

**AGREEMENT**

**Between**

**Phillips 66  
PONCA CITY, OKLAHOMA**

**and**

**THE UNITED STEEL, PAPER AND FORESTRY, RUBBER,  
MANUFACTURING, ENERGY, ALLIED INDUSTRIAL AND  
SERVICE WORKERS  
INTERNATIONAL UNION**

**and its**

**LOCAL 13-857  
(Clerical Unit)**

**Effective Noon March 31, 2022**

**PONCA CITY, OKLAHOMA**

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**AGREEMENT**

**Between**

**Phillips 66  
PONCA CITY REFINERY  
PONCA CITY, OKLAHOMA**

**and**

**THE UNITED STEEL, PAPER AND FORESTRY, RUBBER,  
MANUFACTURING, ENERGY, ALLIED INDUSTRIAL AND SERVICE  
WORKERS  
INTERNATIONAL UNION**

**and its**

**Local 13-857  
(Clerical Unit)**

This agreement is made and entered into this 31st day of March 2022, by and between Phillips 66, hereinafter referred to as the "Company," and the United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union, and its Local 13-857, Clerical Unit, hereinafter referred to as the "Union."

**ARTICLE 1  
RECOGNITION**

The Company hereby recognizes the Union as the sole and exclusive representative for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment, for the employees described in NLRB Case No. 16-RC-6181, as follows:

**UNIT: INCLUDED:** All office and clerical employees in Phillips 66 Ponca City, Oklahoma, refinery.

**UNIT: EXCLUDED:** General Office Employees, Confidential Employees, Supervisors, all other employees, salesmen, professional employees, guards, watchmen and supervisors as defined in the Act, as amended..

**ARTICLE 2  
TERM OF AGREEMENT**

This Agreement shall remain in effect through 12 noon March 31, 2026, and it shall automatically continue in effect thereafter unless and until either party shall give in writing at least 60 days prior notice of its desire to terminate the Agreement. In case of notice to terminate this Agreement, the parties agree to meet within the 60-day period preceding the termination date and attempt to reach an agreement before this Agreement terminates.

**ARTICLE 3  
EXCLUSIVE AGREEMENT**

This contract is the entire agreement between the United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union on behalf of the office and clerical employees represented by Local 13-857 and Phillips 66. No practices, payments of wages or benefits, prior to this Agreement date shall act to change or enlarge the express wording of this Agreement. All agreements subsequently entered into by the parties during the term of this Agreement shall also be considered a part of this Agreement when reduced to writing and signed by authorized representatives of the Company and the Union.

**ARTICLE 4  
VALIDITY**

If any court shall hold any part of this Agreement invalid, such decision shall not invalidate any other part of this contract.

**ARTICLE 5  
JOB CLASSIFICATIONS AND RATES OF PAY**

At the signing of this Agreement, there is only one classification, Senior Clerk, in the bargaining unit. Language remaining in the Agreement which refers to processes involving more than one classification is null and void unless or until an additional classification(s) is created.

**5-1 Job Classifications**

Job classifications of all employees in the office and clerical bargaining unit are shown in Appendix "A."

## **5-2 Rates of Pay**

Hourly straight-time rates of pay for each job classification, as determined by each employee's length of continuous full-time service in a job classification, exclusive of absences in excess of thirty (30) workdays per year are set forth in Appendix "B."

Any employee who moves horizontally within a classification shall retain both his interval progression status and service accumulated toward his next salary increase.

## **5-3 Hiring to Fill Permanent Vacancy**

A new employee, hired to fill a permanent vacancy, shall be paid the entrance rate of the job classification for which he is being employed, and will, subject to the provisions of paragraph 5-2, progress therefrom through service in the job classification to the ultimate rate in accordance with the interval rate progression schedule in Appendix "B."

## **5-4 Promotional Pay Increase**

a. An employee promoted to a permanent vacancy shall receive the lowest rate of pay of the job classification to which promoted.

b. Once promoted to a higher classification, salary rate progressions will be determined by any applicable earned service credit for temporary work as defined in paragraph 5-5, and thereafter by an employee's length of continuous full-time service in the higher job classification.

## **5-5 Earned Service Credit**

Earned service credit, based on 262 days per year, toward future interval rate progressions in a higher classification shall be granted to regular, full-time employees, upon promotion, for time spent in filling temporary vacancies in the higher classification as follows:

a. Only those days of assignment to fill a temporary vacancy in a higher classification and for which pay was received may be accumulated for credit.

b. Upon promotion, all creditable days will be totaled and the effective date of the employee's next step increase determined and reported to the employee.

## **5-6 Hiring of Temporary Employees**

a. Any vacancy or series of vacancies caused directly or indirectly by the temporary absence of one or more regular, full-time employees shall be considered a temporary vacancy.

b. Whether or not such vacancies shall be filled or covered by temporary realignment of duties, by overtime or rescheduling remain the exclusive right of the Company.

c. Temporary employees hired to fill temporary vacancies and/or to provide additional manpower during extraordinary peak work load periods shall be hired at rates of pay not to exceed the entrance rate of the classification worked.

d. Except for training purposes, temporary employees will be worked in the lower classifications as long as qualified, regular, full-time employees are available to fill temporary vacancies in the higher classifications.

e. The employment of temporary personnel shall not exceed one (1) year.

## **5-7 Employee Training**

a. The Company reserves the right to shift employees between jobs for training purposes without changing either job classification or salary. Training periods shall normally be limited to thirty (30) calendar days.

b. Regular, full-time employees wishing to train on other jobs and indicating such desire to their supervisor shall be given preference over junior employees.

## **5-8 Pay for Filling a Temporary Vacancy**

If a regular, full-time employee is called upon to fill a temporary vacancy, as defined in paragraph 5-6 a., for one (1) day, or eight (8) consecutive working hours, and that vacancy is in a higher classification, the employee shall be paid the lowest rate in such higher classification. No salary increase will be paid if the employee called upon to fill the vacancy is drawing maintenance of rate of the higher classification from which the employee was reduced.

## **5-9 Pay for Holiday Not Worked While Filling a Temporary Vacancy**

Employees filling a temporary vacancy in a higher classification for a work week in which a holiday occurs will be paid the rate of the higher classification for the holiday not worked.



### **5-10 Notice to Union of Job and Classification Changes**

The Company will give the Union 14 days' notice when job classifications are to be eliminated or when changes are to be made in the number of permanent jobs in a classification.

### **5-11 Notice to Union for Purpose of Negotiating Proper Salary Rate**

The Company may change job duties; combine jobs, classifications, or establish new jobs or classifications.

a. In the event job duties are permanently changed to the extent salaries are to be changed, the Union will be given 14 days' notice for the purpose of negotiating the proper salary rate for the job.

b. In the event jobs or classifications are combined or new jobs or new classifications are established in the bargaining unit, the Union will be given 30 days' notice for the purpose of negotiating a proper salary rate.

### **5-12 Demoted Employee's Salary Status**

Any employee who returns to his former job in a lower classification for any reason other than by his own bid into a permanent vacancy shall, following his appropriate maintenance of rate period, be paid the salary rate he would have attained had he remained initially on his former job in the lower classification.

### **5-13 Premium Pay**

Premium pay will be paid only as provided in paragraph 5-13.

#### **a. Call Out**

Any employee called by his supervisor who reports for work after his regular working hours shall be paid for a minimum of four hours at his regular rate even though the full four hours may not be worked. This minimum shall not apply when the employee who is called out before his regularly scheduled starting hours works continuously as much as four hours, some of which are his regularly scheduled hours.

#### **b. Premium Pay for Holidays Worked**

An employee who is eligible to receive straight-time pay for observed holidays not worked shall receive straight time for eight hours for the holiday. Then he shall be paid as follows for work on the holiday:

Time and one-half for all hours worked. A minimum of four hours' straight-time pay for a call-out.

#### **5-14 Supervisors Performing Classified Work**

There is no restriction on supervisors performing classified work when instructing, training, when covering absences up to two (2) days in duration, or when covering the first two days of an absence created directly or indirectly by emergency occurrence of less than one (1) week's advance notice.

#### **5-15 Pay for Attending a Conference**

a. Beginning with the date this contract is signed, employees attending conferences with the Company for negotiating or collective bargaining will be paid for their previously scheduled work hours at their regular base rate providing: payment will be limited to three employees at any one time. No payment will be made for time spent beyond scheduled work hours.

b. Conferences with the Company for processing grievances as provided in this Agreement will be limited to four employees. No more than three of these employees will be paid for time to attend the conference. To qualify for payment, an employee must be a member of the bargaining unit. Payment will be made only for the employee's previously scheduled work hours. No payment will be made for time spent beyond scheduled work hours. The nonpaid employee will not be released from work if it results in the payment of premium pay or overtime.

#### **5-16 Travel Pay**

Employees who travel on Company business will be kept whole for all normally scheduled hours missed while traveling or working away from Ponca City.

