

SECTION II - Q.A. LAB & T.C. LAB

A. First Aid Bonus Standing Committee Meeting - February 21, 1985 Revised – June 29, 2022

The first aid ticket bonus for Q.A. Lab Department Personnel would be included in the rate of pay.

B. Line of Progression - T.C. Lab Standing Committee Meeting - July 4, 1984 Revised – October 26, 2017

T.C. Tester Spares will be filled by mill-wide posting. Candidates will be chosen after passing an existing, qualifying test.

Senior Spare Tester

The senior spare tester in the T.C. Lab will accumulate seniority in the Lab from the date of the posting. When not working for the Lab, they will return to the department that they came from and will be frozen at the numerical seniority that they had at the time of becoming the senior spare. The application of departmental seniority will be used in the case of lay-off from that department.

Junior Spare Tester(s)

The junior spare tester will accumulate seniority in the Lab from the date of the posting. When not working for the Lab, they will return to the department that they came from and will continue to accumulate seniority in that department. When they become the most senior of the T.C. spares, the above paragraph will apply.

When scheduling vacation, the spare must satisfy the conditions in both departments.

If the spare is needed in both departments, then the T.C. Lab will have priority.

C. Spare Postings - Q.A. Lab Memorandum of Agreement - May 1, 1991 Revised – June 29, 2022

Q.A. Auditor Spares will be filled by mill-wide posting.

Senior Spare Q.A. Auditor

The Senior Spare Auditor in the Q.A. Lab will accumulate seniority in the Lab from the date of the posting. When not working for the Lab, they will return to the department that they came from, and will be frozen at the numerical seniority that they had at the time of becoming a senior spare. The application of departmental seniority will be used in the case of lay-off from that department.

Junior Spare Q.A. Auditor

The Junior Spare Auditor(s) will accumulate seniority in the Lab from the date of the posting. When not working for the Lab, they will return to the department that they came from, and will continue to accumulate seniority in that department. When they become the Senior Spare Auditor, the above paragraph will apply.

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When scheduling vacation, the spare must satisfy the conditions in both departments.

If the spare is needed in both departments, then the Q.A. Lab will have priority.

D. First Aid Training

Standing Committee Meeting - February 18, 1992

Memorandum of Agreement – September 25, 2008

Revised Memorandum of Agreement – October 11, 2017

Revised Memorandum of Agreement – June 6, 2022

For posted positions requiring a First Aid Ticket, the following guidelines will apply for employment and re-testing should any employee fail to meet the standards of either the practical or written First Aid examinations.

Employee Status

Newly Posted - (trying for their first Level III Ticket)

If there is a failure in either the written or practical exams following the one-week First Aid course, the candidate must attend a second test at first opportunity.

If the second test is failed, the candidate will be required to attend another full one-week First Aid course and a third test.

If the third test results in failure, the candidate will lose the posting effective immediately.

Existing Posted Employee - (renewing existing First Aid Ticket)

If there is a failure in either the written or practical exam following the one-week First Aid course, the incumbent will attend a second test at the first opportunity.

If the second test results in failure, the incumbent may at their expense take the course again, followed by a third test. This must be done at the earliest opportunity.

If the third test results in failure, the incumbent will lose their department posting immediately.

Time Off for Employees Required to have a Level III First Aid Ticket

A total of Twenty-four (24) hours maximum of study will be given to all employees performing jobs requiring a First Aid ticket. This is in addition to the one-hundred (100) hours maximum for the First Aid training, plus written exam.

All time off for First Aid training will be paid at straight time and cannot be used in the further computation of overtime.

Persons scheduled for First Aid renewals will not be considered available for overtime call-in.

When employees are attending first aid training, they will be given the opportunity to be kept whole by working all hours paid.

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E. Departmental Agreement – Q.A. Lab Posting Policy Standing Committee Meeting – July 28, 2004 Revised – June 29, 2022

Postings:

1. On the date of implementation of the posting system in the Q.A. Department, the current position the employees are in (per the line of progression) will become their posted position.

Spare Q.A. Technician:

2. The position of Spare Q.A. Technician will be created, and the most senior qualified applicant will fill the posting. Only permanent department employees are eligible for the position. The posted Spare Q.A. Technician must be available to provide relief when needed.
3. If the permanent Q.A. Department employees do not apply for the Spare Q.A. Technician position, the Senior Spare Auditor will be required to fill this posting. The Spare Q.A. Technician will be used first for relief in the Auditor position, when not needed in the Q.A. Technician position.
4. The Spare Q.A. Technician will have the first rights to permanent openings in the Q.A. Technician position.
5. All vacated positions will be posted within the Q.A. Department. Postings will be offered to the permanent Q.A. Department employees first. If no permanent Q.A. Department employees apply for the posting, the Senior Spare Auditor will be required to take the posting.
6. Employees accepted for the position of Q.A. Technician, Auditor, or Spare Q.A. Technician will be subject to a sixty (60) working day probationary period. Once accepted, the employee must remain in the position for a minimum of 12 months.

Q.A. Central Lab Technician:

7. The position of Q.A. Central Lab Technician will be filled by the most senior qualified applicant. Only permanent department employees are eligible for the position. The Quality Technicians will provide relief when needed.
8. If the permanent Q.A. Department employees do not apply for the Q.A. Central Lab Technician position, the Senior Spare Auditor will be required to fill this posting.
9. The Q.A. Central lab Technician will be used for relief in the Q.A. Technician position.
10. The Q.A. Central Lab Technician will move up automatically, per line of progression, into permanent openings in the Q.A. Technician position.
11. All vacated positions will be posted within the Q.A. Department. Postings will be offered to the permanent Q.A. Department employees first. If no permanent Q.A. Department employees apply for the posting, the Senior Spare Auditor will be required to take the posting.
12. Employees accepted for the position of Q.A. Technician, Central Lab Technician, Auditor, or Spare Q.A. Technician will be subject to a sixty (60) working day

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probationary period. Once accepted, the employee must remain in the position for a minimum of 12 months.

Cut-Backs:

In the event of curtailment of work or job elimination, department seniority shall be the governing factor. Employees will bump down according to their department seniority.

Relief Scheduling:

1. Q.A. Technician Relief

Will be provided by the Spare Q.A. Technician. If not available, relief will be provided by the Auditor position. It is a requirement of the Auditor position that they are able to relieve into the Q.A. Technician position for short term relief.

When a Q.A. Auditor relieves into the Q.A. Technician position, regardless of training, they will be paid the Q.A. Technician job rate.

2. Auditor Relief will come from Spare Q.A. Auditor(s).

If relief is projected to be required for 45 or more working days, there will be a temporary posting for the Auditor position. If the permanent Q.A. Department employees do not apply for this temporary posting, the Spare Q.A. Auditor with the most seniority will fill the position provided they have sufficient department seniority to retain it. The employee accepted for the temporary posting will be required to continue in the position for the duration of the required relief.

Provisions:

It is understood by both parties that concerns could arise in which case both parties will meet to discuss the concern and will attempt to reach a satisfactory solution.

Either party reserves the right to cancel this policy with sixty (60) days notice.

APPROVED:

MANAGEMENT: Madyna Kanouté DATE: September 11, 2025.

UNION: Terrell Norris DATE: September 11, 2025