

**DEARBORN STAMPING PLANT  
2019 LOCAL NEGOTIATIONS**

**AGREEMENTS  
and  
LETTERS OF  
UNDERSTANDING**

**UAW NEGOTIATING TEAM**

JEFF HODGES, PRESIDENT & CHAIRMAN  
MARK THORNTON, VICE PRESIDENT & BARGAINING  
ROBERT DALEY, BARGAINING REPRESENTATIVE

EFFECTIVE DECEMBER 5, 2019

## IMPORTANT DEARBORN STAMPING TELEPHONE NUMBERS

Attendance Call-In (ATS)

(866) 893-0576

### UAW Phone Numbers

Committee Room	313-59-46962
President / Chairperson	313-59-43222
Vice President / Bargaining Committee	313-24-84995
Bargaining Committee	313-32-27183
#1 Shift District Committee	313-32-39352
#2 Shift District Committee	313-84-50913
#3 Shift District Committee	313-32-32523
B-Crew District Committee	313-24-88852
C-Crew District Committee	313-32-23180
#2 Shift / A-Crew H&S IUAW Representative	313-84-54222
#3 Shift / B-Crew H&S IUAW Representative	313-24-85917
C-Crew H&S IUAW Representative	313-32-32438
IUAW Employee Support Services Program (ESSP) Representative	313-32-29492
IUAW Employee Resource Coordinator (ERC) Representative	313-84-54496
IUAW Job Security/Work Standards Representative	313-39-05496
IUAW Quality Representative	313-59-41805
IUAW Benefits Representative	313-84-52595
IUAW ERGO Representative	313-24-82486
UAW Local 600	313-842-5350

### Company Phone Numbers

Labor Relations	313-32-29021
Labor Relations Email	<a href="mailto:rougehr@ford.com">rougehr@ford.com</a>
Gate 4 Medical Services	313-32-30045
Worker's Compensation	313-32-37661
Plant Medical - Dearborn Stamping	313-33-78541
Rouge Non- Emergency Number	313-32-31133
Rouge Emergency Number (fire / Medical / Security)	313-32-23313
Safety Engineer - Lead	313-24-86573
Safety Engineer Email	<a href="mailto:rsafety1@ford.com">rsafety1@ford.com</a>
Training and Development Leader	313-39-07253
Communications	313-84-54264
General Stores (Main Crib) - Dearborn Stamping	313-32-27150
Unicare Insurance Company - Main Number	800-572-1581
Unicare Disability - Dearborn Number	800-843-8184
National Employee's Service Center (NESC)	800-248-4444
Shuttle Services	313-40-01470

## **IMPORTANT SUGGESTIONS FROM YOUR UAW NEGOTIATING TEAM**

1. Read the agreements, both Master and Local agreements, carefully. It is your responsibility to learn their contents. If you have any questions, contact your committeeperson.
2. Learn the difference between a gripe and a legitimate complaint and/or grievance.
3. Discuss any complaints you may have with your supervisor and committeeperson immediately.
4. Keep informed. Read the Bulletin Boards daily and know the plant rules.
5. Your supervisor has an obligation to call your committeeperson if you so request.
6. DO NOT sign any paper without reading it first. Be sure of what you are signing.
7. VERY IMPORTANT - Keep the Union and the Company informed of your correct address and telephone number. This is your responsibility. It could affect the status of your employment.
8. 5-DAY NOTICE - If at any time you should receive a 5-Day notice (Registered Mail) contact Management (Labor Relations) immediately and report the reason for your absence and get a call-in number. Also get the name of the person to whom you are reporting. This applies even if you are on Medical Leave of Absence. Should you fail to properly respond to a 5-Day notice, you can be terminated as a 10-Day Quit.
9. Employees with less than six (6) months seniority who are absent, for any reason, for a period of three (3) days and fail to call in to Management and report their reason for absence are subject to immediate termination without a 5-Day notice being sent to them.
10. Union meeting participation is encouraged. Remember to vote in all elections and with all tentative agreements.



October 17, 2019

Ashlie O'Reilly  
HR Manager  
Dearborn Stamping Plant

Dear Ashlie O'Reilly:

Please be advised that the Local Agreement between the Dearborn Stamping Plant of Ford Motor Company and the Dearborn Stamping Plant Unit Local 600 is tentatively settled on October 17, 2019. All issues and demands pertaining to these talks have been satisfactorily settled.

Sincerely,

Jeff Hodges  
UAW Chairperson and President  
Dearborn Stamping Plant



December 5, 2019

Ashlie O'Reilly  
Dearborn Stamping Operations  
Ford Motor Company  
3001 Miller Road  
Dearborn, MI 48121

Dear Ms. Ashlie O'Reilly

Please be advised that the tentative unit agreement between the Dearborn Stamping Plant of Ford Motor Company and the Unit of Local 600, UAW, which was tentatively settled October 17, 2019, is now official.

Following ratification by the Unit Membership on December 5, 2019, I am now authorized to notify you that the 2019 Unit negotiations have been satisfactorily concluded.

Sincerely,

Jeff Hodges  
Plant President /Chairperson  
Dearborn Stamping Plant  
UAW Local 600

Mr. Jeff Hodges  
UAW Local 600  
President/Chairman  
Dearborn Stamping Plant

It is mutually agreed between Ford Motor Company, Vehicle Operations, Dearborn Stamping Plant and the International Union, U.A.W. Local 600, Dearborn Stamping Plant on December 5, 2019 that the following understanding constitutes a full and complete settlement of all issues discussed during local negotiations. This is subject to final ratification by the membership.

Ford Motor Company  
Dearborn Stamping Plant

International Union  
UAW Local 600

\_\_\_\_\_  
Ashlie O'Reilly

\_\_\_\_\_  
Jeff Hodges

\_\_\_\_\_  
Frank Piazza

\_\_\_\_\_  
Mark Thornton

\_\_\_\_\_  
Kristen Zannetti

\_\_\_\_\_  
Robert Daley

Vehicle Operations

Region 1A

\_\_\_\_\_  
Labor Relations Staff

\_\_\_\_\_  
National Ford Department

The Union through its duly authorized representative, hereby certifies that the foregoing agreement between the company and the Union was properly ratified by the membership on December 5, 2019

**INTERNATIONAL UNION  
UNITED AUTOMOBILE WORKERS  
OF AMERICA  
LOCAL 600**

Dear Brothers and Sisters of Dearborn Stamping Plant Operations, on behalf of the Bargaining Committee and myself we are happy to have reached agreement with Ford Motor Company on our Local issues during the 2019 negotiations.

This contract has significant gains for our membership in the areas of Health and Safety, Seniority rights, Overtime, and facility changes. These gains were only obtainable because the membership stood behind us in support.

Each member will be given a copy of this agreement in order to be informed of their contractual rights. We ask for your cooperation in implementing and enforcing the provisions of this contract.

The Bargaining Committee and I would like to thank the membership for their continued support, patience, and loyalty throughout these negotiations.

In Union  
In Solidarity

Jeff Hodges  
President/Chairman

Mark Thornton  
Vice President/Bargaining

Rob Daley  
Bargaining Representative

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## **JOINT DISPUTE RESOLUTION PROCEDURE**

The UAW Local 600, Dearborn Stamping Plant Unit representing Dearborn Stamping and Ford Motor Company Management are committed to assuring that the Stamping operating agreement functions at an optimal and constructive level. However, the parties do fully recognize that because of changes involved in implementing continuous improvements in new and existing facilities, difficulties may arise prior to, during or after implementation. As a result, it is critically important to establish a mechanism for consultation and problem solving.

Therefore, the parties have agreed that when significant issues emerge, the affected party may request a meeting of the Plant Operating Committee and Union Bargaining Committee in order to discuss ways of resolving the issue. Most importantly this includes the ability to discuss existing contract language when it can establish that it is an obstacle in meeting the intent of the operating agreement. Then, through mutual consent, the parties will decide the appropriate remedial action.

Notwithstanding the above, the parties acknowledge that the present Mutual Growth Forum and Good and Welfare meetings still provide excellent opportunities to jointly resolve issues that become problematic. It is expected that these forums will continue to be used to promote understanding, improve relationships, and prevent disputes through ongoing cooperative problem solving.

None of the meetings or forums in this understanding is intended to interfere with or replace collective bargaining or the grievance procedure.

## OCCUPATIONAL GROUP SENIORITY AGREEMENT

It is mutually agreed between Ford Motor Company, Vehicle Operations, Dearborn Stamping Plant Operations and the International Union, UAW, Local 600 **during the 2019 local negotiations** that the following provisions govern the Occupational Group Seniority Agreement referred to as Appendix C in Article VIII, Section 14 of the Master Agreement.

The procedure to be followed, such as in the event of a reduction-in-force, covering an employee's privilege to exercise his/her seniority whether to be on a "designated", an "undesignated" or an "Occupational Group No. 1" job, need not be outlined here as it is covered completely in Article VIII of the Collective Bargaining Agreement between Ford Motor Company and the UAW. The additional conditions negotiated locally which are associated with the operation of Occupational Group Seniority at Dearborn Stamping Plant are covered in the following paragraphs.

### **SENIORITY TIE BREAKER AGREEMENT**

**In the event two (2) or more employees have the same plant seniority date, the employee having the highest last four digits in his/her social security number will be considered to have the greater seniority. Should two or more employees have the same plant seniority date and identical last four digits of social security number, seniority will be determined by using the last 5 digits; if they are still identical, use the last 6 digits. We will continue to increase the number until the tie is broken.**

### DESIGNATED CLASSIFICATIONS:

1. In the designated job classifications listed in Occupational Groups, employees in such designated classifications shall have seniority by their job classifications within their respective groups and department. If there are two or more designated job classifications in the same group that are interchangeable and bracketed together, the employee with the least seniority in the interchangeable jobs shall be laid off first.
2. An employee in one designated job classification may not exercise his/her seniority against any other designated job classification in his/her occupational group except as specified in No. 1 above.
3. If an employee in a designated job classification does not have sufficient seniority to displace the employee with the least seniority in the designated job classification, he/she shall exercise his/her seniority against the employee with the least seniority in the final Group within that department.
4. In any case where options 1 - 3 above are exhausted within the Department, the seniority member will have the right to reduce the least seniority member within group 5 of the Production Departments East and West.

### **SIGNIFICANT REDUCTION IN FORCE**

#### **Production Floor Department Classified Groups, East:**

- 1 = PWG Team Leader (production)
- 2 = PWG Team Leader (quality)
- 3 = Tag / Joining (Die Set Utility)
- 4 = NDT (Inspector Floor Leader)
- 5 = ATMWL (final group)

**Production Floor Department Classified Groups, West:**

- 1 = PWG Team Leader (production)
- 2 = PWG Team Leader (quality)
- 3 = Tag / Joining (Die Set Utility)
- 4 = NDT (Inspector Floor Leader)
- 5 = ATMWL (final group)

**Classified Production members (Group 1 – 5) from both East and West departments will be combined in seniority order prior to any reduction of force.** Employees in Group 1 - 4 will have the right to reduce the least seniority member within Group 5 **ATMWL. Once exhausted, Group 5 ATMWL will follow the National Collective Bargaining Agreement, Article VIII, Section 16 - Reduction in Force.**

**Press Floor Department Classified Groups, TR1:**

- 1 = **PWG** Team Leader
- 2 = Operator
- 3 = Quality
- 4 = Pack Out (final group)

Employees in Group 1 - 3 will have the right to reduce the least seniority member within Group 4.

**Press Floor Department Classified Groups, TR2:**

- 1 = **PWG** Team Leader
- 2 = Operator
- 3 = Quality
- 4 = Pack Out (final group)

Employees in Group 1 - 3 will have the right to reduce the least seniority member within Group 4.

