

**SKILLED TRADES**

**AND**

**APPRENTICESHIP STANDARDS**

**AGREEMENT BETWEEN**

**HAYNES INTERNATIONAL, INC**

**AND**

**UNITED STEELWORKERS, LOCAL 2958**

**SKILLED TRADES COMMITTEE**

**JULY 1, 2023**



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## INTRODUCTION

Apprenticeship standards shall be adopted, for the purpose of qualifying and maintaining the necessary complement of skilled personnel for the needs of the Company by providing a specified amount of training for a number of personnel in certain skilled crafts at Haynes International, Inc. Each course of training is designed to provide a good general knowledge of fundamentals through related actual practice in the types of work encountered in the crafts.

The registered program shall consist of a minimum of 7,400 hours on the job training plus a minimum of 576 contact hours per craft with the exception of the Lubrication Specialist which is 2000 hours. A minimum of 144 contact hours of required classroom work per year shall be conducted through the facilities of local schools or such other schools as may be selected. Upon satisfactory completion, time spent on such required classroom work will be counted toward the accumulation of the required contact hours. Time spent on such related instruction during normal scheduled working hours shall be considered hours of work and wages shall be paid for it.

## DEFINITIONS

- A. “Company” shall mean Haynes International, Inc.
- B. “Joint Skilled Trades Committee” shall be the designated representatives of the Company and the Union.
- C. “Apprentice” shall be a person who has been properly selected for the training and who has signed an Apprenticeship Agreement to train for a skilled craft, as outlined in this Apprenticeship Program.
- D. “Apprenticeship Agreement” shall mean a written agreement between the Company, the Union, and the employee selected for and classified as an Apprentice. It shall be signed by the Apprentice, his/her parent or guardian (if he/she is a minor), and by the Chairperson and Secretary of the Joint Skilled Trades Committee.
- E. The term “Union” shall mean the United Steelworkers of America, Local No. 2958.
- F. “Apprenticeship Standards” is the entire document and all appendixes attached hereto.
- G. “Administrator of Apprentices” shall mean the person employed by the Company who shall have the responsibility of administering the Company’s obligations in accordance with these Apprenticeship Standards. The Administrator shall be appointed by the Human Resources Dept.
- H. The Registration Agency is the Office of Apprenticeship (OA), U.S. Department of Labor.
- I. “Contact Hours” shall mean the number of hours assigned to each course by the institution of higher learning in order to meet the required credit hours for that course. Contact Hours may include, but are not limited to, classroom or direct faculty instruction, laboratory work and on-line learning. (Example: 3 semester credit hour course over 15-week semester = 45 contact hours)



## **I. REQUIREMENTS FOR ADMISSION**

The recruitment, selection, employment, and training of Apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or gender. The Sponsor has an affirmative action plan and will take affirmative action to provide equal opportunity in apprenticeship and will operate the Apprenticeship Program as required under Title 29 of the Code of Federal Regulations, Part 30.

In order to be eligible for Apprenticeship under this program, applicants must meet the following minimum qualifications.

1. Must submit a timely Apprenticeship Application containing all necessary data to the Human Resources Department.
2. Must be a high school graduate or have received its recognized equivalent (i.e., G.E.D.).
3. Must pass all pre-admission testing requirements.

## **II. SELECTION OF APPRENTICES**

The success of the Apprenticeship Program is facilitated by careful selection of applicants. The greatest care shall be exercised in selecting the best qualified applicants.

- A. Selection standards based on the following system shall be used to rank all applicants, whether from employees with 31 or more days, employees with less than 31 days, or from outside applicants.
  1. Physical Ability
  2. Education (Transcript of School Record)
  3. Related Work
  4. Evaluation of Interviewers

All selections for Apprentices shall be in descending order of qualifications (ranking), except, that when two or more employees receive the same rating, the one with the earliest hire or rehire date will be selected. In the case of employees with less than 31 days, the earliest hire date will also prevail.

Employees of the Company, and those who have had previous employment experience, who desire to become Apprentices and whose applications are approved, may be allowed credit in proportion to applicable experience and related schooling they

have had. After their record has been checked and evaluated, such employees will be entered into the appropriate category and hour-level commensurate with the credit given toward such previous employment experience and related schooling.