- a) Travel time is defined as hours from departure at the Ponca City Refinery until scheduled arrival at the destination activity, or lodging, or vice-versa. Delay time is not paid.
- b) Travel time will not count as hours worked, however it will count for purposes of Fatigue.
- c) Travel time will be paid at the employee's base rate at straight time.
- d) Time spent at meetings or training will count as time worked and applicable overtime will apply.
- e) If an employees travels on his normally scheduled day(s) off, he will be paid for those hours at straight time.

## ARTICLE 6 HOURS OF WORK AND OVERTIME

### 6-1 Normal Hours of Work

a. The normal hours of work shall be eight (8) hours per day and forty hours per week. This is not a guarantee that any employee will work eight hours every workday or forty hours every work week.

b. Scheduled days off shall be consecutive days.

c. The work week shall begin at 12:00 a.m., Monday of each week.

d. A flex hour schedule, and the continuation of such schedule, for employees will be available only with supervisory approval. Either party will give a 30-day notice if this schedule is to be discontinued.

e. The starting time and/or the normal daily hours of work scheduled in a forty-hour work week, Monday through Friday, of any employee or group of employees may be changed to improve operating efficiency.

### 6-2 Overtime

Employees who work a regularly scheduled five (5) day, eight (8) hour per day work week will be paid overtime at the rate of one and one-half (1 1/2) times the straight-time hourly rate of the job worked for all hours worked in excess of eight (8) hours in a workday or forty (40) hours in a work week. Employees who work a regularly scheduled work week other than as described above, such as the flexible hours of the yield accounting unit, will be paid overtime at the rate of one and one-half (1 1/2) times the straight-time hourly rate of the job worked for all hours worked in excess of forty (40) hours in a work week. The hourly rate will be determined by dividing the monthly rate worked by 173.3 hours calculated to the nearest half cent.

b. If overtime is needed, employees will be required to perform it; however, an employee will not be required to work overtime as long as other trained employees willing to work overtime are readily available.

c. An employee shall not be prevented from completing the normal hours of work in a work week, as defined in paragraph 6-1 a., because he worked more than eight (8) hours on a given day in such work week. If an employee works over eight (8) hours in a workday and desires equivalent hours off during the same week, such equivalent hours off may be granted at the discretion of his supervisor.

d. A holiday which an employee does not work but is paid for will be counted toward forty (40) hours worked.

e. Hours over forty in a work week shall be offset by equivalent hours at straight-time rate, for all hours for which benefits in lieu of work have been paid during said week except as provided in paragraph 6-2 d.

f. There shall be no pyramiding of overtime and/or premium time under any provision or combination of provisions of this Agreement except as provided in paragraph 5-13 b.

### **6-3 Lunch Period**

a. The normal lunch period for clerical employees of the Ponca City Refinery shall be nonpaid and at least 30 minutes in length.

b. When an operation involves two shifts, rotating or not rotating, and no duties are assigned to be performed during the lunch period, the day shift will normally take a 30-minute, nonpaid lunch period and the evening shift will normally take a 30-minute, nonpaid lunch period.

## **ARTICLE 7 SENIORITY**

At the signing of this Agreement, there is only one classification, Senior Clerk, in the bargaining unit. Language remaining in the Agreement which refers to processes involving more than one classification is null and void unless or until an additional classification(s) is created.

### **7-1 Purpose of Section**

The provisions of this section shall provide all employees in the office and clerical bargaining unit a basis for promotion, demotion, layoff, and reemployment consistent with their seniority and qualifications.

### **7-2 Seniority Basing Dates**

a. The seniority of all employees covered by this section, on or after the effective date of this Agreement, shall be based only on the date each first entered service in the office and clerical bargaining unit.

b. A temporary employee has no seniority until made regular, full-time. Once a temporary employee has made regular, full-time he shall accrue seniority

from his most recent employment date. The termination of a temporary employee shall not be the subject of a grievance or arbitration.

### **7-3 Six (6) Months Probationary Period for New Employees**

New employees, hired to fill permanent vacancies, shall be considered probationary for six (6) months immediately following their date of employment, and can be terminated at the discretion of the Company at any time during such period. Any such termination shall not be the subject of a grievance or arbitration. Once an employee has completed said probationary period, he will become regular, full-time and accrue seniority from his most recent employment date.

### **7-4 Filling Permanent Vacancies**

a. Promotions shall be between job classifications and filled by the bidding procedure, except for Senior Clerk-Relief vacancies, which shall be filled from the Senior Clerk classification by the Company.

b. When it is known that a vacancy will occur, the Company will notify all employees in that classification. The expressed desire, stated in writing, of an employee within the same classification, to transfer laterally to such a vacancy will be given due consideration by the Company prior to posting the resulting vacancy for bid.

### **7-5 Notices of Job Vacancies for Bid**

Notices of permanent job vacancies to be bid will be furnished each regular, full-time employee in the Junior Clerk classification. The bidding period will be open for three (3) consecutive working days. Junior Clerks desiring to be considered for the vacancy must submit their bid in writing.

### **7-6 Basis for Job Award**

The Company will award the job to the qualified bidder having the greatest office and clerical seniority as soon as possible after the close of bidding and will be allowed thirty (30) days to complete the transfer, subject to the provisions of paragraph 7-7.

### **7-7 Extension of Bid Period**

If a senior, eligible bidder is absent from work during the entire posting period, he will be allowed three working days after he returns to exercise his bid rights.

## **7-8 Qualification Period**

An employee who is promoted or transferred will be allowed a reasonable length of time, not to exceed 30 days, under normal supervision and instruction to establish his fitness and ability to perform the new duties.

## **7-9 Filling Temporary Vacancies**

a. If a temporary vacancy is to be filled, by other than the Relief Clerks, the Company may move employees within the classification where the vacancy occurred and/or advance employees from a lower classification to permit the hiring of temporary personnel into the lowest possible classification.

b. Advancement from lower classification shall be made by seniority, if possible.

c. It is the intent of the Company to provide qualified replacements by training, as early as possible, the most senior employee considered as the logical successor to an opening in the next higher classification.

## **7-10 Staffing New Jobs or Classifications**

a. When new jobs are established within existing classifications, they shall be filled by bid procedure.

b. When new classifications are established in the existing bargaining unit, staffing shall be made from bargaining unit employees by Management, subject to the provisions of paragraphs 7-8 and/or 7-13.

## **7-11 Filling a Vacancy for Which No Requests for Transfer Have Been Received**

In case there is no qualified employee in the bargaining unit who wishes to transfer laterally into a job that is vacant, the Company shall have the right to fill the vacancy from outside the bargaining unit.

## **7-12 Awarding of Job Following a Disqualification**

In administering these seniority rules, the Company will take into account the ability of employees, and if the senior employee requesting a transfer is disqualified under the provisions of paragraphs 7-8 and/or 7-13, the next senior employee requesting a transfer shall be awarded the job. Each employee in turn shall be subject to the provisions of paragraphs 7-8 and 7-13 of this seniority article.

### **7-13 Disqualification Procedure**

a. When an employee is to be disqualified by the Company on the grounds he lacks the ability to perform the work, the Company will notify the Union and the disqualified employee as soon as possible. At the Union's request, the Company will meet to discuss the disqualification. If the Union fails to file a complaint within ten working days after the meeting or notification, whichever is later, the matter will be closed.

b. Paragraph 7-13 a. does not apply to disqualifications for medical reasons. When the Company doctor determines an employee is physically unable to perform a job, he will be disqualified.

c. An employee who is disqualified may return to his previous job without loss of seniority.

### **7-14 Transferred Employee Returning to Bargaining Unit**

An employee transferred from the office and clerical bargaining unit who returns within six (6) months of the date of transfer shall be returned to his former job without loss of seniority.

### **7-15 Demotion/Displacement**

a. Demotions shall be between job classifications as outlined in this section.

b. Demotions, and/or transfers resulting from jobs being eliminated, layoffs or employees returning to the bargaining unit from other Company operations shall be on the basis of office and clerical seniority.

c. A displaced employee undertaking a new job shall be allowed the same qualification privileges outlined in paragraph 7-8.

d. A displaced employee shall, unless he has been previously disqualified, be permitted to bump into any vacancy held by any junior employee which has occurred subsequent to his transfer. If no vacancy has occurred, the displaced employee may bump the most junior employee.

### **7-16 Preparation of Seniority List**

A seniority list of all the employees covered by this Agreement shall be prepared and submitted to the Union immediately after the effective date of this Agreement and thereafter as personnel changes dictate. If any errors exist in computation of such seniority, based on facts of record, corrections shall be made. When a job is awarded to a senior bidder, the Company shall furnish the Union a list of all the bidders on that job.