**Press Floor Department Classified Groups, Blanker:**

- 1 = **PWG** Team Leader
- 2 = Operator
- 3 = Quality
- 4 = Pack Out (final group)

Employees in Group 1 - 3 will have the right to reduce the least seniority member within Group 4.

**Press Floor Department Classified Groups, Offal:**

- 1 = **PWG** Team Leader
- 2 = Operator
- 3 = Quality
- 4 = Pack Out (final group)

Employees in Group 1 - 3 will have the right to reduce the least seniority member within Group 4.

**Press Floor Department Classified Groups, Jier:**

1 = **PWG** Team Leader

2 = Operator

3 = Quality

4 = Pack Out (final group)

Employees in Group 1 - 3 will have the right to reduce the least seniority member within Group 4.

**Press Floor Department Classified Groups, AP:**

1 = **PWG** Team Leader

2 = Operator

3 = Quality

4 = Pack Out (final group)

Employees in Group 1 - 3 will have the right to reduce the least seniority member within Group 4.

**Press Floor Department Classified Groups, Roll Form:**

1 = **PWG** Team Leader

2 = Operator

3 = Quality

4 = Pack Out (final group)

Employees in Group 1 - 3 will have the right to reduce the least seniority member within Group 4.

**Press Floor Department Classified Groups, Salvage Repair:**

1 = **PWG Team Leader**

**2 = Salvage Repair**

Employees in Group 1 will have the right to reduce the least seniority member within **Group 2. Classified Salvage members will be combined in seniority order prior to any reduction in force.**

**Note:**

All Departmental groups within the Press Floor department(s) shall have the right to reduce the least seniority member within the final Group (5) ATMWL in the Production Department.

**MP&L Department Classified Groups:**

1 = PWG Team Leader

**2** = Checker - Material Inventory (coils)

**3** = Follow up Inventory (new model)

**4** = Checker shipper general Ute (clerk)

**5** = Mach & Spec Equip (cycle checker)

6 = Material Control Tech (crib)

7 = SPC-Prod Imprv Data Spec (distribution)

8 = Industrial Lift Truck Operator (ILTO)

9 = Route Driver (final group)

**Classified MP&L members in Group(s) 1, 3, and 4 will reduce to the lowest seniority member in combined Groups 8 and 9. Groups 8 and 9 will combine to reduce lowest seniority in a reduction in force. Group(s) 2, 5, 6 and 7, as well as combined Group 8 and 9 shall have the right to reduce the least seniority member within the final Group (5) ATMWL in the Production Department.**

## UNDESIGNATED CLASSIFICATIONS

In accordance with the Master Collective Bargaining Agreement pertaining to Local Seniority group agreement, this agreement is signed subject to approval of the National Ford Department of the UAW and the Labor Relations Staff of the Company.

## INVERSE TEMPORARY LAYOFF AGREEMENT

In accordance to Article VIII, Section 21, of the Collective Bargaining Agreement, employees may elect to sign up for Inverse Temporary Layoff at any time. **Once a TLO notification is posted and scheduled, the TLO preference will be frozen until the TLO is complete. Any submitted change during a posted TLO will become effective during the next scheduled / posted TLO. Failure to make a TLO preference will result in a default of a "working" preference for the scheduled TLO.**

In accordance with Article VIII, Section 28, of the Master Collective Bargaining Agreement pertaining to shift preference procedures, this agreement signed subject to the approval of the National Ford Department of the UAW and the Labor Relations Staff of the Company.

## LOANS

**In the event it is necessary to loan employees from his/her home department to another department, selection will be based on the employee with the least seniority, by classification within the department. In the event, the employee is not needed in the loaned department, the employee will be returned to his/her home department. If an employee is loaned to a department with a different operating pattern, the loaned employee will be scheduled to work the base hours of the loaned department. Concurrently, if the employee is loaned to a department with fewer base hours than their home department, the employee will be surveyed at the time of the loan whether or not they will return to their home department after the loaned department ends their shift to complete their base hours. Should operational needs in their home department require the employee to return to the home department, the employee will be notified by their home department Process Coach during their shift and the employee will be required to return to their home department to complete their shift.**

## DEARBORN STAMPING PLANT OPERATIONS PROMOTIONAL & NON-PROMOTIONAL TRANSFER AGREEMENT

It is mutually agreed between Ford Motor Company, Vehicle Operations, Dearborn Stamping Plant Operations, and the International Union, UAW, Local 600, Dearborn Stamping Unit, who represent same Operations, **during 2019 local negotiations**, at Dearborn, Michigan, that the following provisions will govern the exercise of promotional and non-promotional job transfers.

### PROMOTIONAL BID PROCEDURE

#### POSTING PROCEDURE

- When an opening occurs which the Company intends to fill under the provisions of Article IV, Section 2(a), (b) of the Master Agreement, Human Resources will prepare a job posting, advise the Bargaining Committee, and post it throughout the Dearborn Stamping Plant on designated **locking glass cabinets**.
- **The following classified positions will be filled first by employees within the department and then plant-wide. Any deviation will be discussed and agreed-upon between the Company and UAW Bargaining Committee.**
  1. **Press Floor Departments: Team Leader, Operator and Quality.**
  2. **Production: Team Leader, Quality Leader, Die Set Utility Tag Joining (Tag), and Inspector Floor Leader Non-Destructive Testing (NDT)**
  3. **MP&L Department: Team Leader, Clerk and Follow-Up Inventory**
  4. **Salvage Department: Team Leader**

#### JOB BIDS

1. If qualified candidates are available, the Company will make its selection within ten (10) working days following the expiration of the five (5) day posting period. After making the selection, the Company will fill the opening within fifteen (15) working days. If an opening of the same nature occurs within sixty (60) days, the Company shall have the right to select another qualified candidate from the same posting. Any deviation from the forgoing rules will be discussed and agreed upon by DSP Management and UAW Bargaining Team.
2. Employees must submit a promotional or non-promotional job application to a designated location in accordance with instructions specified in the job posting. **Where available, the employee may also make an online promotional job bid application in lieu of a paper bid.**
3. When an employee accepts a promotional or non-promotional bid job, s/he cannot post for another bid job for a period of three (3) months.
4. If an employee is disqualified by the Company within thirty (30) days, s/he may return to his/her former classification provided employee can do the work and has seniority to return to the previous classification if there is an opening; otherwise employee will be returned to available work. S/he will have their bid rights restored.
5. If an employee voluntarily disqualifies him/herself during the first thirty (30) days, s/he will be returned to his/her former classification if there is an opening; otherwise, s/he will be returned to available work. Employee cannot post for another bid job for three (3) months.
6. If an employee voluntarily disqualifies him/herself after thirty (30) days, s/he will be assigned to available work and will have no rights to return to **his/her** former classification. S/he cannot post for another bid job for three (3) months.



7. **If an employee voluntarily disqualifies him/herself after ninety (90) days s/he will be assigned to available work and will have no rights to return to his/her former classification.**
8. The Union and Company agree to exercise the provisions in Articles VIII Section 11 (f) (g) when openings occur in a designated classification as defined in this section.

Based on the specialized training required for Non-Destruct Testing (NDT) for Inspector Floor Leader classification, an employee selected for promotional bid under the above classification must remain in the classification for a period of no less than fifteen (15) months.

**Note: any reference to timing above is considered calendar days / months unless otherwise specified.**

### **NON-PROMOTIONAL BID PROCEDURE**

It is mutually agreed between Ford Motor Company, Ford Automotive Operations, and the International Union, U.A.W. Local 600, Dearborn Stamping Plant in Dearborn, Michigan that the following provisions will govern the non-promotional bid agreement for those making application to the Industrial Lift Truck Operator, including Route Driver positions:

Adherence to Article IV, Section 2b, of the Collective Bargaining Agreement will govern all Non-Promotional Job Transfers.

1. An employee who wishes to apply for a non-promotional job opening will **sign the non-promotional application book** in the Labor Relations Office. **Where available, the employee may also make an online non-promotional job application in lieu of a paper application. In order to ensure accurate rosters, employees are expected to sign the book for each calendar year, with the book being made available beginning December 1 for the following calendar year. Employees may still change or make application throughout the year.**
  - i. **Non-promotional areas are considered as follows:**
    1. **MP&L Department(s): ILTO and Route**
    2. **Production: East and West Assembly ATMWL**
2. **When openings** occur, the employee who has the highest seniority **in the non-promotional list** will be given the preference. If more than one employee has the same seniority date, **the seniority tie breaker rules will be followed.**
3. If an employee accepts a transfer, he/she will be ineligible to submit another application for a period of three (3) months from the date he/she is offered the transfer.

The Union shall receive a current copy of the applicants on file, as requested.

**Any deviation will be discussed and agreed-upon between the Company and UAW Bargaining Committee.**

Nothing in the foregoing shall be construed as abrogating or modifying the Company's rights as expressed in Article IV, Section 1 or 2 or the Union's right as expressed in Article VII, Section 1 of the Master Collective Bargaining Agreement.

In accordance with Article IV, Section 2, of the Master Collective Bargaining Agreement pertaining to promotional and non-promotional job procedures, this agreement signed subject to the approval of the National Ford Department of the UAW and the Labor Relations Staff of the Company.

## **DEARBORN STAMPING PLANT OPERATIONS OVERTIME AGREEMENT**

It is mutually agreed between Ford Motor Company, Vehicle Operations, Dearborn Stamping Plant Operations, and the International Union, UAW, Local 600, Dearborn Stamping Plant Unit representing said Operations, **during 2019 local negotiations**, at Dearborn, Michigan, that the following provisions will govern overtime administration for the Dearborn Stamping Plant Operations.

### **OVERTIME EQUALIZATION**

The intent of this provision is to afford all employees an equal opportunity for overtime. The Company will canvass for overtime from lowest to highest in hours.

- For the purpose of overtime equalization all daily and weekend overtime will be placed on the Overtime Equalization (OTE) Report.
- Labor Relations will distribute a weekly report of the equalization of overtime between shifts.
- The Company agrees to discuss with the Union any inordinate imbalance in overtime between shifts in accordance with provisions set forth in Article IV, Section 6 of the Master Collective Bargaining Agreement and the Local Agreement.
- It is understood that the Company has an obligation to equalize overtime between shifts.
- New hires and rehires, and reinstatements will assume the high hours plus one (+1) in the classification within the department.
- Employees who are changing equalization groups (i.e. awarded bids – shift preference – approved leaves, etc.) will be averaged into the new groups equalization.
- Overtime will be equalized by groups as defined in the OTE groups section. OTE groups will be fluid and may change through time by mutual consent of Management and the UAW Bargaining team.
- Any deviation outside of the language listed above will require the signature of a UAW Bargaining Committeeperson or higher and **Team Manager** or higher.
- **New Process Coaches will be given training on overtime scheduling and charging within their first ninety (90) days.**

### **OVERTIME SCHEDULING**

- The overtime hours will be zeroed out on the Monday of the 3<sup>rd</sup> full week in January each year.
- Overtime will be scheduled by seniority, by OTE group, when the overtime hours are at zero.
- As far in advance as practical the Union will be notified of scheduled overtime work.
- **An overtime survey will be conducted each week for the following week overtime opportunities, Monday thru Sunday. The survey is not required to be completed in overtime**

equalization order; however, the scheduling of such overtime will follow the overtime process listed herein.