- B. Records of applications and the selection process will be maintained for at least five (5) years, effective March 1, 1975.
- 1. Information on Apprentice openings shall be posted on the Company bulletin boards at least one week prior to the date when such applications will be accepted; at least one week will be allowed for acceptance of Apprentice applications. If information regarding the availability of Apprentice openings is disseminated to the local employment service, local schools, and/or other referral agencies, such information will be issued at least thirty (30) days prior to the date when applications from the facilities will be accepted, and, at least two (2) weeks will be allowed for acceptance of Apprentice applications.

The registration agency (OA, U.S. Department of Labor) will be notified of actions affecting Apprentices such as hires, cancellations, and completions for national statistical purposes.

- 2. Applications must be filed at an area selected by the Administrator of Apprentices.
- 3. Schedules shall be set up to test each applicant who has not previously received the appropriate tests. Failure to meet test standards will bar an employee for retesting and being reconsidered for a period of six (6) months.
- 4. Upon exhaustion of qualified applicants from within the rank of employees, applications will be accepted by the Employment Department from applicants outside of the Company who pass the requirements for admission.

Applicants not selected may reapply for future openings as long as they qualify, subject to the limitation in Paragraph 3 above.

### **III. JOINT SKILLED TRADES COMMITTEE**

The Company and the Union recognize there is a mutual interest in the success of this program and both are in a position to make

meaningful suggestions to improve the training of Apprentices.

Therefore, a committee, to be known as the Joint Skilled Trades Committee shall be established.

The Joint Skilled Trades Committee shall be composed of four members, one-half of who shall be appointed by the Union. The Company may at any time remove any of its appointed members and the Union likewise, may at any time remove any of its appointed members.

Joint Skilled Trades Committee members shall be appointed by both the Company or the Union from amongst members of their own membership. The Company and the Union each shall notify the other in writing of the names of each member appointed by it before the appointment shall become effective. One of the Union's two members shall be appointed Chairman of the Union Committee Members.

The Union members shall consist of qualified Craftspersons from an apprenticeable craft. Apprentices will not be considered for the Skilled Trades Committee.

The Joint Skilled Trades Committee shall select a Chairman and a Secretary. When the Company member is a Chairman, a Union member shall be the Secretary, and vice-versa. The Joint Skilled Trades Committee shall meet once a month unless otherwise mutually agreed. The Administrator and the Union President may sit with the Joint Skilled Trades Committee at its meeting on an ex-officio basis.

Any time the Chairman or the Secretary of the committee resigns or is replaced, a new election of officers will take place. A new election of officers may be held any time if the majority of the committee agrees.

#### **IV. DUTIES OF THE JOINT SKILLED TRADES COMMITTEE SHALL BE:**

- A. Review and approve or disapprove the ranking of applicants prior to selection, including ratings for Physical Ability, Education, Related Work, and Evaluation of Interviewers.
- B. Review and approve or disapprove the allowance of credit granted successful applicants for applicable experience and related schooling.

- C. Evaluate apprentice and determine if their progress is satisfactory.
- D. Review and approve or disapprove reports, disqualification, and/or termination of Apprenticeship Agreements of an Apprentice.
- E. Define schedules of work processes and related classroom instruction.
- F. Select appropriate related schooling.
- G. Design all required forms.
- H. Recommend revisions in this program and in its administration in general.
- I. The Committee shall have access to all Apprentice personnel files.
- J. To hear and make disposition of matters pertaining to the application or interpretation of these standards which cannot be satisfactorily adjusted between the Apprentice and his/her supervisor, or between the Administrator and the Chairman of the Union committee members.
- K. Approve or disapprove granting of certificates and cards of completion.
- L. The Joint Skilled Trades Committee shall meet a minimum of once a month, or on call of the Chairman and the Secretary. Date, time, and meeting place is to be determined by the Skilled Trades Committee.
- M. In the event a majority vote cannot be secured on matters brought before the committee, the Administrator will take action he/she deems appropriate, subject to the procedure outlined under Application and Interpretation.
- N. To establish a core of questions for each craft to be used during the course of the interview.
- O. To review and approve or disapprove Apprentices daily and monthly work records.

P. To interview applicants for craftsperson openings.

## **V. ADMINISTRATION**

The administration of this program shall be subject to the terms of the "Basic Agreement" except as modified by this document.

## **VI. SUPERVISION OF APPRENTICES**

The Apprentices shall be under the general direction of the Skilled Trades Committee and under the immediate direction of the department supervisor to which they are assigned. No Apprentice shall be retained on a scheduled work process for a period longer than the time permitted by the Schedule of Work Processes, unless permission is granted in writing by the Joint Skilled Trades Committee.

