [appeal](#), or a [grievance](#) for any reason to your [Plan](#). For more information about your rights, this notice, or assistance, contact Cooperative Benefit Administrators, Inc. at 1-866-673-2299. You may also contact the Department of Labor's Employee Benefits Security Administration at 1-866-444-3272 or [www.dol.gov/ebsa/healthreform](http://www.dol.gov/ebsa/healthreform).

**Does this Plan provide Minimum Essential Coverage? Yes.**

If you don't have [Minimum Essential Coverage](#) for a month, you'll have to make a payment when you file your tax return unless you qualify for an exemption from the requirement that you have health coverage for that month.

**Does this Plan meet Minimum Value Standards? Yes.**

If your [Plan](#) doesn't meet the [Minimum Value Standards](#), you may be eligible for a [premium tax credit](#) to help you pay for a [plan](#) through the [Marketplace](#).

#### Language Access Services:

Spanish (Español): Para obtener asistencia en Español, llame al 1-866-673-2299.

Tagalog (Tagalog): Kung kailangan ninyo ang tulong sa Tagalog tumawag sa 1-866-673-2299.

Chinese (中文): 如果需要中文的帮助, 请拨打这个号码1-866-673-2299.

Navajo (Dine): Dinek'ehgo shika at'ohwol ninisingo, kwijigo holne' 1-866-673-2299.

## Other Information:

- 1 **Preventive Services, Preventive Care:** Under Section 2713 of the Affordable Care Act, the [Plan](#) must provide coverage for a range of [preventive services](#) and may not impose [Cost sharing](#) (such as [copayments](#), [deductibles](#), or co-insurance) on participants receiving these services. The required [preventive services](#) come from recommendations made by four expert medical and scientific bodies – the U.S. [Preventive services](#) Task Force (USPSTF), the Advisory Committee on Immunization Practices (ACIP), the Health Resources and Services Administration’s (HRSA’s) Bright Futures Project, and HRSA and the Institute of Medicine (IOM) committee on women’s clinical [preventive services](#). Only [preventive services](#) recommended by one of these four groups are covered without [Cost sharing](#).
- 2 **Allowed Amount:** [UCR](#) - Referred to as Reasonable and Customary (R&C) Rates in the medical [Plan](#) materials, [allowed amounts](#) are the current, most common rates in a geographic area for a particular treatment or service. They are researched and reviewed by Cooperative Benefits Administrators (CBA) on a regular basis.
- 3 **Preauthorize, Prior Authorization, or Prior Approval:**
  - **Medical Plan Services and Supplies.** Failure to receive [preauthorization](#) for medical necessity will result in a 20% reduction in charges considered covered by the medical [Plan](#). If such services or supplies are later determined not to be [medically necessary](#), the services or supplies will be denied and not eligible for coverage under the medical [Plan](#). You will be responsible for requesting [preauthorization](#) and the expenses for failure to obtain [preauthorization](#). Exception: If you access the Choice Plus [network](#), the [provider](#) is responsible for your [preauthorization](#) of an in-patient hospital admission and the expenses for failure to obtain [preauthorization](#).
  - **Prescription Drugs and Supplies.** Compound drugs greater than \$300 and certain drugs and drug classes require Prior Authorization by either Cooperative Benefits Administrators (CBA) or CVS Caremark. Refer to your medical [Plan](#) summary plan description for more information or contact CBA at 1-866-673-2299.
- 4 **Coverage While Traveling Outside the United States:** In order for a service obtained outside the U.S. to be covered, the information provided to the [Plan](#) must include the following: the service must be a recognized service in the U.S.; all [provider](#) billings and/or records must be translated into English; bills must clearly show the patient’s name, [provider’s](#) name, date of service, diagnosis and a description of the services rendered; and the current money exchange rate needs to be provided with the bill showing the daily rate for the dates the services were rendered. The participant is required to pay for all services up front before submitting charges to the [Plan](#).