## **7-17 Loss of Seniority Rate**

Except as provided for in paragraph 8-8, an employee shall lose all seniority rights under the following conditions:

- a. If he resigns.
- b. If he is discharged for cause.
- c. If he accepts other employment while on leave of absence.
- d. If he is laid off for more than one year.
- e. If he is off duty for more than twelve (12) months due to sickness, occupational or nonoccupational injury, unless this period has been extended by the Company
- f. If he is transferred outside the bargaining unit for a period in excess of six (6) months.

## **ARTICLE 8 BENEFIT PLANS**

### **8-1 Plans Available**

The following benefit plans available to the employees in this bargaining unit on the date of this Agreement shall be continued for the period of this Agreement subject to the rules and regulations of the plans and this Contract:

- 1) Phillips 66 Medical and Dental Assistance Plan (includes employee medical, employee dental, employee vision and retiree medical)
- 2) Phillips 66 Flexible Spending Plan
- 3) Phillips 66 Group Life Insurance Plan (includes basic life, OAD, supplemental life, dependent life, AD&D)
- 4) Phillips 66 Employee Assistance Plan
- 5) Phillips 66 Disability Plan (includes Short Term Disability and Long Term Disability)
- 6) Phillips 66 Savings Plan
- 7) Phillips 66 Retirement Plan (includes all current and heritage Pension plan titles)
- 8) U.S. Tuition Reimbursement Policy
- 9) Military Leave Policy
- 10) Phillips 66 Family and Medical Leave Policy
- 11) U.S. Short-Term Disability Policy – Occupational Injury and Illness\*



Eligible employees covered by this Agreement will participate in the Employee Medical and Employee Dental Plans generally available to the employees of the Company as of the date of this Agreement as well as any subsequent modifications to these Plans that might occur during the term of this Agreement that also apply generally to the employees of the Company.

The Company agrees to pay 80% of the premiums for the Employee Medical and Dental Plans. The Company also agrees to pay 80% of any premium increases that occur during the term of this Agreement. Employees covered by this Agreement are responsible for the remaining 20% of the premium and 20% of any premium increases occurring during the term of this Agreement.

\* Includes the \$500,000 Occupational Death Benefit and Occupational Illness and Injury benefits that were part of National Oil Bargaining Pattern.

## **8-2 Disability Pay**

Pay under the Short Term Disability shall be at the rate of the employee's permanent assignment the last day worked prior to the absence. In no event shall an employee receive a rate under the Short Term Disability that is greater than he would have received had he worked.

Short Term Disability benefits will commence after the first 2 days of each absence except as follows:

- a. Each absence of 4 or less hours for medical purposes will be paid with verification of doctor visit.
- b. Each employee with one absence during the previous calendar year will receive one absence occurrence (2 days) with no waiting period during the following calendar year.
- c. Each employee with no absence during the previous calendar year will receive two absence occurrences (4 days) with no waiting period during the following calendar year.
- d. Employees may accumulate up to 6 days with no waiting period.
- e. An employee who is admitted to a hospital during an absence covered by STD benefits will be paid for the entire absence with no waiting period. Such absence will not be charged as an absence occurrence for STD eligibility the following calendar year.

### **8-3 Funeral Leave**

In the event of the death of a relative listed below, employees may request time off to make arrangements and attend the funeral and may request additional time off if the employee feels it is required. Such time off will be granted. Employees will be paid for time lost not to exceed three (3) scheduled workdays,

If one of the holidays listed should occur within this period, it shall be counted as one of the allowable days. This allowance is per occurrence and does not have to be taken in consecutive days.

Pay for Those Relatives of Employee or Spouse:

Wife	Grandparents	Son-in-law
Husband	Uncle	Daughter-in-law
Child	Aunt	Brother-in-law
Father	Nephew	Sister-in-law
Mother	Niece	Stepmother
Sister	Grandchild	Stepfather
Brother	Stepchildren	Stepsister
Stepbrother	Step Grandchild	Step Grandparent

Domestic partner and relatives thereof shall be recognized as would a spouse if recognized by law or corporate policy.

If an employee experiences the death of a relative listed while on vacation, he may, at his option, cease to be on vacation and convert any remaining full vacation days to paid funeral leave, up to the outlined limits stated in the first paragraph of Article 8-3. Such vacation days converted to paid funeral leave may be rescheduled to be used at a later time, subject to management approval and provided sufficient time remains in the year. This provision includes conversion of one-day vacations provided the notification is made prior to the start of the shift that was scheduled as vacation.

### **8-4 Color or Honor Guard**

An employee who acts as a member of a color or honor guard at the funeral conducted by a recognized veterans organization for an employee,\* employee's\* spouse, child of an employee,\* or spouse of an employee's\* child shall be allowed the necessary time off without loss of pay not to exceed four (4) hours.

### **8-5 Pallbearer**

An employee who acts as an active pallbearer at the funeral for an employee,\* employee's\* spouse, retired employee,\* or retired employee's\* spouse shall be allowed the necessary time off without loss of pay not to exceed four (4) hours.

\*Ponca City Refinery and Technology bargaining unit employees and their supervisors.

## 8-6 Holidays

a. The following days shall be considered holidays:

New Year's Day	Fourth of July	Thanksgiving Day
Good Friday	Floating Holiday	Friday following
Memorial Day	Labor Day	Thanksgiving Day
		Christmas Day
		Floating Holiday

One floating holiday will be arranged to maximize the consecutive number of days off in conjunction with the Fourth of July holiday, except when the Fourth of July falls on Wednesday. When this occurs the floating holiday will be taken on the Friday before Labor Day. The other floating holiday will be taken in conjunction with Christmas Day and will be arranged to maximize the consecutive number of days considered as Christmas holiday.

b. An employee not required to work on a scheduled workday on which one of the named holidays is observed shall be paid at straight time for his normal daily scheduled hours. Such compensation shall not be paid, however:

- (1) If employee is requested to work on a holiday and does not work.
- (2) To employees who are A.W.O.L. the day before or the day following the holiday. This does not include an absence which cannot be avoided.
- (3) To employees who are on personal business, or leave of absence, the scheduled workday immediately preceding and following a holiday.
- (4) To employees who are receiving sick and accident benefits.
- (5) To employees who are absent because of sickness or accident and benefits are denied.

c. If any of the holidays named in this section fall on Sunday, the day recognized and observed by the state or nation will be considered as the holiday. If any of the holidays named in this section fall on Saturday, the day preceding (Friday) will be considered as the holiday.

d. If a holiday falls on a day during an employee's vacation on which he would have been paid if he were working his regular schedule, such employee shall receive one day's additional pay or, be allowed to take an extra day's vacation, provided that extra day (or days) is taken prior to January 1 of the following year.

**8-7 Vacations**

a. Vacations will be granted to all employees having permanent status who have been in continuous, full-time service with the Company as follows:

(1)	<b>Service</b>	<b>Vacation</b>
	One year and less than five years	10 workdays
	Five years or more	15 workdays
	Ten years or more	20 workdays
	Twenty years or more	25 workdays
	Thirty years or more	30 workdays

If there are not enough days remaining in the calendar year for the employee to receive a full vacation at the time he completes a year's service, only the remaining days may be taken.

(2) An employee's vacation will be reduced by approximately 1/12 for each 22 workdays he was absent without pay in the previous year for any purpose except military service in accordance with the following schedule.

**Total  
Number  
of Days**

<b>Absent Without Pay</b>	<b>Service Years</b>				
	<b><u>1-5</u></b>	<b><u>5-10</u></b>	<b><u>10-20</u></b>	<b><u>20-30</u></b>	<b><u>Over 30</u></b>
0-22 Inclusive	10	15	20	25	30
23-44	9	14	18	23	27
45-66	8	12	17	21	25
67-88	7	11	15	19	22
89-110	7	10	13	17	20
111-132	6	9	12	15	17
133-154	5	7	10	12	15
155-176	4	6	8	10	12
177-198	3	5	7	8	10
199-220	2	4	5	6	7
221-242	2	2	3	4	5
243 or more	0	0	0	0	0

(3) Vacation pay shall be the base rate of the employee's permanent assignment the last day worked prior to starting his vacation.

b. Employees who have not taken their vacation at the time they resign or are terminated (whether or not for cause) will be entitled to pay in lieu of such vacation. In addition to the above, the following payments will be made when applicable:

(1) If employee is requested not to take his vacation, he will be paid in lieu thereof.

(2) In the event an employee is retired or laid off because of lack of work, he shall be compensated in money equivalent to the vacation due him. Such payment shall be made by paying all vacation due as of January first of the current year which has not been taken prior to the date of leaving the Company's employment. In addition, the Company will pay the monetary equivalent of 1/12 of the vacation being earned during the current year for each full calendar month worked in the current year prior to the date of leaving the Company's employment. Such payment shall also be made to the beneficiary of a deceased employee.

c. If an employee is hospitalized while on vacation, he may, at his option, cease to be on vacation for each full day of vacation he is required by his doctor to remain in the hospital. If he remains on an approved disability absence following his hospitalization, remaining vacation days in that week and additional scheduled weeks of vacation immediately following the week in which hospitalized need not be taken while he is disabled. They may be rescheduled to a later time, subject to management approval and provided sufficient time remains in the year.

d. Vacations may be split subject to the following conditions:

(1) Vacations must be scheduled in multiples of five (5) working days.