The Joint Skilled Trades Committee shall prepare adequate record forms to be filled in by the supervisor under whom the Apprentices receive direct instruction and experience. After consulting with the Craftsperson(s) the Apprentice has worked with, the supervisor shall make a written report on the forms provided and submit same every thirty (30) days or as required to the Administrator of Apprentices on the work and progress of each Apprentice under his/her supervision.

If the Skilled Trades Committee finds that an Apprentice shows lack of interest or does not have the ability to become a qualified craftsperson, or is not maintaining satisfactory performance or progress in the fulfillment of these standards, the Apprentice may be permitted to continue in a probationary status, required to repeat a specified process or series of processes, or his/her Apprenticeship Agreement may be terminated. Should an Apprentice have his/her Apprenticeship Agreement terminated, he/she shall receive the specific reasons for the termination in writing.

## **VII. DISQUALIFICATION PROCEDURES**

If the rate of progress of an Apprentice is deemed unacceptable by the Joint Skilled Trades Committee, the following procedure shall be followed:

1. The Apprentice will be given a Verbal Warning.
2. The Apprentice will be given a Written Warning.
3. Recommendation will be given for the disqualification of the Apprentice.

## **VIII. PROBATIONARY PERIOD**

- A. The first five hundred (500) hours of training for each Apprentice shall be deemed a probationary period. During this probationary period, if an Apprentice determines that he/she does not desire to continue the Apprenticeship Program or if his/her Apprenticeship Agreement is terminated, as set forth in these standards, he/she shall be returned to his/her former job, with full seniority as if he/she had not been out of the job. Any other employee so affected shall likewise be backed up.
  
- B. During this period, the disqualification procedures as stated above shall not apply. Recommendation for the disqualification of probationary Apprentices will be at the sole discretion of the Joint Skilled Trades Committee.

## **IX. DISCIPLINE**

Nothing in these standards shall in any manner deprive the Company from exercising its right to discipline or discharge an Apprentice on the same basis as any other employee.

An Apprentice may be disqualified for such causes as: inability to learn, lack of initiative, non-attendance of apprenticeship classes, unsatisfactory work, inability to perform, or such other causes related to his/her apprenticeship.

## **X. HOURS OF WORK**

Overtime hours worked will be credited toward completion of the Schedule of Work Processes up to the maximum hours set forth for that process.

In order to enhance their training, Apprentices may be rotated to different areas every three months. These rotations may normally occur on the first Monday of January, the first Monday of April, the first Monday of July, and the first Monday of October.

## **XI. CERTIFICATE FOR COMPLETION OF APPRENTICESHIP**

Each Apprentice, who successfully completes both the Schedule of Work Processes and related instruction for his/her specific craft, shall receive a Certificate and a Card of Completion.

- A. Certificate of Completion of Apprenticeship will also be requested from the Office of Apprenticeship, U.S. Department of Labor.

## **XII. SENIORITY**

The term "Craft Seniority" shall be deemed to mean the seniority within a specific apprenticeable craft as defined in Article XXIV of this document. Such seniority shall begin at the time an Apprentice signs the Apprenticeship contract.

In the event of a tie in seniority, such tie shall be broken in the following manner: First by category and hours in the specific craft on the basis of their plant seniority, and then if necessary, on the basis of the lowest payroll member.

Reduction in force and recall shall be by craft seniority which shall be exercised in their specific craft only.

In the event of a reduction in force, Apprentices in the craft in which the reduction in force is occurring shall be reduced prior to a Craftsperson in the same craft.

Choice of vacation scheduling shall be by plant seniority; choice of annual shift preference and regular shift preference shall be based on craft seniority.

Category 1	0 - 999	Category 5	4000 - 4999
Category 2	1000 - 1999	Category 6	5000 - 5999
Category 3	2000 - 2999	Category 7	6000 - 6999
Category 4	3000 - 3999	Category 8	7000 - 7999

Reductions in the craft will be accomplished by reducing the person with the least craft seniority in the lowest category (0-999), then the next least senior in the category, etc., until all in the category are removed. If further reductions are required, the person with the least craft seniority in the next higher category would be reduced, etc. All Apprentices will be removed from a category before reducing from the next higher category, unless they are

within 10% of completing their 8000 hours or in or getting ready to start their last semester of schooling, in which case they can not be reduced from the craft.