- Process Coaches will perform the overtime survey and will have employee initial the sheet when canvassed for overtime opportunities for the following week.
- Daily early / over scheduled overtime must be posted prior to the end of the shift for the following RDW.
- Daily line time for the department must be posted by mid-shift / crew for the day worked.
- A schedule of the lines running weekend overtime must be posted no later than mid shift on Thursday for all traditional shifts, and no later than mid shift the day preceding the last day of work in the specific crew. Except in emergencies, in all cases, that may arise later than the normal scheduled days of such posting. Such emergencies will be reviewed and agreed upon with the Bargaining Committee.
- The OTE Reports will be posted at designated locations in each department. OTE Reports will be posted in clean, locked, glass (or similar type material) enclosed bulletin boards and will reflect the date and time posted.
- Once the list of employees scheduled to work overtime is posted, an employee that declined the overtime cannot be added to this list unless there are either currently scheduled employees that have since declined and / or additional overtime opportunities that require additional employees are identified.
  1. An employee who originally declined such overtime must inform their Process Coach that they are available for these opportunities.
  2. Any employee absent for any reason on the day of overtime survey must notify their Process Coach upon returning to work of their overtime interest. In order to be put on the overtime schedule the employee must have returned to work during the week of the survey.
- Overtime survey sheets will be provided to the UAW Overtime Coordinator along with the manpower requirements to meet the overtime need and the cut-off number to obtain the required need, no later than Monday of the following week.
- Employees will be verbally notified of any revision to the posted weekly and or weekend overtime schedule.
- Employees canvassed and scheduled to work overtime opportunities within their home department cannot be forced to work the following:
  1. Out of Classification
  2. Out of Department
- Employees who have a pre-scheduled vacation / excused absence / family day on their last RDW and / or first RDW of their scheduled work week will not be forced to work mandatory overtime scheduled on the applicable RDOs (language is applicable to all Crew / shift patterns). If an employee wants to work the overtime available, they must notify the Company on their last day of work of their interest.
- Full Department Overtime Opportunities (by Shift / Crew)
  1. If the Company requires a full department to be scheduled for overtime, and such overtime is determined to be voluntary in nature, they will first offer the opportunity to the low hour shift / crew. Any unfilled overtime opportunities will then be offered to employees on other shifts / crews in that department, by classification, by low hours.

2. If there are less than the required amount of needed volunteer overtime members, and the supplemental overtime list has been exhausted, the Company will force the lower hour members by department, shift / crew and classification, according to the OTE list, until the required number is met. Prior to forcing, and except in emergency situations, the Company will survey the other shifts / crews for volunteers by department and classification. In these instances, the Company will meet with the UAW Bargaining Committee to provide notification and discuss any concerns.  
NOTE: OTE lists are subject to change due to clerical errors.

- Overtime work that is classification specific will belong to such classification OTE group. When the Company is aware of a classification OTE group shortage, due to scheduled time off, the Company will canvass said classification group by shift.
- If there are less than the required amount of needed volunteer overtime members, **and the supplemental overtime list has been exhausted**, the Company will force the lower hour members **by department, shift / crew and classification**, according to the OTE list, until the required number is met. **Prior to forcing, and except in emergency situations, the Company will survey the other shifts / crews for volunteers by department and classification. In these instances, the Company will meet with the UAW Bargaining Committee to provide notification and discuss any concerns.** NOTE: OTE lists are subject to change due to clerical errors.
- Restricted employees that perform a job during the week will be allowed to work that job on daily overtime and weekends if it is scheduled and is in compliance with the overtime equalization process.
- If it becomes necessary to canvass for overtime outside of the Department, the Supplemental Overtime list will be used.
- **In an emergency situation, the Company may offer an overtime opportunity to employees currently at work on an overtime schedule before canvassing employees at home.**

### **SHUTDOWN / TLO SCHEDULING**

- **When canvassing for employees to work during vacation shut down periods and layoffs, the Company will canvass employees for work of this nature using the following guidelines:**
  1. **Indigenous work to the classification will be offered in required classification seniority order regardless of the shift on which the work will be performed. Exceptions to this rule must be discussed and agreed upon with the Unit Bargaining Committee.**
  2. **Non-indigenous work will be offered in seniority order only, regardless of shift on which the work will be performed (i.e. cleaning). Exceptions to this rule must be discussed and agreed upon by the Unit Bargaining Committee.**
  3. **During these periods, cleaning can be performed by any classification within the department.**
- **Where partial crews are required to work during vacation shutdown periods, layoffs and corresponding weekends, and where overtime is contemplated during these periods, members already scheduled to work these periods will be canvassed by overtime equalization, low to high hours by classification.**
- **During shutdown and temporary layoff periods, employees who, had they elected to work, would have been offered the overtime available during these periods by low to high hour, will be charged for the appropriate hours they could have worked during the period.**
  - **More specifically and as an example: Employees who had the seniority to work July shutdown / TLO, but declined the opportunity, and would have been offered overtime**

during the July shutdown / TLO due to their OT hours, will be charged after July shutdown / TLO for overtime refusal.

- Holiday overtime is scheduled by department, shift and classification, low to high overtime. The low hour shift / crew will be canvassed first for the opportunity, by classification, low to high hours. Any remaining openings will be scheduled from the next lowest hour shift, by classification, low to high hours.
- Holiday Shutdown Period (“Christmas Shutdown”)
  1. The annual holiday vacation period for “Holiday Shutdown” is scheduled utilizing the overtime equalization list provided two Tuesdays prior to the beginning of the scheduled shutdown period. This will allow the Company and employees to appropriately schedule and plan.
  2. Overtime will be canvassed by low overtime hours, by department and classification, regardless of shift (e.g. the overtime list will be “racked and stacked” by department, classification, and low overtime hour employee regardless of shift)
  3. Additional overtime that may become available during the holiday shutdown period will first be offered to those already scheduled to work, low to high hours.
  4. The holiday shutdown overtime schedule will be posted no later than the last hour of the shift on the Tuesday of the week prior to the holiday shutdown period beginning.

## **OVERTIME CHARGING**

When overtime (O/T) hours are available to an employee and s/he fails to work for any reason, or s/he declines an offer to work, the hours available to the employee shall be charged to them.

The following guidelines will apply:

- All overtime hours worked will be charged to the employees based on hour's paid and applicable premiums.
- Overtime offered and / or charged will not exceed the equivalent of the base hours normally scheduled plus one half the shift / hours normally scheduled for the employee.
  1. Example 1: an employee who works B Crew can be offered up to 15 hours (10 base hours plus five overtime) on Tuesday. In this example, the employee will be charged for 5 hours of overtime plus premium.
  2. Example 2: an employee who works A Crew is offered 15 hours on an RDO. This employee will be charged 15 hours of overtime plus premium.
  3. Note: The above examples applies to all shifts / crews available. Emergencies that would cause any deviation to these rules will be discussed with Management and the Bargaining Committee in advance of scheduling.
- Employees will be charged all overtime hours worked or refused. Hours charged will be the amount of hours worked plus premium.

### Further clarification:

1. When scheduled hours of overtime are reduced, all refused employees will only be charged the reduced amount of hours worked.
2. When scheduled hours of overtime are reduced during the overtime opportunity, employees working will be reduced by high to low hours, and charged for the hours they worked.

3. When additional hours are added during the overtime opportunity, only employees working will be canvassed for the additional hours, by low to high. Overtime worked and refused will be charged accordingly. If additional manpower needs require employees to be called at home, regular charging rules apply.
  4. If employees who are scheduled to work overtime are offered additional overtime opportunities that arise during the period, only the employees offered such overtime opportunity will be charged for working or refusal. (e.g. if employees working on a Saturday are offered Sunday as a last minute / emergency opportunity, only employees who were working Saturday should be charged. The employees who declined the original opportunity for Saturday cannot also be charged for Sunday as they were not offered the emergency opportunity).
- Employees who have accepted to work overtime outside of their department and / or classification will be charged hours worked plus applicable premium.
  - Employees who have refused to work overtime outside of their department and / or classification will not be charged.
  - Employees refusing overtime opportunities after the working schedules have been posted will not be charged, unless otherwise indicated in this agreement.
  - All overtime opportunities missed because of an absence will be charged, except when the employee is on Bereavement, Military Leave, Jury Duty or Forced Layoff.
  - Upon notification in writing of blatant O/T violations, the Company will have ten (10) business days from the date of written notification to remedy the violation with scheduled overtime. Failure to do so will result in the grievance being settled upon the eleventh (11) day. If the violation has been remedied by overtime equalization opportunities prior to written notification of violation, then the violation will be considered as having been remedied.
  - All overtime won through the grievance procedure will be charged on the basis of hours paid at the applicable rate.
  - Any employee who is called at home and cannot be reached or declines to come in will not be charged for the offered overtime.
  - Any employee accepting overtime and fails to report shall be charged double.
  - Loaned employees will be charged such overtime hours worked on the overtime list in the employee's regular department and equalization group.
  - Overtime offered and refused during the last hour of the shift on the day in which the work is to be performed shall not be charged.

### **SUPPLEMENTAL OVERTIME**

Each Manufacturing Department will establish a Supplemental Overtime list to cover overtime requirements that cannot be met within a primary overtime equalization group within a Department.

When additional employees are needed for overtime work within a Department and Classification that cannot meet overtime requirements, the Company may schedule other employees who have volunteered to work out of department Supplemental Overtime.

The following guidelines will govern the use of Supplemental Overtime:

1. The supplemental signup sheets will be available at designated locations for employees to sign. **If an electronic process is available, that will also be offered to employees.** Sign-up sheets will be taken down **by mid-shift** Thursday of each respective shift.
2. If an employee is absent for any reason, excluding the contractual absences as listed in the charging section, on the sign-up date the employee will not be eligible for any Supplemental Overtime for that signing period and will be charged hours worked by higher hour accepted overtime work employee.
3. Employees who volunteer will then be placed on the Supplemental Overtime list on the basis of Overtime hours from lowest to highest. If hours are equal, seniority will be used as the tie breaker.
4. The Supplemental overtime scheduling will be used for scheduling employees to work Monday through Sunday of the following week.
5. The lowest hour volunteer will be afforded the overtime work. If the overtime work is indigenous to a specific classification (i.e. press floor, material handling, ground floor, etc.), then employees on the list will be canvassed starting with the lowest hour employee with the specific classification needed. Employees not indigenous to the needed classification will not be charged **if they are bypassed.**
6. Any employee that has signed up for Supplemental Overtime and refuses **the** offer to work will be charged contractual hours worked by higher hour accepted overtime worked employee.
7. Any employee that refuses to sign up for supplemental overtime will be charged appropriate contractual hours worked from supplemental overtime worked employees.
8. Each week a new supplemental overtime list will be generated and copies will be supplied to the District Committeeperson and posted in designated locations.
9. Overtime requirements within an employee's primary overtime equalization group must be met before an employee can be considered eligible for Supplemental Overtime. The purpose of this language is to not hinder business operations.

Nothing in the foregoing shall be construed as abrogating or modifying the Company's rights as expressed in Art. IV, Sec. 6 or the Union's rights as expressed in Art. VII, Sec. 1 of the Master Collective Bargaining Agreement.

This agreement shall become effective concurrently with the effective date of (a) any Collective Bargaining Agreement or (b) any extension of the Collective Bargaining Agreement (other than an extension for a temporary or indefinite period) and shall remain in effect for the same period as such new or extended Collective Bargaining Agreement, except as otherwise expressly provided herein.

In accordance with Article IV, Section 6, of the Master Collective Bargaining Agreement pertaining to overtime procedure, this agreement is signed subject to approval of the National Ford Department, of the UAW and Labor Relations Staff of the Company.

## DEARBORN STAMPING PLANT OPERATIONS SHIFT PREFERENCE AGREEMENT

It is mutually agreed between Ford Motor Company, Vehicle Operations, Dearborn Stamping Plant Operations, and the International Union, UAW, Local 600, Dearborn Stamping Plant Unit representing said Operations, during 2019 local negotiations, at Dearborn, Michigan, that the following provisions will govern the exercise of shift preference procedure.