(2) Three weeks (15 days) of each employee's vacation may be excluded from the vacation selection routine and taken in one-half or day increments.

(3) No employee will be permitted to take more than two holiday vacation selections each year unless those weeks remain open after the vacation selection process is complete. However, if an employee has scheduled the Thanksgiving and/or Christmas holiday and decides to cancel their selection, it must be cancelled on or before September 1<sup>st</sup>. If cancelled after September 1<sup>st</sup>, the cancelling employee will not be permitted to schedule Thanksgiving or Christmas holiday vacation selection the following year.

(4) Clerical seniority within the clerical bargaining unit shall govern the selection of vacation periods, except as modified by other paragraphs of Article 8-7.

e. Additional vacation time will not be allowed to compensate for any days employee may be sick on his vacation except as provided in paragraph c. of this article.

f. Employees must indicate time desired for vacation by December 1 of the year prior to the year the vacation is taken. Immediately after the vacation schedule is complete, unused allowables may be exchanged, according to seniority, for vacation already selected.

g. Vacation schedules will not be changed on the request of an employee except in emergencies such as his sickness or death in his immediate family or jury duty or if in the opinion of Management the schedules may be changed without undue interference to the work requirements of the clerical unit.

h. To protect operations, it is necessary for Management to limit the number of employees who can be scheduled for vacation for any one time.

i. All vacations of five (5) or more days must be scheduled following an employee's day or days off.

## **8-8 Leave of Absence**

### **a. Leave of Absence for Employees of the Union**

An employee who becomes an employee of the Union may be on leave of absence up to one calendar year. At the end of one year, the leave may be extended by mutual agreement. If the leave is not extended, the employee must be back on the job by the end of the year or he will be terminated.

For the period of time he is on leave as an employee of the Union, he will retain his seniority, but he will be ineligible to receive any benefits from Phillips 66, and no money will be paid for this purpose to him or to the Plans on his behalf.

### **b. Leave of Absence for Union Business**

Time off not to exceed sixty (60) calendar days in any calendar year will be granted duly elected officers, representatives, or agents of the Union and to a maximum of one other member of the Union providing:

(1) The officer, representative, agent, or employee is a member of the bargaining unit.

(2) The request for time off is made far enough in advance to permit replacement or rescheduling without additional cost to the Company.

(3) The request is made by an authorized officer of the Union.

**c. Leave of Absence for Family Emergency or Personal Welfare**

The Company's current Leave of Absence policy is amended to enable employees to take a leave of absence for the following reason: The company agrees to provide the availability of family leave to all employees in the event of a birth or adoption of a child or the serious illness of a child, spouse or parent. The leave will be without pay and will be granted for up to a maximum of twelve weeks in a twelve-month period. An employee may request more than one family leave within a twelve-month period, but the total time on leave within that period may not exceed twelve weeks.

Credited service will accrue during the period covered by the family leave of absence. The leave will be granted with the understanding that the employee will be reinstated to the position held prior to the leave or a comparable position.

In the event that family leave provisions as provided by corporate policy grant more than a maximum of twelve weeks in a twelve-month period, the provisions of the corporate policy shall prevail.

**d. Leave of Absence for Military Service**

A permanent employee on military leave of absence shall continue to accrue seniority.

**8-9 Jury and Witness Service**

a. Employees shall be excused from duty for jury service, and while performing such service they shall receive straight-time rate of pay for their regularly scheduled hours. If a holiday falls on a day an employee is serving on the jury, he shall receive holiday pay only. Payment for jury duty is contingent on:

(1) The employee actually reports to the court for jury service on a day he is scheduled to work.

(2) If he is released by noon or before, he will return to work and complete the workday. If he returns to work and completes the workday, time

worked on that day after his previously scheduled work hours will be paid for at one and one-half (1 1/2) times his base rate.

(3) If an employee is instructed not to report for jury service on the following day, and if such day is his regularly scheduled workday, he shall report to work.

b. Any employee serving as a witness at the request of Phillips 66 shall receive payment for expenses incident to such service and be paid as if performing jury duty.

### **8-10 Severance Pay**

Any employee who is laid off or whose employment is severed through no fault of his own for a reason other than retirement under the Retirement Plan, shall be granted severance pay at his regularly scheduled rate of pay as follows:

- a. After continuous service of one (1) year, one (1) week's pay.
- b. After continuous service of two (2) years and up to five (5) years' service, two (2) weeks' pay.
- c. After continuous service of five (5) years and up to ten (10) years' service, three (3) weeks' pay.
- d. After continuous service of ten (10) years or more, eight (8) weeks' pay.
- e. After continuous service of fifteen (15) years or more, twelve (12) weeks' pay.

### **8-11 Maintenance of Rate**

a. Employees retained on the payroll who lose their permanent job in a classification and are reduced to a job in a lower classification because of a permanent reduction in force, shall receive the salary rate of their permanent job from which they are reduced for an appropriate period as shown below:

25 years and over of service:

12 consecutive calendar months. In addition, employees who have 25 years service and have worked five (5) years in the job classification from which they are reduced will receive for the remainder of their employment the salary rate of the job worked plus forty-three dollars (\$43) per month so long as this does not exceed the corresponding salary progression rate of the permanent job classification from which they were reduced.



15-24 years of service:  
9 consecutive calendar months.

5-14 years of service:  
6 consecutive calendar months.

Over 3 months and under 5 years of service:  
3 consecutive calendar months.

To qualify for rate protection, such employees must have worked in or above their permanent job classification continuously for a period of ninety (90) days within the twelve (12) month period immediately prior to effective date of their reduction to a lower paying job classification. Approved absences such as illness, vacation, letter of assignment, etc., from a permanent job classification shall count as time worked for the purpose of this paragraph.

b. If an employee receiving maintenance of rate is permanently assigned to a classification paying a rate equal to or higher than the maintained rate, maintenance of rate will be terminated on the date of assignment to that classification unless the employee is disqualified under paragraph 7-13.

## **8-12 Educational Leave of Absence**

A permanent employee may, at the Manager's discretion, be granted leave of absence each school year to attend school, providing the schooling is for the purpose of developing skills or acquiring knowledge directly related and useful to Phillips 66's operations. The employee will continue to accrue seniority only during the first leave of absence while attending school. The employee will return to his classification which he left after the first leave of absence.

An employee who has returned once from educational leave and is granted subsequent educational leaves will earn no seniority while on leave.

## **ARTICLE 9 SETTLEMENT OF GRIEVANCES**

### **9-1 Step 1**

Any aggrieved employee or the employee's steward or any Union officer may, within 30 days after occurrence of the event complained of, present a written complaint to the immediate supervisor of the employee or employees concerned and the immediate supervisor shall have eight (8) days to render a written decision.

## **9-2 Step 2**

If any complaint presented under Step 1 has not been settled to the satisfaction of the aggrieved employee or employees under Step 1, they may submit the grievance to the Workmens Committee. If the Workmens Committee decides the grievance has merit, they may present it in writing to the aggrieved employee's second line supervision within seven (7) days after the decision rendered under Step 1. The second line supervision shall within eight (8) days thereafter

investigate the grievance and render a written decision upon it to the Workmens Committee.

## **9-3 Step 3**

If the grievance is not resolved in Step 2, the Union may submit the case for arbitration by giving written notice to the Company within thirty (30) days. Upon such notice, the parties shall by mutual agreement either select an arbitrator or jointly request the Federal Mediation and Conciliation Service to submit a list of five (5) arbitrators. After receiving the list of arbitrators, the Company and the Union shall within five (5) days eliminate from the list four names by each alternately eliminating one. The name remaining shall be that of the sole arbitrator. By mutual agreement of the Company and the Union, a second list of arbitrators may be requested.

The arbitrator selected shall proceed as soon as possible to hold a hearing and examine into and render a decision on the matter at issue. The decision of the arbitrator shall be final and binding upon all parties. The arbitrator shall have no power to add to or subtract from or modify in any way any of the terms of the Agreement.

The compensation of the arbitrator and his expenses in connection with the arbitration shall be shared equally by the parties in the case. Any decision rendered under this article shall be retroactive to the date of the occurrence of the event causing the employee's complaint. In calculating time for purposes of this article, Saturdays, Sundays and holidays shall not be counted. Time limits specified herein may be extended by mutual agreement of the parties.

The failure to file a complaint if a violation of the Agreement occurs will not be considered as establishing a precedent.