Recall shall be in the reverse order of reduction in force.

In certain posting situations, there may be some delay between the time an employee is accepted for a job and the time he/she actually starts. In these cases, he/she will be assigned as soon as practical, but in no case, will it be more than two (2) weeks from the date the employee accepts the Apprentice opening. The following rule will also prevail in these cases:

For employees who are successful applicants and post into a new craft, their craft seniority date will be the date the Apprentice first started in the program, whether that employee posted in or was a new hire.

Should an Apprentice have his/her Apprenticeship Agreement terminated after the first five hundred (500) hours have elapsed in accordance with these standards, he/she shall be treated in the same manner as an employee who is then in a reduction in force (Article 8, Section 10 of the Basic Agreement).

1. The Apprentice Agreement will be terminated at such time as the Apprentice refused recall or is removed from the lay-off list after a layoff which continues for more than four (4) years.
2. Apprentices reduced from their craft will be offered recall to such craft in reverse order of reduction in force, regardless of whether they are still in the plant or on the plant layoff list.
3. All Apprentices reduced from their craft, whether still in the plant or on the layoff list, will be offered recall to such craft before any new Apprentices will begin training or any new Journeyman will be hired in such craft.
4. Apprentices recalled to their craft after layoff will resume their training and related schooling at the level attained prior to layoff from the craft.
5. Apprentices will not be required to return tools or monies reimbursed for tools under the Apprentice Program until such time as the Apprentice Agreement is terminated as listed in this agreement or as provided for under the terms of the Apprentice Agreement. However, upon recall to his/



her craft, the Apprentice will be required to have approved tools equivalent to the level for which he/she has been reimbursed.

6. Termination of the Apprentice Agreement, for reasons other than listed above, is not affected by this agreement.

An Apprentice who has signified his/her desire by signing a Job Posting Bid and/or signifies his/her desire in his/her Work Group for a job, as set forth within Article 8, Section 8 of the Basic Agreement and becomes successful in obtaining that specific job, shall have his/her Apprenticeship Agreement terminated in accordance with these standards on the date he/she transfers to the new job.

An Apprentice who voluntarily disqualifies himself/herself during the probationary period or who transfers under the posting procedure shall be prohibited from applying for another Apprenticeship Agreement for a period of one year.

### **XIII. APPRENTICESHIP AGREEMENT**

Every applicant and (if he/she is a minor) his/her parents or guardian shall be given an opportunity to read these standards prior to signing the Apprenticeship Agreement. The Chairperson and Secretary of the Apprenticeship Committee sign the Company Agreement; the Chairperson, the Secretary of the Committee, and the authorized official of the Office of Apprenticeship shall sign the Apprenticeship Training Agreement.

The following shall receive copies of the Apprentice Agreement:

1. The Apprentice
2. The Company
3. The Union
4. The Office of Apprenticeship

### **XIV. WAGES**

Apprentices shall be paid according to the wage structure set forth in these standards for each trade and as set forth and made a part of Appendix A of the Basic Agreement.

Apprentices shall receive all negotiated and intervening general wage increases.

When an Apprentice has satisfactorily completed the agreed hours of training as set forth in these standards, he/she is to receive not less than the appropriate job class for full Craftsperson in his/her specific craft.

Apprentices who complete the required hours of the Schedule of Work Processes will be advanced to the wage level called for in the Wage Schedule, including the adjustment to the appropriate rate, notwithstanding the fact that he/she may not have completed the related instruction, through no fault of his/her own.

## **XV. OVERTIME PROCEDURE FOR SKILLED CRAFT APPRENTICES**

The following procedure will apply in administering the Overtime Procedure for Apprentices.

1. A list of all Apprentices in each skilled trade in the department will be prepared and posted in the department by classification, craft seniority, and shift assignment, and will be kept up to date by overtime hours worked.
2. For the purposes of determining overtime for Apprentices, overtime will be offered in the levels as listed based on least hours.

1st Apprentices with	4,000	to	8,000	hours
2nd Apprentices with	2,000	to	4,000	hours
3rd Apprentices with	500	to	2,000	hours
4th Apprentices with	0	to	500	hours

3. Overtime hours worked will be credited toward completion of the schedule of work processes up to the maximum hours set forth for the process, after which overtime hours worked will not be counted toward fulfillment of the schedule of work processes.
4. Overtime increments of less than two (2) hours, whether worked or refused, will not be charged towards accumulation.
5. Hours refused shall be considered as hours worked.
6. A span of sixteen (16) hours shall be permissible between employees in each level. Every reasonable effort will be

made to maintain the opportunity in close alignment and within the sixteen-hour spread.