**Employees will be able to exercise their shift bump preference up to three (3) times within a 12-month period by submitting a shift bump preference slip to Labor Relations. Once a bump is exercised, an employee cannot initiate another bump for four (4) months. Labor Relations will work with management and a UAW Committee designate to process the bump in a timely fashion. If multiple employees within a department submit a shift bump form for the same period, Labor Relations, management and the UAW designate will work to process the bumps while also ensuring no adverse impact to operations.**

### ELIGIBILITY

The exercise of shift preference will be restricted to seniority employees and will be based on an employee's relative seniority among employees in his/her classification in his/her department. Seniority standing will be based on an employee's hire date in all cases except for employees with given date of entry seniority. No movement will occur outside of ones' own department as a result of this preference agreement.

- In the event there are one or more employees with identical dates of seniority, **the Seniority Tie Breaker Agreement will be utilized.**

### SHIFT PREFERENCE PROCESS

- **Labor Relations, management and a UAW Committee designate will have a weekly scheduled manpower discussion.**
- **Employees who initiated a shift bump will be notified of their planned move via a shift bump card, which will be provided to them by their Process Coach or other member of management. The card will have the date of their scheduled move to their preferred shift.**
- **Employees who are being bumped will be notified of their move via a shift bump card. The card will have the date of their scheduled move. If an employee who is being bumped has the seniority to bump to another shift within their department, they can submit a shift preference to Labor Relations by the end of the week of the initial shift move notification. This will not count toward their three (3) bump initiations per year. Failure to submit a shift preference within the week of notification will result in the employee being moved to the notified shift.**

### TEAM LEADER SELECTION/DE-SELECTION PROCESS

It is mutually agreed between Ford Motor Company, Vehicle Operations, Dearborn Stamping Plant and the International Union, UAW, Local 600, during 2019 local negotiations at Dearborn, Michigan that the following provisions governing the assignment to and removal from the "Team Leader" classification **will be achieved through the application of the Team Leader language outlined in the National Collective**



## Bargaining Agreement, Appendix J.

### **TEAM LEADER SELECTION**

- Management and UAW Bargaining members will select Team Leaders from a list of candidates from the department through the promotional bid process.
- The candidates must have achieved at least one year of seniority.
- Team Leader Selection Criteria will be used in the interview process for selection. The selected candidate shall be deemed the new Team Leader.
- It is agreed that selections will be considered as promotional opportunities and selection of Team Leaders will be based primarily upon merit and ability, but where these are equal, the employee having the greatest seniority shall receive preference. This action will be considered permanent, within the guidelines of the Master Collective Bargaining Agreement.
- Assessment of interested candidates to determine qualifications through the Team Leader Selection Criteria will be made as far in advance of the date of vacancy as possible.

### **TEAM LEADER DE-SELECTION**

- **The following outlines the four (4) possible ways in which a Team Leader can be de-selected: Further detail for each specific process can be found in Appendix J of the National CBA.**
  1. **The Leader asks to be removed**
  2. **The Leader has exceeded the minimum attendance or disciplinary criteria. In this situation, the leader will be disqualified. Disagreements regarding disqualification can be escalated to the Joint National Parties for review and/or resolution.**
    - a. **If any behaviors that demonstrate "act unbecoming of a team leader" are found to have merit, the team leader will be disqualified immediately. Examples of these behaviors include, but are not limited to:**
      - **Disrespecting co-workers and / or management**
      - **Abusive language**
      - **Abuse of authority**
  3. **The Leader is not fulfilling the Leader roles and responsibilities, and not making reasonable progress with their development plans.**
    - a. **If a concern regarding the Team Leader is brought forward, the Labor Relations department, UAW Representative and Process Coach will meet to discuss the concern and identify next steps.**
    - b. **The Supervisor and UAW representative must investigate and discuss with the Leader reasons for failing to fulfill the specific roles & responsibilities.**
    - c. **If the concern is valid, the Process Coach and UAW representative will direct the Team Leader to create a corrective action plan within three (3) working days and then meet to review, discuss and finalize plan with the UAW Representative and Process Coach.**
    - d. **The Team Leader will have a thirty (30) calendar-day period to attempt to implement their plan.**
    - e. **Notify the Leader that failure to implement the corrective actions as agreed upon above will result in de-selection.**

- f. The Plant Chairperson and Human Resources Manager will review the facts at the end of the thirty (30) calendar-day period. The HR Manager will determine if the facts support team leader de-selection three (3) working days following the date of the meeting.
  - g. If the decision is to deselect the team leader, s/he will be reassigned in accordance with the Seniority Agreement and a new team leader will be identified in accordance with the Team Leader Selection process.
4. The Work Group members have submitted a “petition for leader development” (Cannot be initiated within the first six (6) months).
- a. If a concern regarding the Team Leader is brought forward by the work group (a.k.a. “petition for leader development” although a specific form is not required), the Labor Relations department, UAW Representative and Process Coach will meet to discuss the concern and identify next steps.
  - b. The Supervisor and UAW representative must investigate the concern and determine the validity of the concern through observation and discussion with team member(s).
  - c. If the concern is valid, follow the steps outlined in “c” through “e” above.
  - d. After the thirty (30) day implementation period, resurvey the workgroup to verify corrective actions have been implemented.
  - e. If the work group is still dissatisfied, the Leader will be removed.
  - f. If the decision is to deselect the team leader, s/he will be reassigned in accordance with the Seniority Agreement and a new team leader will be identified in accordance with the Team Leader Selection process.

## TEAM LEADER JOB DUTIES

### KEY RESPONSIBILITIES

- Accountable for operational and administrative aspects of the team, including progress towards quality and production goals, shift start-up, job rotation, record keeping, team training progress, safety, and housekeeping.
- Communication liaison between team members and other internal and external support functions.
- Perform the Team Leader Roles and Responsibilities as outlined in the National Collective Bargaining Agreement, Appendix J.

### REPRESENTATIVE TASKS

- Plan and coordinate team activities, ensure proper job rotation.
- Plan and provide or arrange for team members training (on the job training or classroom).
- Promote safety, quality and housekeeping.
- Promote and ensure constant improvement in the team utilizing Safety, Quality, Cost, Delivery, Morale, Environmental (SQDCME) and the 0/100 Ford Production System Continuous Improvement (FPSCI)
- Obtain materials and supplies for the team.
- Obtain knowledge of all operations within the team, provide coverage for team members who are away from work area (i.e, absent, relief, emergency, first aid, etc.) and perform other tasks to facilitate meeting team goals.

- Participate in management meetings and communicate the needs of the team.
- Facilitate distribution of communications to team members.
- Help improve morale and performance of the team.
- Check on health and welfare of group members.
- Encourage group to meet responsibilities.
- Promote employee involvement with the suggestion process.
- Other tasks as determined by the work team.

## ATTENDANCE POLICY

The Dearborn Stamping Plant agrees to continue to follow the National Attendance Policy and the Attendance Tracking System, as governed by the Master Collective Bargaining Agreement (CBA).

Note: If any of the following rules change in accordance to the Master CBA, the Dearborn Stamping Plant will follow accordingly. Any and all rules noted below are subject to change.

### EMPLOYEE RESPONSIBILITY

- Employees must call-in all unplanned absences **one (1) hour prior to the start of their shift** via the Attendance Tracking System (ATS), at 1-866-893-0576.
- **Employees are responsible for requesting and submitting the appropriate paperwork to open (and maintain) a medical leave of absence in a timely fashion. Failure to do so could impact an employee's employment status.**
- Any employee coded AWOL must report to their Supervisor upon return to work.
  - It is the employee's responsibility to request Excused Absence Allowance (EAA) time after the fact, if applicable.
- **If an employee is absent for any reason, they must complete the "Absence Request Slip" (or other online form if it becomes available) prior to reporting back to work, and provide a copy to the Process Coach and Labor Relations prior to the start of their shift.**
- Any employee returning from a medical absence must clear for work at least one day prior to their return to work date. **A copy of the medical return to work slip must be provided, along with the Absence Request Slip if required, to the Process Coach and Labor Relations.**
- **Employees must keep passwords up-to-date to be able to log into the in-plant kiosks.**
- **Employees should review their DROTs on a frequent, but no less than weekly basis, to ensure accurate timekeeping and coding. If there is a discrepancy, the employee should bring the issue to the attention of their Process Coach right away for resolution. As a reminder, payroll closes on Monday mornings and changes identified after the closing of payroll will not be included on that week's paycheck.**

## GENERAL ATTENDANCE INFORMATION

- Any employee who reports to work late (within the first hour of shift) will be allowed to work. This does not preclude the employee from being subject to disciplinary action for tardiness. Employees that are tardy will be assigned to available work without displacing another employee.
- If an employee reports to work **late** and there is no work available, and the employee requests the day off, and the day off is granted by supervision, s/he will be coded **Unpaid Personal (P)**, not AWOL **unless the employee requests and is approved their Paid Personal (E) or Vacation (V) time, which should be paid / granted in accordance with the National CBA.**
  - **Note: This does not preclude management from placing the late employee on a job and surveying the department for Early Out (G) to reduce the excess manpower.**
  - **An employee who reports to work later than mid-point of their base shift hours (ex: four (4) hours for traditional 5x8, five (5) hours for Crew pattern, etc.) will be coded as AWOL (A) for the entire shift.**
- Under normal circumstances, employees called home for an emergency reason will not be requested to bring in proof of the emergency unless there has been an abuse. However, the Company reserves the right to evaluate individual cases based on the specific circumstances if an employee is called out. Employees who are called out will be coded **"X" for the balance of the shift, unless the employee requests and is approved their Paid Personal (E) or Vacation (V) time, which should be paid / granted in accordance with the National CBA.**

## COMMITTEE / COMMITTEE ROOM

### FACILITIES

- The Committee Room floor will be stripped and waxed and the baseboard cleaned monthly.
- The lockers in the Committee Room will be painted.
- The Committee Room will be cleaned daily.
- The Committee Room will be painted as required.
- The Committee Room windows will be washed as required.
- Adequate lighting will be maintained at the entrance to the Committee Room.
- All chairs in the Committee Room are to be replaced as required.
- Air conditioning to be checked to determine if it needs to be repaired or replaced.
- Clean the floor mats in the Committee Room.
- A date stamp will be provided for the committee room.
- Management has agreed to purchase a commercial copy machine for the Committee Room as required.
- Management has agreed to purchase / maintain a color printer for the Committee Room as required.

### GENERAL

- As far as practical the Unit Chairperson will be notified of Plant visitors.

- The Company will continue to advise the Unit Chairperson as soon as practical of any layoff or shift adjustment.
- The Committee will be granted TWOS Computer Access as governed in the Letters of Understanding, Volume IV-A, of the Collective Bargaining Agreement.
- A copy of the daily production schedule will be made available to the Union.
- The Seniority / Alphabetical Report will be made available to the Union upon request.
- The Company will advise the Unit Chairperson or Bargaining Committee as soon as practical, whenever it determines that any employee is to be sent out of the building for training or work purposes.

## **DISCIPLINE POLICY**

- The Company has a zero tolerance policy. Any violation of this policy will not be tolerated.
- It is everyone's responsibility to work safely within DSP. All violators of Energy Control and Power Lockout, hourly and salaried, will be subject to disciplinary action.
- The Bargaining Committee will be furnished a copy of security reports that are used as a sole basis of discipline. The security reports will be forwarded to the committee during the second stage agendas consistent with the principles set forth in umpire memo PDH-193.
- The Company will honor an employee's request to review his/her attendance and/or disciplinary record on a timely basis. Any complaints to the contrary may be referred to Human Resources.