**9-4** Only differences arising between the Union and the Company relating to interpretation or performance of this Agreement which cannot be adjusted by mutual agreement and have gone through the grievance procedure are arbitrable, except as provided in paragraph 9-5.

**9-5** If a regular, full-time employee is discharged, and he protests his dismissal on the issue of just cause, an immediate hearing will be afforded him. The employee, the Workmen's Committee, and other persons of their selection and representatives of the Company shall be present. If no agreement is reached, the Union shall have the right to proceed to arbitration within fifteen (15) days on the issue of determination of just cause. If no action is taken within fifteen (15) days, the case shall be closed.

**9-6** Discharge for a confirmed positive test under the substance abuse policy shall not be subject to grievance or arbitration. However, relative to such discharge the union continues to maintain the right to grieve and arbitrate issues around the integrity of chain of custody.

## **ARTICLE 10 UNION REPRESENTATION**

### **10-1 Meetings**

The Company agrees that its authorized representatives will meet with the selected Union Committee at mutually agreed upon times. When meetings are held between the Company and the Union Committee, such Committee (not to exceed three employees) will suffer no loss of pay for time lost from duty. It is understood an International Representative or Representatives may attend any meeting between the Company and the Union.

### **10-2 Investigation of Grievances**

An officer of the Union or a Steward will be permitted to investigate grievances on Company time only if he secures prior approval from his supervisor.

## **ARTICLE 11 BULLETIN BOARDS**

The Company will maintain a bulletin board at the *Central Control Room hallway*, at the entrance to the South Plant, the entrance to the East Plant, the *entrance to the West gate, Main Shop Lunch Room, Laboratory Lunch Room, and the entrance to C Division*. The Union agrees to use the boards for the purpose of notifying its members of meetings and making announcements to its members and agrees that the material posted shall contain nothing of a political or controversial nature or reflect upon the Company or any of its employees. No

material shall be posted unless approved by an official of the Union who shall be responsible for complying with the restrictions on the nature of notices posted.

## **ARTICLE 12 NO STRIKE, NO LOCKOUT CLAUSE**

The Union agrees there will be no strikes, including sympathy strikes and the Company agrees there will be no lockouts during the term of this Agreement.

## **ARTICLE 13 NONDISCRIMINATION**

The Company and the Union agree to follow a policy of nondiscrimination on the basis of race, color, religion, national origin, age, sex, disability, and the Vietnam Veteran Readjustment Act. Whenever masculine pronouns such as he, him or his, or titles such as fireman, craftsman, etc., containing the suffix "man" appear in this Agreement, they pertain to either male or female employees or both.

## **ARTICLE 14 LAYOFF AND RECALL**

**14-1** In the event of a reduction in force, the last regular, full-time employee hired in the office and clerical bargaining unit will be the first employee laid off.

**14-2** Employees classified as regular, full-time prior to the time they are laid off will be placed on a recall list for a period of one (1) year from the date of layoff.

**14-3** Employees on the recall list will be called back in order of office and clerical bargaining unit seniority, and if recalled shall lose no seniority rights.

### **14-4 Recall Procedure**

A former employee to be recalled shall be notified at his last known address on file with the Company. The employee will be sent a restricted, certified letter, with a time limit of 15 days to sign for such letter. If at the end of seven (7) days after receipt of such letter he has not notified the Company of his acceptance of the job, he shall have forfeited all recall rights. If at the end of fourteen (14) days after notification of acceptance, he has not reported for work, he shall have forfeited all recall rights.

## **ARTICLE 15 CONTRACT WORK**

The Company may contract office and clerical bargaining unit work for legitimate business purposes only and will not contract work solely to eliminate the clerical bargaining unit. In the event of plant closure or the termination of

regular, full-time employees due to force reduction, Articles 19 and 20 will respectively apply.

## **ARTICLE 16 MANAGEMENT'S RIGHTS**

**16-1** Hiring, maintaining order, and discipline or discharge for just cause are solely the responsibility of Management.

**16-2** Other responsibilities, solely those of Management are: the assignment of work subject only to other provisions of this Agreement; the determination and location of any part or all of the physical plant; the determination of the number of persons required to operate and maintain any portion or all of the physical plant; the determination of office and clerical equipment, office and clerical methods and accounting procedures, schedules and systems design; the decision to operate, determine the level of operation, or to shut down any portion or all of the clerical unit; the right to relocate any part or all of the clerical unit, this includes the right to discontinue any part or all of the office and clerical activities.

**16-3** Grievances originating under Article 16 are subject to the grievance procedure but cannot be submitted to arbitration, and no arbitrator has the authority to rule on Article 16, with the exception of determination of just cause in paragraph 16-1.

## **ARTICLE 17 COPIES OF THIS AGREEMENT**

The Company will have this contract printed in booklet form. The number of copies furnished the Union will be equal to the number of employees represented plus 40.

## **ARTICLE 18 DEATH BENEFIT PLAN**

In the event of the death of a member or the spouse of a member of the Union's Death Benefit Plan and the filing with the paymaster by the Union of a request signed by an officer of the Local, the Company agrees to deduct from the next regular payroll the amount certified by an officer as the proper deduction from the wages due each employee who has filed with the Payroll Division a special payroll deduction authorization for the purpose and to pay the sum of such deduction to the Treasurer of the Union.

**ARTICLE 19  
PLANT CLOSURE**

The Company will notify the Union in writing at least six (6) months in advance of a complete planned closure of the Ponca City facilities that will involve a permanent transfer or permanent layoff of bargaining unit employees. The Company and the Union will meet within fifteen (15) days after such written notice for the purpose of negotiating the effect of such closure on bargaining unit employees. In the event the parties are unable to arrive at a satisfactory agreement, either party shall have the right to serve a sixty (60) day written notice to terminate this Agreement. If agreement is not reached, the Union shall have the right to strike, or the Company shall have the right to lockout at the end of the sixty (60) day period.

**ARTICLE 20  
TERMINATION OF  
REGULAR, FULL-TIME EMPLOYEES  
DUE TO FORCE REDUCTION**

The Company shall give the Union ninety (90) days' written notice prior to the termination of regular, full-time employees due to a force reduction. Either the Company or the Union may, prior to such termination, cancel this Agreement by giving ninety (90) days' written notice. During the period between the initial Company notice and the cancellation of this Agreement pursuant to the cancellation notice, the Company will discuss this matter with the Union for the purpose of determining ways and means of avoiding the force reduction or lessening the effect on the employees involved.

**ARTICLE 21  
CHECK-OFF**

For employees in the bargaining unit, the Company agrees to deduct the Union dues or the equivalent of dues for the month from the wages due the second payday of each month providing:

Each employee from whose check union dues are to be deducted has on file a signed payroll deduction authorization which states as follows:

I hereby assign to my local, affiliated with United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union from any wages earned or to be earned by me, and irrespective of my membership status in the Union the amount of monthly dues and initiation fee in said Union.

I authorize and direct my employer to deduct such amount from my pay each month and to remit the same to the order of the financial secretary of my local Union, irrespective of my membership status in the Union, in accordance with the terms of this agreement.

This assignment, authorization and direction shall be irrevocable for a period of one year from the effective date of the agreement or until the termination date of said agreement, whichever occurs sooner, irrespective of my membership status in the Union during that period and I further agree and direct that irrespective of membership status in the Union, this assignment, authorization and direction shall be automatically renewed and shall be irrevocable for successive periods of one year each or for the period of each succeeding applicable collective bargaining agreement with the Union, whichever shall be shorter, unless written notice is given by me to the Company and the Union not more than thirty days or less than ten days prior to the expiration of each period of one year or of each applicable collective bargaining agreement, whichever occurs sooner.

## **ARTICLE 22 PERSONNEL RECORD**

The Union shall be given a copy of any record made of disciplinary action taken involving an employee. If the employee chooses to reply to the Company, his reply will be placed in his personnel file.

The Company agrees that all letters, Records of Discussion, and/or Employee Warnings relating to discipline will be removed from the employee's file provided:

- a. A period of two years has elapsed since the last written discipline, and
- b. They do not pertain to attendance, absenteeism, or the Ponca City Refinery Absence Control Policy.

## **ARTICLE 23 HEALTH AND SAFETY**

There will be a clerical representative on the Joint Labor-Management Health and Safety Committee, during its existence. That representative will be included in all health and safety training provided to all represented members of the committee by the Company.

IN WITNESS WHEREOF the parties have caused this instrument to be executed by their duly authorized representatives this 31st day of March 2019.