7. Persons accepting overtime, and for any reason do not work the overtime, shall be charged the overtime hours toward accumulation.
8. Persons absent for reasons of illness, vacation, leave of absence, etc., cannot accumulate more than a sixteen (16) hour span.
9. Employees upon entering the level or shift will be averaged on the overtime list.
10. Order of overtime Distribution procedure for Skilled Craft, Craftspersons, and Apprentices:
  - A. Daily overtime that shall not exceed two (2) hours:
    1. Craftspersons on the shift.
    2. Apprentices on the shift.
    3. Probationary Journeyman on the shift (if approved by the Joint Skilled Trades Committee).
    4. Craftspersons on the off shift.
    5. Apprentices on the off shift.
  - B. Daily Overtime of more than two (2) hours.
    1. Craftspersons on the shift.
    2. Apprentices on the shift.
    3. Craftspersons on the off shift.
    4. Apprentices on the off shift.
    5. Probationary Journeyman (if approved by the Joint Skilled Trades Committee).
  - C. Saturday, Sunday and the Holidays:
    1. Craftspersons on the shift.
    2. Craftspersons on the off shift
    3. Apprentices on the shift.
    4. Apprentices on the off shift.
    5. Probationary Journeyman (if approved by the Joint Skilled Trades Committee).

\* For each Craftsperson force scheduled to work by the Company, the Company will offer an equal number of like Craft Apprentices the opportunity for the overtime on the same shift, provided the Apprentice(s) have volunteered for the overtime.

The Company shall not be required to offer overtime opportunities to Apprentices that exceed the number of Journeymen who are working the overtime.

## **XVI. SKILLED TRADES OVERTIME PROCEDURE**

1. Overtime will be offered on the basis of least hours per craft per shift when the total hours are different. Seniority will be the determining factor.
2. All hours of overtime worked or refused on their scheduled shift shall be counted toward accumulation and will be posted by the day, except that overtime increments of two (2) hours or less, whether worked or refused, will not be charged toward accumulation.
3. All overtime hours worked or refused on a shift other than the employee's regular shift, shall be charged to a casual overtime list, and shall be posted to the list on a daily basis. All off-shift overtime shall be offered from this casual overtime list, least hours first.
4. A sixteen-hour spread will be utilized before there is an obligation to pay for failure to equalize.
5. Persons accepting the overtime and do not work the overtime, shall be charged with the overtime hours.
6. Persons absent for reasons of illness, vacation, leave of absence, etc. cannot accumulate more than a sixteen hour span, at which point they shall be charged hours so as to not allow them to exceed the sixteen hour span.
7. Employees upon entering the craft or shift, will be charged with the average overtime hours for their craft on their shift.
8. Overtime hours shall be balanced by craft, by shift. In the event a sufficient number of employees are not obtained in the craft on shift, the qualified employees on the remaining shifts shall compete on the basis of least hours. The distribution procedure that will be used is listed in Article XV # 10 A, B, & C above.

9. The Area Grievance Committeeperson shall be provided with access to the books containing the overtime records of all Work Group 8 employees, and shall be provided with copies of same upon request.
10. Hourly employees scheduled to work overtime and subsequently used as a temporary supervisor, will be replaced by offering a qualified hourly employee an overtime opportunity in accordance with the overtime procedure.
11. It is agreed that the hours within the overtime books shall be zeroed during the first full week of January each year. The spread within the hours ranging from 0-16 hours, shall be maintained during the zeroing process.
12. An employee signing up for Max 8 will only be eligible to work 8 hours in that 24-hour period, whether those hours are volunteer or scheduled.

## **XVII. CROSS CRAFT**

In the event the need arises that requires work to be performed by a specific craft on either Saturday, Sunday, or on off shifts, and the Company has completely exhausted the Overtime Agreement relative to the specific craft and has still not obtained the required number of specific craft employees to perform the required work, the Company may then offer the work to other Skilled Trades Craft on a voluntary basis using the Overtime Agreement in the specific craft.

## **XVIII. HIRING OF CRAFTSPERSONS**

In the event this Company is to hire a Craftsperson into any specific craft, the employee to be considered must produce a "bona fide" Craftsperson Certificate or produce documentation substantiating at least **six (6)** years of experience within the specific craft.