### **DISCIPLINARY HEARINGS**

- The Company commits to abiding by the policy of not holding disciplinary hearings without a committeeperson being present unless an employee waives union representation; except in situations where practicable measures have failed to secure the committeeperson.
- Supervisors are also reminded that it is desirable, whenever practical to do so, to involve the district committeeperson in the discussion of job related problems with employees, prior to conducting formal disciplinary action.
- The procedure for contacting committeepersons is as follows:
  - The supervisor will page the committeeperson and/or radio them.
  - If this is unsuccessful, the supervisor will request that Labor Relations contact the committeeperson.
  - If the committeeperson fails to respond, Labor Relations will page a bargaining committeeperson.
  - Due to any abnormal circumstances, the hearing will be postponed until the Union is available to attend.
- Situations of "imminent danger" shall be handled immediately. Labor Relations and the Union should be informed of these situations as soon as possible.

## DISQUALIFICATION

- Anytime the Company contemplates disqualifying an employee for not being able to perform the job assignment, the following steps are to be taken:
  - The Supervisor will advise the employee of the problem.
  - The District Committeeperson will be notified if available. If the District Committeeperson is not available, another member of the production Unit Committee will be advised.
  - If the issue cannot be resolved between the Supervisor and the District Committeeperson it will be referred to Labor Relations for further discussion and disposition.
  - The disqualification process will take into consideration Safety, Quality and the severity of the offense.

## EMPLOYEE REWARDS & RECOGNITION

- The parties have mutually agreed to form a new Employee of the Month Committee, comprised of Union and Management representatives, to recognize the achievements of DSP employees.
- Recipients of the Outstanding Employee of the Month Award shall be provided a Vehicle Parking Permit (drive-in pass with parking spot) for a period of thirty (30) days.
- Recipients of the Outstanding Employee of the Year award shall be provided a Vehicle Parking Permit (drive-in pass with parking spot) for a period of one (1) year.

## FACILITIES AND EQUIPMENT

- In any work areas where members have submitted request for job station fans, the company will investigate the work station in question to see if station fan request can be accommodated. If so, then the company will have the UAW maintenance group install requested fan.
- The Company and the Union will review fan placement within the facility to ensure adequate coverage is met. The Company agrees to keep in stock an adequate number of working fans for replacement purposes. A program of inspection, cleaning and maintenance of fans will be implemented to ensure that fans are clean and in good operating condition.
- To the extent feasible, fans will be mounted and not placed on the floor.
- Anti-fatigue mats will be placed on work stations. An adequate inventory will be maintained on site.
- Requests for workstation mats will be reviewed by the appropriate Ergonomics Committee and Safety Engineer. Replacements will be provided based on their recommendations.
- Manstands and platforms will be constructed in a safe and level manner.
- An audit of man stands will be conducted by the Safety Engineers to identify stands to be repaired or replaced.
- Conveyor belt frames will be properly maintained and cleaned to reduce dirt, grease and oil buildup.
- Maintenance supervision should be contacted regarding repairs of lunch tables, water fountains, rest room facilities, leaks, ceiling tiles, fans, etc.

- The plant is provided emergency lighting through a secondary backup system with DTE. A secondary backup system will continue to be maintained to ensure proper facility lighting in the event of an emergency power failure.
- The Company agrees to replace the rubber weather proofing material on the North and South doors of the Steel Storage Warehouse. The doors will be maintained in satisfactory operating condition.
- All locker rooms are to be repaired and fumigated, as required. The Bradley bowls, exhaust fans, toilets, urinals and ceiling tile will be repaired or replaced, as required.
- All hi-los and tows that are involved in outdoor work must be affixed with cabs before winter.
- The north yard gas pump area will be cleaned daily.
- A cleaning schedule has been developed to ensure the cleaning of all aisle ways on a daily basis.
- Air conditioners: crib will maintain a back-up air conditioner for the line team rooms and the weld destruct booths (total of two).
- The heating and ventilation systems will be inspected and repaired by September 30 for the winter systems and May 1 for the summer systems of each year.
- Heat will be turned on no later than October 15 of each year. In the case of cold weather prior to that time, upon request of the Unit Chairperson, the heating system will be turned on.
- Adequate heating will be provided and maintained at all Shipping Dock Areas, Steel Warehouse Office, and all Shipping Offices. Any complaints of in-adequate heating should be directed to Labor Relations.
- Fans will be in good operating condition and cleaned by May 1. Prompt repair of fans will be part of the Maintenance Program.
- An audit of the drinking fountains will be taken and those fountains that are in need of repair will be repaired through regular maintenance. Water fountains that cannot be repaired will be replaced.
- The Maintenance Department will continue to provide the necessary personnel to take care of immediate problems such as repairing roof leaks, tables, ceiling tiles, water fountains, toilets and water leaks. Any concerns regarding this program may be discussed at the monthly Health & Safety Meeting.

## **HEALTH AND SAFETY**

All employees are responsible for following the safety rules and practices at Dearborn Stamping Plant Operations. Both Salaried and Hourly employees may be subject to DISCIPLINARY ACTION for violations.

### **COMPANY RESPONSIBILITY**

- The Company shall continue to provide safe entry and egress to and from workstations to include all aisle ways.
- The Company does not condone violation of safety practices. Employees' who fail to meet their safety responsibilities under the agreement will be subject to disciplinary action.
- Health and Safety meetings will be regularly attended by the appropriate members of Management. Concerns regarding attendance and/or meeting format should be discussed with the Human Resources Manager.
- All Supervisors and salaried employees shall be advised of their responsibilities to create and maintain a safe healthy working environment.

## SUPERVISOR RESPONSIBILITY

- The present Safety Communications program will be continued. Supervisors will read the Safety Talks to his/her employees. A new safety talk will be given each week.
- Supervisors are responsible to make efforts to ensure that oil leaks, scrap disposal, and spark shield issues are addressed immediately. If the issue cannot be resolved with the Supervisor, it should be brought to the attention of the Shift Manager or the Area Manager.
- All Supervisors will continue to audit their areas daily using the daily GRASP checklist and will take the appropriate action to promptly correct any deficiency.
- It is an important responsibility of all supervisors to promote good housekeeping in their assigned areas. A neat and orderly workplace eliminates safety and ergonomic hazards and improves working conditions.
- All Supervisors will continue to instruct employees on proper work practices and to ensure the right equipment and safety tools are provided. They will be held responsible through the Safe Behavior Index (SBI) process for safe conditions and safe work practices in their area. The UAW Safety Representatives and Safety Engineers will ensure compliance. A report of their findings will be presented at the monthly Safety Process Review Board (SPRB).
- Supervisors in each department are responsible to ensure safe access throughout the plant. The amount of moving equipment requires that aisles be kept clear and access to and from production lines be without hazard. Any concerns regarding this issue should be brought to the attention of the Safety Engineers or the Human Resources Manager for immediate resolution.

## EQUIPMENT / FACILITIES

- Problems associated with oil leaks in the Press Room will be addressed as necessary in the weekly Health & Safety meeting.
- The Company will maintain and repair as needed a scooter for the use of the Union Health & Safety Representative and Company Safety Engineers.
- All point of operation guards will be maintained to adhere to OSHA standards.
- The Company will continue to follow the corporate Health and Safety and training requirements governing working overhead. Non-compliance with this procedure should be reported immediately to Labor Relations or the Safety Office.
- Inspection of hanging equipment, i.e. counter balances, trolleys, safety chains, cables, and hanging guns will be performed regularly to ensure safe working conditions
- The Company shall continue to provide the necessary protective shields on all welding machines to protect personnel from sparks.
- Eyeglass cleaning stations will be maintained and refilled as required.
- No Automated Guided Vehicles (AGV) / Self-Guided Vehicle (SGV) path changes without notification via the Layout Meeting. Notification must also be given to the UAW Health & Safety Representative and the Company Health & Safety Engineer.
- Safety and the Ergonomic team will evaluate the weight of the weld check gun with the intent to reduce the overall weight of the gun when in use.
- The UAW Health & Safety Representative and/or Ergonomics Representative and the Company Safety Engineer will be included in preliminary new model tooling and equipment reviews.



- A survey will be conducted to determine intersections where stop signs are required. The survey results will be reviewed with the Union.
- UAW-Safety Representatives and Safety Engineers are to survey all platforms, work stands and foot pedals. Each department is responsible to repair and/or replace as required.
- Qualified employees will continue to perform inspections on hoists and other lifting apparatus in the plant. Repairs will be made as required and the results of these inspections will be maintained in the Maintenance Services Department.
- Five (5) miles per hour speed limit signs will be posted in the plant.

#### GENERAL

- Safety items found during audits are the responsibility of the area to correct. Concerns regarding any area not responding to needed corrections may be addressed to the Human Resources Manager.
- A process will be developed to effectively identify unsafe rack and dolly issues and to correct the issues prior to being used in the system.
- A Heat Stress Planning Committee, comprised of members of Management and the Union, will meet in the spring of each year to review the Company Heat Stress Program. They will consider actions consistent with the Company Heat Stress Program for adoption at Dearborn Stamping Plant. The Committee will present its recommendations at a SPRB meeting in time for implementation prior to summer.
- Bottled water or **thirst-quenching fluids** will be available for employees during periods of excessive heat in the summer months. Upon request, the Union may meet with Management to discuss the details of the method and frequency of distribution.
- The availability of water will continue.
- Ergonomic Representatives will be invited to attend all 7207s, tool buy offs, and any process reviews coming into the building.
- Appropriate ergonomics training for Supervisors, Superintendents, and Ergonomics Team Leaders will be scheduled through Joint Programs.
- Employees will not be assigned to work in unsafe positions or conditions, or without proper licensing. Concerns regarding assignments should be discussed with the supervisor or superintendent. If resolution is not reached the Safety Engineer should be contacted.
- Employees assigned to the North Yard will not be required to work in the North Yard during the period of a severe thunder and lightning storm.
- The Company Safety Engineer will provide the Health and Safety Representative with a copy of all accident reports on a timely basis.
- The Ergonomics Committee will continue its search for new methods to improve working conditions.
- Safety Representatives must be notified twenty-four (24) hours in advance of any 7207.
- No employee will be required to drive any equipment with safety defects.
- The DSP plant safety rules and regulations apply to visitors, vendors, suppliers and outside contractors. Management will continue to address violations of this policy, up to and including, removal from the building.
- Goggles and face shields are standard crib items.

## **HOUSEKEEPING**

- The water fountains in the plant will be cleaned.
- A procedure will be established to ensure that racks entering the building will be cleaned.
- The Company will continue the existing program to identify and eliminate problems associated with oil leaks, giving special attention to specific areas that require enhanced housekeeping.
- All vending machines will be maintained and cleaned. Concerns regarding vending machine cleanliness and maintenance should be discussed with the Human Resources Manager.
- Scarifiers and steam cleaners will be available to the plant, as needed.
- It is plant policy that parts will not be stored, stacked or thrown on the floor.
- All trash containers will have a cover over them in the Loretta Burrell Meditation Center.
- Housekeeping complaints shall be investigated expeditiously and corrective action taken when necessary.
- The Company shall make all reasonable effort to reduce or eliminate oil, water, slugs and scrap from the floor to provide a safe and nonhazardous work environment.
- The north side of Dearborn Stamping Plant underpass will be swept twice a week as required- during the summer months and once a week in the winter.
- All Restrooms and Locker Rooms and other areas, as needed, will be serviced by a Pest Control vendor a minimum of one time per operating quarter.
- Trash barrels will be placed in the underpass during the summer months.
- Area behind B-21 door (between Stamping and Body) needs to be cleaned on a regular basis.