Phillips 66  
/s/Shari Conely \_\_\_\_\_  
Clerical Supervisor  
Ponca City Refinery

**\*\*THE UNITED STEEL, PAPER and FORESTRY, RUBBER,  
MANUFACTURING, ENERGY, ALLIED INDUSTRIAL AND SERVICE WORKERS  
INTERNATIONAL UNION ON BEHALF ITS LOCAL 13-857 (Clerical Unit)**

/s/ Debbie Hron \_\_\_\_\_  
Chairperson

/s/ Vince Clark \_\_\_\_\_  
International Representative



## APPENDIX “A” – JOB CLASSIFICATIONS

### Senior Clerk Classification (13 Jobs)

- 1 – Yield Unit
- 1 – Payroll Unit
- 1 – Shipping Unit
- 2 – Relief
- 8 – Area Clerk
- Total Number of Jobs –13

The Company and Union agree that the only significance of the numerical references in the above list of job classifications is to indicate the number of permanent jobs in the office and clerical section as of the effective date of this Agreement.\*

\* As of the agreement effective the 31<sup>st</sup> day of March 2019.

## APPENDIX "B"

### HOURLY RATES OF PAY EFFECTIVE March 31, 2022

Rates of pay will be determined by the following Interval Rate Progression Schedule. An employee's length of service within the classification will be used to determine the timing of a wage increase at the one, two and one-half, and four-year mark.

<b>Job Classification</b>	<b>Entrance Rate</b>	<b>1-Year Rate</b>	<b>2 1/2-Year Rate</b>	<b>4-Year Rate</b>
Senior Clerk	\$22.44	\$25.38	\$28.30	\$29.93

#### Protected Rate Schedule

The 4-year rate is the highest rate of pay for the Senior Clerk classification. Only those incumbent employees whose rate of pay had been frozen will continue to hold their higher pay rate and incur pay increases at the same rate as the Senior Clerk classification. No other clerical employees will move into these higher rates of pay.

### HOURLY RATES OF PAY EFFECTIVE March 31, 2023

Rates of pay will be determined by the following Interval Rate Progression Schedule. An employee's length of service within the classification will be used to determine the timing of a wage increase at the one, two and one-half, and four-year mark.

<b>Job Classification</b>	<b>Entrance Rate</b>	<b>1-Year Rate</b>	<b>2 1/2-Year Rate</b>	<b>4-Year Rate</b>
Senior Clerk	\$23.11	\$26.14	\$29.15	\$30.83

### HOURLY RATES OF PAY EFFECTIVE March 31, 2024

Rates of pay will be determined by the following Interval Rate Progression Schedule. An employee's length of service within the classification will be used to determine the timing of a wage increase at the one, two and one-half, and four-year mark.

<b>Job Classification</b>	<b>Entrance Rate</b>	<b>1-Year Rate</b>	<b>2 1/2-Year Rate</b>	<b>4-Year Rate</b>
Senior Clerk	\$23.80	\$26.92	\$30.02	\$31.75

## HOURLY RATES OF PAY EFFECTIVE March 31, 2025

Rates of pay will be determined by the following Interval Rate Progression Schedule. An employee's length of service within the classification will be used to determine the timing of a wage increase at the one, two and one-half, and four-year mark.

<b>Job Classification</b>	<b>Entrance Rate</b>	<b>1-Year Rate</b>	<b>2 1/2-Year Rate</b>	<b>4-Year Rate</b>
Senior Clerk	\$24.64	\$27.87	\$31.07	\$32.86

### Appendix C – NOBP Letters

#### National Health Insurance

(1980)

If National Health Insurance becomes a law, the Company's present and future contributions toward the present plan premiums shall be used towards the cost of the National Health Insurance and that any unused portions of the Company's contributions shall be used for other benefits as determined by the Company and the Union.

#### Occupational Illness and Injury

(1990)

Benefits paid for absences in connection with a job-related disability are: from the first day of regular full-time employment, the company will provide up to a maximum of 26 weeks at full pay and up to a maximum of 26 weeks at half pay. All provisions of the company CDIP will remain unchanged. Employees receiving CDIP benefits prior to the effective date of this agreement will not be covered by this extended benefit.

### LETTER OF UNDERSTANDING

#### Successorship

(1997)

The parties agree that in the event the Company enters into an agreement to sell the Ponca City Refinery covered by the Collective Bargaining Agreement in its entirety to a third party or enters into a joint venture or merger agreement covering the Ponca City Refinery in its entirety, the Company will include in any sale, merger or joint venture agreement the requirement that the successor company shall recognize the Union as the exclusive representative of the bargaining unit and shall adopt the Collective Bargaining Agreement and all existing Memorands of Agreement. Such Collective Bargaining Agreement shall remain in full force and effect for its duration, except for mutually agreed to changes, and continued employment with the successor company shall not require any form of severance payment from the Company.

Except that such successor company shall not be required to continue the existing employee benefits, but shall be entitled to establish a package of benefits for employees covered by the Collective Bargaining Agreement that are reasonably comparable in the aggregate. If requested by the Union, the company shall negotiate with the Union in good faith regarding those benefits. Should an agreement not be reached, the successor company may proceed with implementation of the proposed Benefits Plans and the Union will not have the right to strike.

However, if the parties are unable to reach an agreement on Benefits Plans, the successor company will have the option to waive the foregoing "reasonably comparable Benefits Plans in the aggregate" commitment and provide the Union with the option to strike the successor employer on Benefits Plans only by giving the successor company 45 days notice within 15 days after the Union has been informed by the successor company that it is waiving the commitment for "reasonably comparable Benefits Plans in the aggregate".

This LETTER OF UNDERSTANDING Successorship will terminate at Noon, March 31, 2002.

### **Successorship Letter of Understanding**

(2002)

The Successor Letter of Understanding, applicable to the Ponca City Refinery, will continue in effect for the term of the Articles of Agreement effective April 1, 2002. This successorship Letter of Understanding is clarified as follows:

This Successor Letter Agreement would be applicable to the sale of the Ponca City Refinery where the seller retained (1) terminal operations such as tank farms or loading racks and wharf facilities, (2) lubricants base oil manufacturing or packaging and blending operations, (3) co-generation plants, (4) waste-water treatment facilities, (5) coke handling facilities, or other stand-alone assets of a similar nature and scope. However, this understanding does not create a separate successorship obligation with respect to facilities retained or sold separately to another entity, or the sale of such auxiliary facilities where there is no sale of the Ponca City Refinery.

### **Occupational Death Benefit**

(2002)

Effective April 1, 2002 the existing occupational death benefit of \$250,000 that is paid for work-related accidental death which occurs as a direct result of an accident while at work will be increased to \$500,000.

### **Job Security**

(2002)

The Conoco Ponca City Refinery and the Union agree for the duration of the Agreement with PACE at its Ponca City Refinery, no regular full-time employee represented by the Union will be subject to involuntary layoff, except for decreases in the level of operation caused by a sale of operating units, complete or partial plant closure, a merger or joint venture resulting in a change of managerial control, or an act of God.

### **NO RETROGRESSION**

(2009)

The Company agrees to renew the letter agreements on layoff notice, plant closure, rate retention, national health insurance, health and safety, successorship, and job security where such letter agreements exist.

### **PROCESS SAFETY**

(2012)

#### **Letter Agreement**

(Applicable only to USW represented Refineries and Chemical Plants)

#### **Re: Process Safety**

This Agreement confirms the understandings reached between the United Steelworkers International Union (USW), Clerical Unit, Local 13-857 (hereinafter referred to as “the Union”) and ConocoPhillips—Ponca City Refinery (hereinafter referred to as “the Company”), and both (hereinafter referred to as “the Parties”), regarding Process Safety language. This Agreement supplements Article 23, Health and Safety, in the Articles of Agreement.

#### **General Provisions**

The Parties agree maintaining a safe workplace is important to all employees and to the sustainability of the petrochemical industry in the US. Over the years, the Parties have invested resources and training into various health and safety activities and programs at our site to improve health and safety performance. This document covers several actions that have been agreed by the Parties to

build on this through existing health and safety processes, including process safety.

The Company has a responsibility for occupational health and safety and every employee has a role to play in maintaining a safe work environment. In this Agreement, the Union, through its various representatives, committees, and officers, has been accorded certain participatory rights relating to represented employees' health and safety; however, it is not the intention of the Parties that these provisions or the Union's exercise of its rights thereunder shall in any way diminish the Company's final authority for occupational health and safety performance, process safety or hazard identification.

### **Process Safety Representative**

The Parties recognize potential differences in existing site-level staffing and support structures associated with health & safety management. The Parties also recognize that the size and complexity of a particular site may warrant different support models to optimize employee involvement in process safety matters. With these recognitions, the Parties agree to establish one Process Safety Representative role for each manufacturing site with one hundred and fifty (150) or more bargaining unit employees where such a role does not already exist. For sites with less than one hundred and fifty (150) bargaining unit employees, the Parties agree to meet to discuss alternatives, which may include incorporating process safety duties into an existing health and safety role. The Parties agree to meet as soon as practicable, but no later than sixty (60) days from the ratification of this agreement, to discuss the specific process safety responsibilities and duties and finalize these at the site level.