The Joint Skilled Trades Committee will review the qualifications of all applicants and verify that these requirements are met.

All members of the Joint Skilled Trades Committee will be present during the interview process unless mutually agreed upon. In the event the Company is to hire a Craftsperson into any specific craft, the Joint Skilled Trades Committee may decide to have additional individuals participate during the interview process: one additional from the Company and one additional from the Union Skilled Trades. The intent of this is to utilize the knowledge of

craft specific individuals when the Union members of the Joint Skilled Trades Committee are not in the craft that is being filled. (Example: the two Skilled Trades Committee members are in the machine repair and electrical crafts, and the position to be filled is in the millwright craft. A millwright from Skilled Trades picked by Union members of the Committee may be in the interview process).

The two individuals are to interview the applicants for specific craft knowledge and to share their opinion of the applicants with the Joint Skilled Trades Committee. The additional individuals have no other rights or responsibilities in the interviewing process.

It is further understood this will in no manner circumvent the Skilled Trades Apprenticeship Program and that the first opportunity for such openings will be afforded to members of the bargaining unit according to Article 8.8 of the Collective Bargaining Agreement.

## **XIX. NEW CRAFTSPERSONS**

When new Craftspersons enter Work Group 8, the following familiarization procedures will take place.

1. For the first thirty (30) days, but not more than one hundred twenty (120) calendar days, new Craftspersons entering Work Group 8 will remain on first shift and will not be considered for any overtime opportunities unless agreed by the Joint Skilled Trades Committee. A probationary employee may be moved to an off shift for the purpose of training if agreed upon by the Joint Skilled Trades Committee.
2. If management declares the new Craftsperson is familiarized with the plant and equipment after the first thirty (30) calendar days, the Craftsperson shall then have their hours averaged on the shift and craft they have been assigned.
3. Craftsperson disqualified shall be permitted to exercise Article 8, Section 10, Reduction in Force, if disqualified from the Craft during the time frame described.
4. Management will communicate the progress of all new Craftspersons to the Skilled Trades Committee and union representatives in writing no less than every thirty (30) days during the probationary period.

5. New Craftspersons in the Millwright Craft will be trained in the use of the Mobile Crane before being assigned to second or third shift, or in the first one hundred twenty (120) days should the new Craftsperson remain on days.
6. New Craftspersons shall be trained in operating overhead cranes and the manlift before being assigned to second or third shift, or in the first one hundred twenty (120) days should they remain on days.
7. **Except for the application of the employees total plant seniority in the event of a layoff or reduction in force, as of July 1, 2023, anyone entering an apprentice program will be required to stay in WG-8, and will not be eligible to bid into or otherwise move into any production position for up to 4 years post completion of the Apprentice Program.**

## **XX. DESIGNATED AREA**

The following shall not amend, modify or otherwise change any other provisions of the parties agreements except as set forth herein.

The parties herein agree to establish two (2) distinct maintenance areas within Work Group 8, Department 427, and shall hereafter be referred to as "North" Deffenbaugh Street Operations and "South" Deffenbaugh Street Operations.

1. Apprentices within their specific craft shall be permitted two (2) weeks prior to the completion of their Apprenticeship Program, to exercise their craft seniority for their specific craft.
2. To facilitate the filling of vacancies within a specific craft, the following procedure shall apply:

Craftspersons within each craft shall be permitted to exercise their craft seniority for Craftperson openings in their specific craft that occur in one of the areas.
3. Due to geographical work areas within the area of North Deffenbaugh Street Operations and South Deffenbaugh Street Operations, the Company shall from time to time, consider requests for different assignments within t h i s area on the same shift and craft.
4. Choice of area shall be in accordance with Craft Seniority in

each specific craft.

5. Vacation scheduling shall be by plant seniority within the craft.
6. Overtime shall be administered by craft.
7. Craftspersons who desire to exercise their rights as set forth within Article 8.9 of the parties Collective Bargaining Agreement, shall have the option to be considered for shift transfer within their specific craft and area first, and then in the remaining areas in accordance with their craft seniority.
8. Craftspersons who desire to exercise their “bumping” rights, may bump from one shift to another twice each calendar year. Craftspersons will also be allowed to bump from area to area twice each calendar year (northside to southside).

An employee wishing to exercise their bumping rights will go directly to the shift using one (1) bump, and should the employee exercise their right to change their area, this will require the use of an additional bump.