## **MATERIAL HANDLING**

- Production parts will follow the FIFO rotation within the plant.
- All industrial vehicles will be inspected on a daily basis to assure that all safety features are in proper working condition prior to being released from the charging station. Service records for all industrial vehicles will be contained in the ABC Maintenance System / MAXIMO System in the Truck Shop.
- Vehicle service records will be available to the Bargaining Committee upon request.
- The Company will take the appropriate steps to ensure that sufficient dollies are available for Tow Drivers consistent with operation requirements.
- Governors on all industrial lift trucks and tow trucks will be maintained to ensure operation capabilities are consistent with safety regulations.
- Hi-los assigned to the North Yard will be enclosed and heaters provided consistent with our winterizing program.
- Employees assigned to non-production jobs that do not possess a valid operator's license, will not be permitted to operate an industrial vehicle.

- Dollies and other material handling containers in need of repair will be removed from service on a continuing basis.
- The North yard must be cleaned per the schedule.
- Rack cleanliness - racks will be maintained and cleaned on an as needed basis.
- Train tracks and wells will be cleaned twice per year during the July vacation shut-down and Christmas.
- All potholes in the North Yard will be reported to Facilities for repair.
- All scrap racks will be painted the same color (red) and in good condition

## **DEARBORN STAMPING PLANT MEDICAL SERVICES**

- Adequate medical treatment will be available to employees through the Dearborn Stamping Plant Medical Department as the situation demands.
- The hours of operation will be communicated on the doors of the Medical Office and on the company monitors. Deviations to the standard posted schedule will be communicated in the same manner.
- An employee requesting a Medical Leave of Absence will follow the Unicare process.

## **PERSONNEL RELATIONS**

- It is Management's responsibility to ensure all employees are paid properly. Supervisors who repeatedly fail to follow proper pay procedures resulting in pay shortages will be escalated to the Human Resource Office.
- Complaints regarding uniform service will be maintained by MP&L CRIB personnel.
- Any employee in Dearborn Stamping who requests a locker will be provided one.
- A copy of the Shuttle schedule will be posted on bulletin boards on the Green Mile. Complaints about shuttle service should be addressed to Labor Relations.
- **Any concerns or complaints regarding the shuttle service will be directed to Labor Relations.**
- No seniority employee will be displaced with regard to shift to accommodate a hardship of another employee. Should the employee with the hardship be able to work out a solution with another employee or with Management in their own department, that does not affect the rights of seniority employees, neither the Union nor Labor Relations will oppose the move. However, the employee with the hardship will not be exempted from being bumped back to his original shift because of a seniority employee exercising their rights to shift preference at the next shift bump.
- Management understands the Union's concerns relative to proper notification and will advise the Bargaining Committee as far in advance as practical when an employee is sent out of the plant for work purposes.
- Labor Relations will continue its current practice of providing statements from hourly employees to the Bargaining Committee. In the event the employee requests their statement not be provided the Union, Labor Relations will honor that employee's request.

- When the safety engineers and labor relations representatives are not present in the plant, the highest ranking member of management will have responsibility for safety and labor relations concerns as they arise. In addition, during periods of overtime, the safety and labor relations department will be on call in case of emergencies.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- The Company will provide Safety glasses, hearing protection, gloves and sleeves to all employees.
- Jackets will be ordered to ensure delivery prior to cold weather season and will be available to all employees who are assigned to work outside during the winter months.
- Drivers who are temporarily assigned to work outside will be provided with jackets.
- Coveralls, uniforms, and/or shop coats will be available to any employee who requests them.
- An adequate supply of gloves, sleeves, pads and aprons will be maintained in the crib and dispersed to employees as required.
- The shoe truck schedule at Rouge locations will be displayed on the company monitors and posted on the main aisle bulletin board.
- Complaint forms will be available at the crib should any uniform / coverall disputes arise.
- The Company will continue to monitor the glove program and lockers to ensure employees are provided with the proper safety equipment.

## **QUALITY ASSURANCE**

- Team Leaders, the Bargaining Committee and the UAW Quality Representative will be notified of all alerts and Industrial Engineering (IE) Changes via the Manage-the-Change (MTC) system.
- Management will abide by the procedure relative to engineering improvement changes. The IE change will be published in the Daily Scheduling package, the supervisor will review the IE change with the team and the IE change will be posted in the department.
- Incoming Quality Liaison, All-Around Inspectors, Team Leaders, and Dock Inspectors will be allowed to go to external customer plants, and/or internal departments to follow up, identify, and resolve quality issues. The Bargaining Committee is to be informed in advance of external visits.
- In the event of a quality dispute, the Production Supervisor / Area Manager will complete a Quality Resolution Sheet stating the reason(s) why s/he overrode the decision of the employee(s). Copies of this form shall be provided to the UAW Quality Representative, UAW Chairperson, and the Quality Systems Manager.
- Daily Quality Meetings will be held on each shift as determined by both parties. Management will have the responsibility to attend or send a designee.
- Weld check guns, chisels, and vices will be provided as required and maintained in a safe manner.
- Suppliers that repeatedly send poor quality parts will be required to certify their material 100% before we accept it.

- Suppliers that send inferior quality parts to DSP must sort parts. If a supplier continues to send inferior parts to DSP, an appropriate spokesperson from the supplier must talk with the Quality Representative and the Quality Department on plans to prevent reoccurrence and to show plans for improvement.
- Consistent with ISO standards, date stamps must be placed on jobs where they are still required.
- The UAW Quality Representative should attend the Customer Inspection Survey whenever a major product of the plant is being reviewed.
- If a part is brought to the daily quality meeting because it is substandard, the employee(s) should be brought into the meeting to discuss the issues regarding that part.
- Consistent with ISO procedures, parts are not to be placed on the floor. They are to be considered scrap and put into scrap racks.
- Consistent with ISO procedures, salvage repair logs will be maintained to ISO standards and audited regularly as part of the internal Dearborn Stamping Plant ISO audits.
- Management is committed to have an approved standard on each line for the team. Every attempt will be made to ensure each line's standard will be set within the first hour following a die set. Future concerns regarding this issue should be brought to the attention of the Lean Manufacturing Manager.
- In the interest of quality, the Team Leader and the Supervisor will assign new employees after confirming that the new employee understands the Operator Instruction Sheet (OIS) / Job Safety Analysis (JSA).
- The planning and scheduling of Targeted Training will be part of the annual training plan. DSP's Training and Development Leader will review the plan with the Joint Quality Committee.
- The DSP hourly representative will participate in Control Plant Meetings to address a customer's concern.
- Customer concerns from assembly plants (Form 26) will be shared with impacted team before the answer is submitted to the customer. The Team Leader will receive a copy of the completed Form 26 and will verify that the corrective action is still in place.
- Management has agreed to purchase an ID stamp for each salvage repair employee.
- During the 2011 local negotiations, the seriousness of management removing tags from racks (prior to proper disposition) was discussed. This practice will not be condoned or tolerated.

## **TOOLS AND TOOL BOXES**

- Salvage Repair will be allowed reasonable time before the end of their shift to put their tools away.
- The Company will not disturb the practice of Die Set Up Utility possessing tool boxes as long as they retain the classification.

## **TRAINING**

- All new and transferred employees are to receive the DSP New Employee Orientation Program.

- Employees are to be provided with annual refresher training appropriate to their classification as prescribed by the UAW-Ford Joint Safety Committee. Training records for each employee will be maintained by the training function.
- When appropriate, select employee(s) from the affected team(s) will be allowed to view new equipment off site.
- Supervisor training will be provided in accordance with Company Health & Safety and Quality Program guidelines.

## UNION RELATIONS

- Whenever the Company decides to implement a reduction in force, the Unit Chairperson will be notified immediately.
- The Company will provide bulletin boards throughout the departments for the Union. The locked glass-enclosed bulletin boards now in use will be maintained.
- All reasonable effort will be made to assure that employees reduced from designated classifications will be the first to be borrowed back to their previous classifications.
- A list of employees reduced from designated classifications will be provided to the appropriate Department Managers and the Bargaining Committee.
- In an effort to maintain a good working relationship, the Union and Members of Management will meet **as required**.
- The Human Resources Manager and Bargaining Committee will meet **as required** to check and balance the system.
- **Any changes to plant salaried personnel, including internal plant moves, shall be communicated to the UAW Bargaining Committee prior to notification being shared to the general plant population.**
- The Union may request a meeting with any Supervisor's Manager, the Human Resources Manager and Manufacturing Manager if several harassment grievances have been filed against that Supervisor.
- Working fund checks for pay shortages of six (6) hours or more will be available to the employee on the day the shortage is reported, if possible, but not later than the following workday (excluding Saturdays, Sundays, and holidays).
- The Company will provide the Local Unit with 2,000 Agreement booklets. **A link to a .pdf version of the Local Agreement will also be provided on the in-plant kiosks.**
- The Company will make every effort to continue to provide an environment that maintains a foundation for enhancing the day-to-day relationship between employees, Management and the Union. All employees will have the benefit of fair and equal treatment. Attempts will be made to resolve problems and other concerns on a timely basis. Employee harassment will not be condoned. Any complaints in this regard should be brought to the attention of the Human Resources Manager.
- Union is to be notified of any jobs that are being moved.
- The Company will provide a list to the Union, as requested, of all fixtures and gages that require recertification along with next due date for recertification.
- Upon request, the Union will be updated on all broken equipment and on all repairs.

- Management recognizes the need to resolve all second stage grievances and health and safety complaints in a timely manner. To this end, in the month following ratification of this agreement, Management will conduct training sessions with all appropriate salaried employees on the proper handling of grievances and Health and Safety Complaints.

## **MISCELLANEOUS AGREEMENTS**

- Material Handlers will be provided their appropriate relief in accordance with provisions of the Master Agreement.
- The UAW Sourcing Representative will be informed of all hourly employee transfers, retirements, new hires, terminations, and all sourced jobs. S/he will also be provided a copy of efficiencies at DSP which offset the need to hire.
- Union Committee Members will be provided view only access of TWOS tasks: H121, H129, H445, H-279 and H432 tasks.
- Supervisors will post the daily report of time (DROT) in the work area **no later than mid-shift**.
- Employees classified as Salvage Repair may be assigned to production lines; however they will not perform as a Utility person.
- At the completion of a die set, after the automation and conveyors are in place and before the line starts up, a production employee familiar with the line will assist in the proper positioning of production aids such as guards, scrap chutes, man stands, etc.
- To achieve operating efficiencies, production employees will move and position conveyors, manstands, scrap chutes and other production aids when this work can be performed safely and does not require any specialized skill.
- An American flag will be present at the Dearborn Stamping Plant.
- The Rouge Site Security will continue to assist employees in jump-starting their cars during cold weather conditions depending upon available personnel and equipment.
- Concerns regarding the condition of Road 4 and the underpass will be addressed with the Rouge Site Management.
- Concerns regarding increased security in employee parking lots (monitoring devices and increased regular security patrols) will be forwarded to the Corporate Security Offices for inclusion in a Rouge-wide proposal.
- Employees will be given emergency body relief, as required.
- Employees whose line is broken down or shut down should go on early break or early lunch before relieving other lines going on break or lunch.
- Dearborn Stamping Plant will abide by the provisions of Article 10, Section 6(b) and Article 4, Section 4(a) of the Master Agreement regarding the scheduling of lunch periods and relief.
- The Company will maintain an ATM for the use by all employees.

## LETTERS OF UNDERSTANDING



October 3, 2011

**Mr. Harold Byrd  
UAW Local 600  
President and Chairman  
Dearborn Stamping and DTP Body**

Subject: Anti- Harassment/Zero Tolerance - Directive B-110

Dear Mr. Byrd:

During these negotiations, the Company reaffirmed its commitment to prohibiting harassment in the workplace. We recognize that it is important to foster a respectful and inclusive work environment. It is the responsibility of all Ford employees to assist the Company in achieving this important commitment. To that end, it is expected that all employees will be respectful of others, both Ford and non- Ford personnel, at all times.