The Parties agree to incorporate into their local discussions on this subject, the following tenets:

**Selection:** The Process Safety Representative will be selected utilizing the existing health and safety role selection process, from interested qualified candidates who are nominated by the Company and/or Union Leadership.

**Reporting Relationship:** This role will be assigned to the Process Safety Department and report directly to the Site Process Safety Manager.

**Length of Assignment:** The person selected for this role will be in this role for the term of the Agreement or shortened or lengthened as mutually agreed.

**Annual Performance Review:** The Process Safety Representative's performance will be reviewed utilizing the existing health and safety role performance review process.

Pay: This role will be paid \$1.00 per hour above their current classification rate or equivalent to the collectively bargained rate of pay for a safety role at the Site where such role already exists.

Confidentiality/Proprietary Information: The person in this role may have access to and use information that may be considered trade secrets and proprietary. Such information must be accessed and handled in a confidential manner and not disclosed except in accordance with Company policies, including the signing of a Confidentiality Agreement applicable to other employees. If there is any question about the confidential nature of information, he/she must seek the advice from the Site Process Safety Manager.

### **Process Safety Training**

The Company understands the importance of process safety training and awareness. Therefore, the Company agrees to pay for reasonable time and travel costs, if applicable, associated with one week (40 hours) of initial process safety training for the Site Joint Health and Safety Committee where such committees exist, and the Process Safety Representative, where applicable. The Company will seek input from the Site Joint Health and Safety Committee before finalizing the training content. This training opportunity will be made available once during the term of the contract. The Company may also provide other health, safety and process safety training.

### **Fatigue Prevention**

The Parties acknowledge that a Recommended Practice (RP) regarding Fatigue Risk Management Systems has been issued by the American Petroleum Institute (API), API Recommended Practice 755. The Parties agree to meet and discuss as soon as practicable, but no later than sixty (60) days from the ratification of this agreement, the application and implementation of this RP. The Parties will fulfill any bargaining obligations, where necessary, in connection with the implementation of the new RP, including changes to the existing contract language. It is agreed and understood that both Parties will provide support and cooperation to ensure successful implementation of the new RP.

### **Annual Site Process Safety Review**

The Parties agree that there is value in having annual site process safety reviews to increase general awareness on process safety by reviewing process safety metrics, by learning from incidents that occur and by sharing best practices. This review will be held on an annual basis with the members of the Site Joint Health and Safety Committee. The Company will seek the Site Joint Health and Safety Committee's input before determining the content of the material to be reviewed.

These individuals may have access to and use information that may be considered trade secrets and proprietary. Such information must be handled in a confidential manner and not disclosed except in accordance with Company policies.

The Parties agree to meet and discuss as soon as practicable, but no later than sixty (60) days from the ratification of this agreement, the specifics on how to implement the Annual Site Process Safety Review. In addition, the Parties agree there is value in learning from the experience of other USW represented sites within the Company, and will discuss how to involve the Site Joint Health and Safety Committee in accomplishing best practice / information sharing.

Agreed to and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

(2015)

### **MAINTENANCE TRAINING AND DEVELOPMENT**

The parties agree to execute the attached Letter Agreement regarding Maintenance Training and Development (Attachment 1). This Letter Agreement will apply only to USW represented refineries and chemical plants.

### **FATIGUE MANAGEMENT**

The parties agree to execute the attached Letter Agreement regarding Fatigue Management (Attachment 2). This Letter Agreement will apply only to USW represented refineries and chemical plants.

### **HEALTH CARE**

The Company renews and extends its current commitments that the Company's contributions toward the cost of coverage for the self-insured options for active employees in the Phillips 66 sponsored medical plan will be based on an employer contribution rate of 80% of the cost and an employee contribution rate of 20% of the cost. The Company's contributions toward premiums for approved alternate Company sponsored medical plan options for active employees will be based on an 80% contribution, but in no case will it exceed its monthly contribution to the Preferred Provider (PPO) option.



## **NO RETROGRESSION**

The Company agrees to renew the letter agreements on layoff notice plant closure, late retention, national health insurance, health and safety, successorship, and job security where such letter agreements exist.

(2019)

### **Letter of Agreement**

(Applicable only to USW represented Refineries and Chemical Plants)

RE: FATIGUE MANAGEMENT

This Agreement confirms the understandings reached between the United Steelworkers International Union (USW), Local 13-857 Clerical Unit (hereinafter referred to as “the Union”) and Phillips 66 Ponca City Refinery (hereinafter referred to as “the Company”, and both hereinafter referred to as “the Parties”), regarding Fatigue Management.

The Company has responsibility for occupational health and safety and every employee has a role to play in maintaining a safe work environment. In this Agreement, the Union, through its legal standing as it relates to rights as defined by the National Labor Relations Act (NLRA), through its various representatives, committees, and officers has been accorded certain participatory rights relating to employees' health and safety; however, it is not the intention of the Parties that these provisions or the Union's exercise of its rights thereunder shall in any way diminish the Company's final and exclusive authority for occupational health and safety performance.

The Parties recognize that continuous improvement in the area of fatigue risk management is important to the health of employees and the safety of our operations. Given these interests, if the Parties have met the provisions of the 2012 and 2015 National Oil Bargaining Letters of Agreement (Exhibits I & II) relating to the implementation of API RP 755 and the ongoing management and administration of a Fatigue Risk Management System (FRMS), or, if the parties have local agreements or plant guidelines/policies in place that seek to meet the principles and intent of API RP 755, the requirements of this letter have been satisfied.

If, however, the Parties have not met the provisions of the 2012 and 2015 National Oil Bargaining Letters of Agreement, as attached, or do not have local agreements or plant guidelines/policies in place, the local Parties shall implement a FRMS that seeks to meet the principles and intent of API RP 755, including any provisions arising out of the 2012 and 2015 NOBP Letters of Agreement (as attached). Such development of a FRMS shall commence within 90 days of ratification of the 2019 NOBP Agreement with implementation occurring no later than 365 days of ratification of the 2019 NOBP Agreement. The USW Health and Safety Representative, USW Process Safety Representative, or combination thereof, along with appropriate company management, will be included in these discussions to ensure proper support through existing safety programs and processes. These discussions are intended to drive improvement in the area of fatigue risk management. Either party may appeal to the USW Chair of NOBP for assistance.

Agreed to and accepted \_\_\_\_\_ day of \_\_\_\_\_, 2019

Company \_\_\_\_\_ Union  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Letter of Agreement

(Applicable only to USW represented Refineries and Chemical Plants)

### RE: HEALTH & SAFETY REPRESENTATIVE AT SITES <150 BARGAINING UNIT EMPLOYEES

This Agreement confirms the understandings reached between the United Steelworkers International Union (USW), Local 13-857 Clerical Unit (hereinafter referred to as “the Union”) and Phillips 66 Ponca City Refinery (hereinafter referred to as “the Company”, and both hereinafter referred to as “the Parties”), regarding a combined Process Safety and Health & Safety Representative (Health & Safety Representative) role at refineries and chemicals plants that have less than one hundred fifty (150) bargaining unit employees.

The Company has responsibility for occupational health and safety and every employee has a role to play in maintaining a safe work environment. In this Agreement, the Union, through its legal standing as it relates to rights as defined by the National Labor Relations Act (NLRA), through its various representatives, committees, and officers has been accorded certain participatory rights relating to employees' health and safety; however, it is not the intention of the Parties that these provisions or the Union's exercise of its rights thereunder shall in any way diminish the Company's final and exclusive authority for occupational health and safety performance.

A. The Parties recognize potential differences in existing site-level staffing and support structures associated with health & safety management. The Parties also recognize that the size and complexity of a particular site may warrant different support models to optimize employee involvement in process safety matters. Accordingly, the parties at larger and more complex facilities shall review the levels of resources available so as to ensure suitable levels of support. Such review shall include:

- The size of unit and number of employees,
- Feasibility of staff to adequately handle PSM activities.

B. With regard to refineries and chemical plants with less than 150 bargaining unit employees, the Parties further agree to establish one (1) role that combines duties associated with process safety as well as general health and safety for each refinery or chemical plant where such a role does not already exist. At a future time, if there is a USW Triangle of Prevention (TOP) role installed at the site, the combined H&S and PSM duties referenced above, by mutual agreement of the local parties, may be combined with the new TOP representative role.

The Parties agree to meet as soon as practical, but no later than sixty (60) days from the ratification of the 2019 National Oil Bargaining Agreement to discuss the specific responsibilities and duties of the role, and to finalize these at the site level. The Parties agree to incorporate their local discussions on this subject, the following tenets:

**Selection:** The Union will select and submit candidates for consideration by the Parties. The employee assigned will be selected by agreement of the designated representatives of the Parties.

**Reporting Relationship:** The role will be assigned to the Health & Safety Department and report to a H&S leader.

**Length of Assignment:** The person selected will be in this role for the term of the Agreement or shortened or lengthened as mutually agreed.