An employee being displaced by a bump can go directly where their seniority will take them using no bumps.

Employee being bumped will be notified at least two (2) weeks before the bump is to take place, except however, where agreed by all affected employees, said employees may move sooner than the two (2) weeks upon notice to the Supervisor of such change in shift.

9. This agreement shall only apply to the following crafts: Welders, Machine Repair, Electricians and Millwrights.

## **XXI. TERM OF APPRENTICESHIP, INSTRUCTION & SCHEDULES**

The term of Apprenticeship shall be in accordance with the schedule of work processes and related instruction outlined for each craft as set forth within these standards. Apprentices' completed hours of work processes will be posted quarterly.

To insure acquisition of the necessary experience, the Apprentice shall be subject to shift and area change. However, a week's notice shall be afforded the Apprentice in advance of such a shift and/or area change.



The Company shall pay the entire cost of the related instruction.

The Company shall pay all fees and provide the required texts, supplies and materials.

The Joint Skilled Trades Committee may, at its discretion, recommend lectures and conferences covering topics which are not covered by related instructions. Attendance at such lectures and/or conferences during normal scheduled working hours shall be considered as hours worked and attendance shall be required.

Apprentices shall be required to satisfactorily complete a minimum of one hundred forty-four (144) hours per year of related instructions and study in subject, specified by the course outlined in their specific craft. Apprentices shall exercise the same diligence in their related instruction and assignments as they do in their schedule of work processes. Apprentices will be required to maintain a "C" average in each class taken.

Apprentices will be scheduled for a minimum of two (2) classes per semester. Apprentices will not be required to take more than two (2) classes at any one time. An extra third class (with all 3 classes being taken at the same time) may be scheduled where an Apprentice's work-in-process hours are more than five hundred (500) hours ahead of his/her educational progress and such Apprentice requests in writing that a third (3rd) class be scheduled.

Classes taken other than those scheduled by the Administrator (such as under Haynes Educational Refund Program) will not be given credit towards the educational requirements of the Apprenticeship Program.

The only exception to the above rules will be that the Joint Skilled Trades Committee will upon request, review past completed schooling in another Apprenticeship Program for possible credit in our Apprenticeship Program.

Apprentices are required to attend training classes on a regular basis. Should an Apprentice need to miss a class, authorization must be obtained beforehand from the Administrator of Apprentices or from the Joint Skilled Trades Committee. Failure to attend classes or to follow the proper procedure will be grounds for dismissal from the Apprenticeship Program.

The "term" of duration for training for the applicable craft shall be divided into periods of advancement of 1,000 hours each or less.

An Apprentice who fails to complete a related instruction course satisfactorily, or fails to maintain progress commensurate with stage of completion of practical experience, may have his/her Apprenticeship Agreement terminated. However, if the lack of progress is for good cause such as jury duty, illness of self or immediate family requiring his/her presence, vacation, or situation covered by mourning pay, and/or any situation beyond his/her control, consideration will be given to the Apprentice's request to be afforded the opportunity to make up the related instruction and work process missed.

Apprentices shall be subject to shift and area change for the purpose of fulfilling work processes. However, Apprentices will not be subject to shift and area change for the purpose of "manning" and if the Union feels that the intent above is not being upheld, it shall so inform the Maintenance Superintendent of such concern.

## **XXII. ROLE OF CRAFTSPERSON**

Employees classified as Craftspersons as outlined herein shall be expected to encourage, assist and instruct Apprentices in the various aspects of their training as related to their craft.

Present Craftspersons are encouraged to avail themselves of the related training for Apprentices.

## **XXIII. RATIO OF CRAFTSPERSONS TO APPRENTICES**

For training purposes, the ratio of Craftspersons to Apprentices should normally be not less than five Craftspersons for each Apprentice. This ratio may, of course, be modified (4 to 1, 3 to 1, 2 to 1, etc.) in those areas where deemed necessary.

## **XXIV. APPRENTICEABLE CRAFTS**

The following represents the Apprenticeable Crafts:

Instrument Technician  
Electrician  
Machine Repair  
Millwright  
Machinist  
Heating, Ventilation, & Air Conditioning  
Maintenance Welder  
Tinner  
Vehicle Mechanic  
Lubrication Specialist

## **XXV. TOOLS**

During the first 500 hour period of his/her training, the Apprentice shall be provided the type of tools required by his/her specific craft and such tools shall be the responsibility of the Apprentice. Each Apprentice shall acquire the tools normally required by his/her craft as required during the term of Apprenticeship.