Concerns related to the Anti- Harassment / Zero Tolerance Policy should be brought to the attention of Labor Relations and the Union. The matter will be investigated. If it is determined that the Anti- Harassment Policy has been violated, employee(s) will be subject to discipline up to and including termination, even for the first violation.

Respectfully,

Felecia J. Pryor  
HR Manager





September 23, 2011

**Mr. Harold Byrd  
UAW Local 600  
President and Chairman  
Dearborn Stamping and DTP Body**

Subject: Attendance Recognition

Mr. Byrd:

During the 2011 local negotiations, the parties reaffirmed the importance of recognizing employees who have displayed perfect attendance. Recognition of employees for expected behaviors improves morale and reinforces the desired behaviors.

To this end, following ratification of the local agreement, a committee will be established comprised of UAW members and Management. The committee will meet and identify ways to recognize employees of the Dearborn Stamping Plant for their perfect attendance.

Felecia J. Pryor  
Human Resources Manager



October 10, 2019

Mr. Jeff Hodges  
UAW Local 600  
President and Chairman  
Dearborn Stamping Plant

Subject: Back-Up Team Leader Process

Mr. Hodges:

During the 2019 local negotiations, the parties discussed the importance of Back-Up Team Leaders and the process of how they are selected. It was mutually agreed through our discussions that the Back-Up Team Leader candidates will be identified utilizing the job bid procedure. Candidates will be able to bid on a Back-Up Team Leader position for their specific department and shift.

The Back-Up Team Leader candidates will then be interviewed and selected in accordance to the National Collective Bargaining Agreement, Volume I, Appendix J, Team Leader selection process.

The Back-Up Team Leaders for the department and shift will be utilized to fill in for available unplanned absences, or temporary openings within that department if the current available Team Leader overtime list has been exhausted. The Back-Up Team Leaders will not be classified as Team Leaders, and will only receive the Team Leader rate of pay when they have performed the Team Leader duties for three consecutive days, as per the National Collective Bargaining Agreement.

The Back-Up Team Leaders will be available to fill in for available overtime opportunities only when all current full-time Team Leaders for all shifts within the department have been offered and refused such overtime, therefore exhausting the Team Leader overtime list. In this instance, the Back-Up Team Leaders will be offered the overtime utilizing the principles for overtime scheduling agreed-upon in this Local Agreement.

Ashlie O'Reilly  
Human Resources Manager



November 15, 2011

TO: Quality Committee Members

SUBJECT: DEARBORN STAMPING PLANT QUALITY COMMITTEE

The Dearborn Stamping Plant Quality Committee membership is comprised of the Plant Manager, Manufacturing Manager, Human Resources Manager, Quality Systems Manager, Unit President / Chairperson, Unit Vice-President, and the Unit Quality Representative.

The committee will meet at least quarterly, or more frequently as they determine necessary, to discuss and review quality information and indicators concerning the plant's products and services and joint actions that could be taken to encourage and support improvement. Other topics of discussion or activities include:

- Providing direction and support for the Unit Quality Liaison Representative in the quality improvement process, including supporting the principle that all employees have a responsibility for quality in their work.
- Ensuring that the Unit Quality Liaison Representative has regular access to Management operating management including weekly meetings with the Quality Systems Manager, or designee in his absence.
- Assuring that employees have the opportunity to raise product quality concerns in the course of carrying out their work.
- Monitoring progress or performance against quality metrics and as appropriate, to support and maintain a continuous quality improvement process.
- Reviewing local education and training needs to support quality improvement.
- Integrating "Best-In-Class" Quality Program and other quality improvement activities with Employee Involvement and other joint activities to address common areas of interest and assure mutually supportive relationships.
- Referring, at the request of either party, unresolved quality concerns to the Body & Assembly Operations Quality Committee.
- Publishing quality information and indicators monthly and having them available for members of the committee, as well as all employees of the plant
- The Unit Quality Liaison Representative will meet regularly with the Quality Systems Manager to discuss quality issues. S/he will also participate in the Daily Quality Meeting.

Quality is the cornerstone of our operation and is our collective responsibility and we will continue to pursue quality improvement throughout our operations.

It is mandatory that every member of the Dearborn Stamping Plant strive for excellence through the Company Mission, Values and Guiding principles, especially in the aspect of Quality and Employee Involvement.

Frank Piazza  
Plant Manager



October 14, 1999

Loretta Burrell, Chairperson  
Dearborn Stamping Plant  
UAW Local 600

Dear Ms. Burrell:

Subject: Designated Classifications

During the 1999 local negotiations, the parties discussed the issue of filling openings in designated classifications. It is agreed that these openings may occur as a result of a variety of reasons, such as retirement and extended medical leaves.

When it is deemed necessary to secure a replacement for a designated classification, the Company will make every effort to fill the vacancy in a timely manner. Upon request, the appropriate Union Representative will be provided information regarding the identification of replacement candidates. Any concerns regarding the timely filling of these openings should be addressed with the Human Resources Supervisor.

A. E. Curmi  
Manager,  
Human Resources



September 22, 2011

**Mr. Harold Byrd  
UAW Local 600  
President and Chairman  
Dearborn Stamping and DTP Body**

Subject: Dual Supervision

Mr. Byrd:

During the 2011 local negotiations, the Company and Union discussed the concerns of dual supervision.

Management and the Union do not expect employees to be subjected to multiple supervisory instructions. We recognize that employees should receive instructions only from their immediate Supervisor. However, if multiple instructions are given, the last instructions received are to be followed.

Both parties agree that when a Superintendent or Area Manager gives an employee other job assignments, it is the Superintendent or Area Manager's responsibility to notify the employee's immediate Supervisor of the new job assignment so as not to cause any conflict of pay or job issues.

Felecia J. Pryor  
Human Resources Manager



October 19, 2011

**Mr. Harold Byrd**  
**UAW Local 600**  
**President and Chairman**  
**Dearborn Stamping and DTP Body**

Subject: Emergency Notification Process

Dear Mr. Byrd:

- All emergency calls will be directed to the Plant Security Office (313-322-3211). Management Personnel within the plant will be required to confirm to the Security Office that an emergency message has been delivered to the employee for whom it is intended.
  - Plant Security will notify Labor Relations as well as the UAW Committee on their Radio Channel
- If the confirmation is not received in the Security Office within a reasonable time under the circumstance (normally 15-20 minutes) a second call will be made to ensure that the message was delivered promptly to the employee.
- Instances of failure of this procedure must be brought to the attention of the Human Resource Manager and the UAW Unit President/Chairman.

Felecia J. Pryor  
HR Manager



October 14, 2011

**Mr. Harold Byrd  
UAW Local 600  
President and Chairman  
Dearborn Stamping and DTP Body**

Subject: Emergency Response Team (ERT):

Dear Mr. Byrd:

Recognizing that the safety of our employees is paramount, the Dearborn Stamping Plant is reaffirming its commitment to the Emergency Response Team (ERT). The activities of the ERT shall be under the direction of the ERT Commanders, along with shift Captains.

Generally those employees who are members of the ERT Team will not be on 'free effort' jobs and not on 'required to operate' (RTO) production related jobs thereby allowing them to leave their workstation in the event of an emergency. In production, ERT members will be comprised of Team Leaders that show interest in becoming part of the team.

Ideally members of the ERT Team will represent all departments and shifts. This commitment will be based on the financial capability of the corporation.

All ERT members are required to attend scheduled meetings, training and maintain their annual certification in order to remain active ERT members.

Felecia J. Pryor  
HR Manager



September 23, 2011

**Mr. Harold Byrd  
UAW Local 600  
President and Chairman  
Dearborn Stamping and DTP Body**

Subject: Employee Rewards and Recognition

Dear Mr. Byrd:

The parties have mutually agreed to form a new Employee of the month/year committee comprised of Union and Management representatives, to recognize the achievements of the Dearborn Stamping (DSP) employees.

Recipients of the Outstanding Employee of the month award shall be provided a Vehicle Parking Permit (drive in pass) for a period of one month.

Recipients of the Outstanding Employee of the year award shall be provided Vehicle Parking Permit (drive in pass) for a period of one (1) year.

Felecia J. Pryor  
Human Resources Manager





TO: Supervisors

FROM: J.P. Caine

SUBJECT: EMPLOYEE - UNION RELATIONS

One of the basic responsibilities of a Supervisor is effective work force control. Often this will take the form of employee counseling or corrective disciplinary action and will involve generally the Union Representative.

It is in the best interest of both parties, in seeking resolution to employee problems and work force control problems, that the Supervisor and Union Representative conduct themselves in an appropriate manner consistent with the leadership position they hold. If both the Supervisor and the Union Representative conduct themselves accordingly, this will provide an environment for fair and just resolution of employee problems and will be a positive step in promoting good employee and union relations.

J.P. Caine

Plant Manager



**September 21, 2011**

**Mr. Harold Byrd  
UAW Local 600  
President and Chairman  
Dearborn Stamping and DTP Body**

Subject: Facility Painting

Dear Mr. Byrd:

In accordance with the understanding reached in the 2011 local negotiations, the Company agrees to re-paint areas in the Plant to retain the aesthetical appearance of the Plant. Future re-painting of areas will be scheduled as necessary. The Union may also bring those facility items to the attention of management where it is felt that the re-painting is required. Examples of items to be considered: equipment, racks, restrooms and things of this general nature to meet the intent of this letter.

Felecia J. Pryor  
Human Resources Manager



October 3, 2011

**Mr. Harold Byrd  
UAW Local 600  
President and Chairman  
Dearborn Stamping and DTP Body**

Subject: Future Business

Dear Mr. Byrd:

During these negotiations, the local Company leadership and local UAW leadership recognized that in the event there is new business placed in to the Dearborn Stamping Plant, we may need to revisit our 2011 negotiations discussions to ensure that we are operating in an efficient manner while also ensuring that the employees are working in a healthy, safe environment with adequate amenities that support high levels of productivity.

These discussions may include, but are not limited to, opportunities in the areas of Health & Safety, building maintenance and food services/food vending services. The Local parties agree that we would need to discuss these matters on an ongoing basis as the future dictates.

Respectfully,

Felecia J. Pryor  
HR Manager



September 23, 2011

**Mr. Harold Byrd  
UAW Local 600  
President and Chairman  
Dearborn Stamping and DTP Body**

Subject: Good and Welfare Meetings

Mr. Byrd

The District Representative and the Supervisor/ Area Manager(s) shall have weekly Good and Welfare meetings in each Department to discuss Department related issues in order to maintain a harmonious work environment. These meetings, involving the Supervisor/ Area Manager(s) and District Committeepersons, will provide an effective forum to mutually address and resolve employee issues such as: safety, absenteeism, quality, diversity, overtime scheduling and imbalances, as well as share pertinent information. These meetings enable both parties to resolve problems and discuss business plans and upcoming events.

Issues not resolved at this level will be forwarded to the UAW Bargaining Committee for resolution or if resolution is not obtained, to progress the matter the UAW President/Chairman and Plant Manager for resolve.

Felecia J. Pryor  
Human Resources Manager



November 15, 2011

TO: Managers  
Supervisors

SUBJECT: HEALTH AND SAFETY

This letter reaffirms the commitment of the Dearborn Stamping Plant Management to the health and safety of all employees. It is a matter of primary concern which requires the effort and dedication of each of us. Safety is not something we do out of convenience, but rather because it is inherent in our Management responsibilities.