**Annual Performance Review:** The Health & Safety Representative's performance will be reviewed utilizing the site's existing performance review process.

**Pay:** With regard to B above: This role will be paid \$1.00 per hour above their current classification rate or equivalent to the collectively bargained rate of pay for a safety role at the site where such a role already exists.

**Confidentiality/Proprietary Information:** The person in this role may have access to and use information that may be considered trade secrets and proprietary. Such information must be accessed and handled in a confidential manner and not disclosed except in accordance with the Company policies including the signing of a Confidentiality Agreement applicable to other employees. If there is any question about the confidential nature of information, he/she must seek the advice of their supervisor.

Training: The Company understands the importance of health and safety training and awareness. Therefore, the Company agrees to pay for reasonable time and travel costs, if applicable, associated with necessary training.

Agreed to and accepted \_\_\_\_\_ day of \_\_\_\_\_, 2019

Company \_\_\_\_\_ Union \_\_\_\_\_

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**Letter of Agreement**

(Applicable only to USW represented Refineries and Chemical Plants)

RE: ROUTINE MAINTENANCE CRAFT UTILIZATION

This Agreement confirms the understandings reached between the United Steelworkers International Union (USW), Local 13-857 (hereinafter referred to as “the Union”) and Phillips 66 Ponca City Refinery (hereinafter referred to as “the Company”, and both hereinafter referred to as “the Parties”), regarding routine maintenance craft utilization.

The Parties recognize that skilled routine maintenance workers are essential to ensuring safe, efficient and reliable operations. Further, the Parties acknowledge that the refineries and chemical plants covered by this Agreement will change over time as equipment, technology and processes are introduced and modified. For these reasons, a flexible and skilled proprietary routine maintenance workforce is critical to optimizing safety, productivity and the efficient execution of work.

Pursuant to the above, and noting this item is best addressed at the local level, the Parties agree to participating in a series of dedicated meetings to review routine maintenance utilization. This meeting shall occur on a frequency to be agreed upon locally, but not less than semi-annually. This review will include but is not limited to:

- Age and service profiles of the company’s proprietary craft workforce
- Anticipated attrition rates of the company’s proprietary craft workforce
- Hiring plans for the company’s proprietary craft workforce
- Profile of occupations of the company’s proprietary craft workforce

- Profile of occupations of the contractors performing routine maintenance
- Utilization rates of contractors performing routine maintenance
- Identification of routine maintenance work that may be suitable for the proprietary craft workforce.

The first meeting described above shall occur within 90 days of ratification of this Agreement.

The information relevant to this discussion may be considered confidential and proprietary, and may require the signing of a Non-Disclosure Agreement.

Nothing in the above should be construed as constituting minimum staffing levels. It is understood that any hiring of maintenance employees will be based on business and facility maintenance needs as determined by the Company.

Agreed to and accepted \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
 Company \_\_\_\_\_ Union

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### **Letter of Agreement**

(Applicable only to USW represented Refineries, Chemical Plants and locations where such a letter agreement or memorandum of understanding has historically existed)

#### **RE: Training and Curriculum Development**

The Parties agree that advances in technology, the retention of critical facility knowledge and experience, and the assurance that training is fit for purpose for the refinery / chemical plant work force are necessary components to a safe, efficient, and productive facility. In line with this mutual objective, the Parties agree to the following:

- Each party shall select one operations and one maintenance representative from the site who is knowledgeable about training in the petrochemical refining industry as determined by the respective Party.

- Those selected representatives shall, upon the request of either party, establish a time and place to initially meet which shall occur no later than sixty (60) days from the date of the request.
- Those selected representatives shall meet as often as they mutually agree but not less than quarterly to discuss issues that are relevant to the training of the represented work force.
- The purpose of the meetings will be to provide the opportunity for the Union and the Company to share views, suggestions, ideas and information pertaining to the training of workers represented by the Union and the development of curriculum for such training. However, it is not the intention of the Parties that these provisions or the Union's exercise of its rights thereunder shall in any way diminish the Company's final and exclusive authority for training & curriculum development.

Agreed to and accepted \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Company

\_\_\_\_\_  
Union

(2022)

**HEALTH CARE**

The Company renews and extends its current commitments that the Company's contributions toward premiums for the Phillips 66 sponsored medical plan for active employees will be based on an employer contribution of 80% of the premium and an employee contribution rate of 20% of the premium. The Company's contributions toward premiums for approved alternate company sponsored medical plans for active employees will be based on an 80% contribution, but in no case will it exceed its monthly contribution to the Preferred Provider (PPO) option.

**OCCUPATIONAL ACCIDENTAL DEATH**

If a death benefit is determined to be payable under the Company-sponsored occupational accidental death benefit plan on account of the death of an eligible employee, the Company will pay the full cost of the first 12 months of COBRA continuation medical, dental, and vision coverage under the Company-sponsored health plan on behalf of the eligible employee's surviving dependents (spouse/domestic partner and/or children) who are enrolled in such coverage(s) at the time of the employee's death and who timely elect

such COBRA continuation coverage. The Company shall determine the best method for covering the cost of such COBRA coverage.

**NO RETROGRESSION**

The Company agrees to renew the letter agreements on layoff notice, plant closure, rate retention, national health insurance, health and safety, successorship, and job security where such letter agreements exist.

**SEVERANCE**

The Parties agree to execute the attached Letter of Agreement on Severance (Attachment 1). This Letter of Agreement will apply only to USW represented refineries and chemical plants.

**CLARIFICATION TO SUCCESSORSHIP LETTER OF AGREEMENT**

The Parties agree to execute the attached Clarification to the Successorship Letter of Agreement (Attachment 2).

**HEALTH & SAFETY**

The Parties agree to execute the attached Health & Safety Letter of Agreement (Attachment 3). This Letter of Agreement will apply only to USW represented refineries and chemical plants.



**Letter of Agreement  
Severance**

(Applicable only to USW represented Refineries and Chemical Plants)

The Company and the Union agree for the duration of this Agreement with the USW that any employee represented by the Union who is subject to layoff due to complete or partial plant closure shall be granted severance based on the applicable contractual hourly wage rate in an amount equal to one week for each year of service up to a maximum of ten (10) weeks.

As a condition of receiving a severance payment, any employee represented by the Union will be required to sign a waiver and release in a form acceptable to the Company.

Severance under this Agreement shall supersede any other severance payment provided under any applicable collective bargaining agreement, unless the amount of the other severance payment is greater, in which case only the greater severance payment will be granted.

Agreed to and accepted \_\_\_\_\_ day of \_\_\_\_\_, 2022

Company

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\_\_\_\_\_

Union

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## Clarification to Successorship Letter of Understanding

The Company proposes to clarify the intent of the existing Successorship Letter of Understanding dated October 27, 1997 as follows:

“Employee benefits” does not include hourly wage rates and vacation, which shall not be included in determining whether the proposed package of benefits is reasonably comparable in the aggregate, unless otherwise agreed between the successor company and Union.

Agreed to and accepted \_\_\_\_\_ day of March, 2022

Company

Union

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**Letter of Agreement**

**Health & Safety**

(Applicable only to USW represented Refineries and Chemical Plants)

The parties agree that safety and health in the workplace are paramount concerns that deserve the cooperative attention of the management and the union. The parties agree, therefore, that at sites with more than 150 bargaining unit employees, where no USW Health & Safety representative position currently exists, within sixty (60) days of a request by either the local union or the management to develop a plan for utilizing a full time union represented employee from the local bargaining unit toward the objective of working jointly on improving health and safety in the plant.

Agreed to and accepted \_\_\_\_\_ day of \_\_\_\_\_, 2022

Company

Union

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# 2022

## JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
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30	31	1	2	3	4	5

## FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
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## MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
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## APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
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24	25	26	27	28	29	30
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## MAY

SUN	MON	TUE	WED	THU	FRI	SAT
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29	30	31	1	2	3	4
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## JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
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26	27	28	29	30	1	2
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## JULY

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
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24	25	26	27	28	29	30
31	1	2	3	4	5	6

## AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

## SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

## OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

## NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30	1	2	3
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## DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
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# 2023

## JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

## FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
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## MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

## APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
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## MAY

SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
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## JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29	30	1
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## JULY

SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	1
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23	24	25	26	27	28	29
30	31	1	2	3	4	5

## AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
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20	21	22	23	24	25	26
27	28	29	30	31	1	2
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## SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
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## OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
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## NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
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## DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
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# 2024

## JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
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## FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
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## MARCH

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## APRIL

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## MAY

SUN	MON	TUE	WED	THU	FRI	SAT
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## JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
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## JULY

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## AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

## SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

## OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

## NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

## DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

# 2025

## JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

## FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

## MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

## APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

## MAY

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

## JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

## JULY

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

## AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

## SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

## OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

## NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

## DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10