Therefore, in this regard:

- It is expected that Dearborn Stamping Plant Management will serve as the role model through the proper use of PPE.
- Supervisors will continue to audit their areas daily for safety concerns and will take the appropriate action to promptly correct any deficiency.
- Managers will audit their areas on a weekly basis to ensure corrective action has been taken on any safety problems.
- Supervisors will continue to instruct employees on proper work practices, and will be held responsible through the Safe Behavior Index (SBI) for unsafe conditions and unsafe work practices in their areas.
- Salaried employees will continue to be trained in health & safety matters on an ongoing basis by Safety Engineers.
- Outside vendors and/or contractors performing work in the Dearborn Stamping Plant must adhere to all Company and Plant safety regulations, including use of proper PPE
- Supervisors will adhere to the 7207 program.
- DSP's implementation of the Spark-Free initiative is ongoing. Spark shields will be installed where necessary, to ensure safe working conditions.
- Members of Management will carry out their responsibilities in a manner which support the Ford-UAW Memorandum of Understanding for the Health and Safety of Employees, Appendix S, Master Agreement.
- Union concerns must be promptly addressed.

I know that each of you have a multitude of responsibilities, however, I expect everyone to remember that the safety of our employees is our highest priority.

Frank Piazza  
Plant Manager



September 21, 2011

**Mr. Harold Byrd  
UAW Local 600  
President and Chairman  
Dearborn Stamping and DTP Body**

Subject: Housekeeping

Mr. Byrd:

The Dearborn Stamping Plant Management is committed to providing a clean and safe work environment for our employees. During the 2011 local negotiations, we reaffirmed our commitment to this effort. The Company will continue to work with the janitorial service to ensure that the routine housekeeping services will be maintained. We will also work with the janitorial service provider to ensure that a schedule for housekeeping services will be followed and updated as required to meet the conditions of the Plant.

Housekeeping complaints shall be investigated expeditiously and corrective action taken as necessary. Complaints should be reviewed with the Facilities Manager.

Felecia J. Pryor  
Human Resources Manager



October 14, 2011

**Mr. Harold Byrd  
UAW Local 600  
President and Chairman  
Dearborn Stamping and DTP Body**

Subject: Job Placement Coordinator Medically Restricted Employees

Dear Mr. Byrd:

The company agrees to utilize the UAW Ergonomics Representative to work with the Site/Plant medical staff and one of the locally elected Union Representatives as authorized by the local Chairperson, to coordinate the placement medically restricted employees. The past practice followed in the implementation of this policy will be continued. The Union Representative will participate in the worker's compensation meetings.

Felecia J. Pryor  
HR Manager



September 23, 2011

**Mr. Harold Byrd  
UAW Local 600  
President and Chairman  
Dearborn Stamping and DTP Body**

Subject: Local Continuous Improvement Meetings (LCIF)

Mr. Byrd:

Meetings between members of the Plant Bargaining Committee, ERC Representatives, Health & Safety Representatives, Quality Representatives, Production Standards Representative, and Plant Management personnel will be held monthly. The purpose of these meetings is to assure timely consideration of mutual problems and also to provide an opportunity to bring to the attention of top Plant Management matters which the Union believes are significance.

The Company normally will be represented by the Manufacturing Manager, Human Resources Manager, Operations Manager, Area Managers, Quality Control Manager, Supervisor of Hourly Personnel and Labor Relations, Safety Engineer.

Both parties will agree upon a general identifier matrix for the purpose of: Nature of issues and/or Concerns, Timeline for resolution, Person(s) responsible.

Felecia J. Pryor  
Human Resources Manager





Dear Ms. Burrell:

Subject: Management's Responsibility to Quality

The future of our employment opportunities are largely affected by our customer's acceptance of the products we produce. It is therefore the responsibility of every member of the Dearborn Stamping Plant team to strive for excellence through the Company Mission, Values and Guiding Principles, especially in the aspect of Quality and Employee Involvement. All employees must make quality - of our products and services - be our number one priority since experience has shown failure to produce quality products results in a loss of customer demand, reduces sales and fewer jobs at the Dearborn Stamping Plant. All employees are required to properly maintain the quality assurance aspect of their particular job because deficiencies in product quality are unacceptable and can impact the Plant's viability in the very competitive global market. Management must continue to place emphasis on continuous improvement and set the example for excellence in quality. It is imperative that Management's commitment to product and employee integrity is not compromised. Quality excellence must continually be displayed and improved by all employees, especially by all members of Management. Therefore, the appropriate Union Representatives and members of Management should periodically review unacceptable quality production, and where applicable, mutually resolve the causes of deterioration in Plant quality.

L. P. Cecchini

Human Resources Manager



September 21, 2011

**Mr. Harold Byrd  
UAW Local 600  
President and Chairman  
Dearborn Stamping and DTP Body**

Subject: Medical Placement of Restricted Employees

Mr. Byrd:

The Company assured the Union that it will utilize a practice of placing medically restricted employees on appropriate jobs following the procedures as outlined in the UAW-Ford Collective Bargaining Agreement Volume 1, Article VIII – Section 27.

Both Union and Management understand the issues involved in placement of medically restricted employees. Both parties agree that a fair and consistent process to place medically restricted employees on meaningful work is necessary. The Company will identify jobs within the employee's classification, home department, building unit wide, and potentially on an alternate shift.

Felecia J. Pryor  
Human Resources Manager



September 10, 1996

To: All Dearborn Stamping Plant Employees  
Subject: Mutual Respect and Expected Behaviors

The Union and the Company are committed to provide a workplace free from discrimination, harassment, and violence. In this regard, the Dearborn Stamping Plant Union and Management state the expectations for all people who work in the plant:

Discrimination of any kind on the basis of race, sex, religion, color, age, national origin, or disability will not be condoned.

Harassment of any kind (verbal, physical, written, or graphic) on the basis of race, sex, religion, color, age, national origin, or disability will not be condoned.

Employees are to refrain from insults, offensive gestures, obscene language and comments, yelling, unwelcomed advances, and offensive jokes while on Company property.

Treat coworkers in the plant with respect and dignity. Listen to your coworkers and honor their request for a harassment-free workplace.

Discrimination, harassment, and violence will not be tolerated in the Dearborn Stamping Plant. If you believe you are subject to such behavior, tell the violator you find their behavior objectionable and that it must stop. Then immediately inform the Human Resources Department and, if you are an hourly employee, you also should advise the Union Representative.

R. A. Peters  
Plant Manager

L. L. Burrell  
UAW Chairperson



**September 21, 2011**

**Mr. Harold Byrd  
UAW Local 600  
President and Chairman  
Dearborn Stamping and DTP Body**

Subject: Ongoing Building Maintenance

Mr. Byrd:

The Dearborn Stamping Plant Management is committed to providing a clean and safe work environment for our employees. During the 2011 local negotiations, we reaffirmed our commitment to this effort. The Company will continue to provide ongoing general building maintenance in the Plant.

The Union may also bring those facility items to the attention of management where it is felt that the maintenance is required. Building maintenance complaints shall be investigated expeditiously and corrective action taken as necessary. Complaints shall be reviewed with the Facilities Manager. In the event satisfactory resolution to complaints is not achieved, the issue should be reviewed with the Human Resources Manager.

Felecia J. Pryor  
Human Resources Manager



**September 22, 2011**

**Mr. Harold Byrd  
UAW Local 600  
President and Chairman  
Dearborn Stamping and DTP Body**

Subject: Personal sports bottles and cooling bandanas

Dear Mr. Byrd:

In accordance with the understanding reached in the 2011 local negotiations, during the length of the contract the Company agrees to make a one-time purchase of one (1) personal sports bottle, one (1) cooling bandana and one (1) information magnet for each employee working at the Dearborn Stamping Plant.

Felecia J. Pryor  
Human Resources Manager



September 18, 2019

Mr. Jeff Hodges  
UAW Local 600  
President and Chairman  
Dearborn Stamping Plant

Subject: Shift Change Notification

Mr. Hodges:

During the course of the 2019 local negotiations, the parties discussed the need for employees to receive advance notification of an impact to their scheduled shift / crew, specifically when we ask employees to change their shift / crew pattern. Both parties agreed that where practicable, employees should be given appropriate notice of the change so they have the ability to make any life adjustments needed to accommodate the new shift / crew pattern.

As such, it was mutually agreed that when possible, employees will be given a one week notification when they are moved to another shift / crew. Any deviations from this plan will be discussed with the UAW Bargaining Committee in advance of the employee notification.

Ashlie O'Reilly  
Human Resources Manager



TO: Supervisors

FROM: J.P. Caine

SUBJECT: SUPERVISORS WORKING - DEARBORN STAMPING PLANT

Recently, there have been an increasing number of complaints concerning Supervisors performing work of included hourly employees. It has been, and continues to be, a long standing policy of Ford Motor Company that:

"The primary function of Supervisors is to supervise. It is not the intention of the Company to replace, displace, supplant or supplement hourly employees with Supervisors."

As Supervisors, you should direct hourly personnel, not perform hourly work assignments. However, it should be clear and understood that neither the Collective Bargaining Agreement nor Company policy is an absolute prohibition against ever performing physical work. It is recognized that at times it may be necessary for a Supervisor to perform work when s/he is instructing an employee or in the interest of health and safety.

If you conscientiously carry out this policy by supervising rather than attempting to justify performing included work, there should be no cause for further complaints.

J.P. Caine

Plant Manager



October 14, 2011

**Mr. Harold Byrd  
UAW Local 600  
President and Chairman  
Dearborn Stamping and DTP Body**

Subject: Vacation and EAA Time

Dear Mr. Byrd:

The parties recognize that employees may need to schedule vacation or EAA days outside of the Vacation Scheduling Period. To facilitate this process, employees will continue to use the 2611 (Vacation Scheduling Form) for scheduling time off. Management will sign the 2611 form and it will be returned to employee within forty-eight (48) hours.

If the form 2611 is not returned within the forty-eight (48) hour period, all reasonable efforts will be made to accommodate the employee's request.

Felecia J. Pryor  
HR Manager





September 21, 2011

**Mr. Harold Byrd  
UAW Local 600  
President and Chairman  
Dearborn Stamping and DTP Body**

Subject: Ventilation

Mr. Byrd:

During the 2011 local negotiations, the problem of ventilation was discussed. The Company agrees that it is important to maintain the ventilation systems throughout the populated areas of the Plant. In response to the Union's concerns related to ventilation, the Company agrees to maintain, repair, replace or install ventilation systems throughout the facility as needed.

The Union may also bring those facility items to the attention of management where it is felt that the maintenance, repair, replacement or installation of ventilation systems is required.

Felecia J. Pryor  
Human Resources Manager

### Dearborn Stamping Rate Classification Schedule

Occ Name	Occ Code	Maximum Hourly Rate
AUTO TEND MAJ WELD LINE (Production)	8100250	
CHECKER-MATRL INVENTORY (Coils)	500490	
CHECKER RECEIVING UTIL (Clerk)	500269	
DIE SET UP - UTILITY (Pack Out / Press)	8100209	
DIE SET UP - UTILITY (		
DIE SET UP - UTILITY (O		
DIE SET UP UTILITY (Ta		
IN PROGRESSION		
FOLLOW UP INVENTOR		
INDUSTRIAL LFT TRK O		
INSPECTOR FLOOR (Do		
INSPECTOR FLOOR LEA		
SHORT TERM SUPPLEM		
MACH&SPEC EQUIP (Cy		
MATERIAL CONTROL TE		
ROUTE DRIVER		
SALVAGE REPAIR - UTIL		
SPC-PROD IMPRV DATA SPEC (Distribution)	5800520	
TEAM LEADER - PRODUCTION WORK GROUP	5800520	
TEAM LEADER - MANUFACTURING WORK GROUP (production)	5800520	
TEAM LEADER - MATERIAL PLANNING AND LOGISITICS	6000030	
WORK GROUP LEADER (crib leader)	5800010	

Update