Upon entry into the Apprenticeship Training Program, the Apprentice will receive a tool cabinet and the appropriate tools related to his/her specific craft. Should an Apprentice have his/her Apprenticeship Agreement terminated as set forth within these standard, all tools shall be returned to the Company.

Should an Apprentice be reduced from his/her craft, upon recall to his/her craft, he/she will be required to have the purchased tools equivalent to the level which has been purchased by the Company.

If during the course of the Apprentice Program, or as a Craftsman, an employee's tools become broken and/or unserviceable, the employee shall submit such tool to his/her supervisor who will provide for its replacement.

## **XXVI. RECORD OF FORMS AND DOCUMENTS**

The following forms and/or documents have been agreed to and are set forth under the Appendix portion of these standards:

- A. Apprentice Vacancy Notice
- B. Apprentice Application Form

- C. Interview Evaluation Form
- D. Rating Forms for Selection of Apprentice
- E. Apprenticeship Agreement Document
- F. Work Schedule Form
- G. Instruction Form
- H. Apprentice Daily Work Record Form
- I. Apprentice Monthly Work Schedule
- J. Apprentice Progress Report Form (submitted quarterly)
- K. Related Instruction (education since employment in trade)
- L. Certificate and Card of Completion
- M. Certificate of Completion of Apprenticeship issued by the Office of Apprenticeship, U.S. Department of Labor.

## **XXVII. MODIFICATION**

These Apprenticeship Standards may be amended or modified at any time upon mutual agreement between the Apprenticeship Representative of the Company and the Union as designated in writing. Such amendments and/or modifications shall not retroactively alter or affect the Apprenticeship Agreement of the parties to the Apprenticeship Agreement or the Basic Collective Bargaining Agreement, without mutual consent of the parties involved, in writing.

## **XXVIII. APPLICATION AND INTERPRETATION**

- A. If a difference of opinion should arise in the application or interpretation of these standards which cannot be satisfactorily adjusted between the Apprentice and his/her immediate supervisor, the Apprentice and the supervisor shall consult with the Administrator and the Chairman of the Union Committee Members. After investigation by the Administrator and the Chairman of the Union Committee Members, the Joint Skilled Trades Committee may be convened if necessary.
- B. Only an Apprentice and/or the Chairman of the Union Committee Members may process any dispute not satisfactorily resolved in "A" above, through the grievance procedure including Arbitration as outlined in Article 9 of the current Collective Bargaining Agreement. Such grievances shall be brought directly to the third step of the grievance procedure. In the event the grievance is taken to arbitration, the decision of the arbitrator shall not serve as precedent, or in any way

change, supplement or modify any of the terms or provisions of these Apprenticeship Standards or the current Collective Bargaining Agreement.

- C. In the event there is a need to correct a problem existing with an Apprentice regarding unsatisfactory performance, work processes, or related schooling, the Chairperson of the Union's Skilled Trades Committee will be allowed to discuss the problem with the appropriate personnel after first contacting his/her supervisor, who will make arrangements for such investigation and representation within a reasonable period of time, but no later than the following scheduled work day.
- D. An employee participating in the Skilled Trades Program, who desires the representation of the Chairperson of the Union's Skilled Trades Committee, will contact his/her supervisor who will make the appropriate arrangements for such representation within a reasonable period of time, but no later than the following scheduled work day.

## **XXIX. MAINTENANCE WORK ASSIGNMENTS**

In the satellite area:

Melt Shop, Forge Shop, Vacuum Shop, R-55 4-Hi, R-36 "4-Hi Support," R-35 CSM, Building R-42, etc.

The Craftsperson while performing his/her work assignment, will not be limited by his/her craft, but by his/her level of skill and training. The intention of this language is to permit a Craftsperson to complete incidental duties outside their craft that would prevent them from carrying out their craft assignments.

## **XXX. DURATION OF AGREEMENT**

These Apprenticeship standards shall continue in effect until the termination date of the parties Collective Bargaining Agreement, under the conditions set forth in Article XXI of said Agreement.

## **XXXI. JOB FUNCTIONS**

### **MOTOR INSTALLATION**

Changing of electrical motors will be handled in the following manner.

#### Removal

1. Should a motor fail, regardless of cause, the Electrical Craft will remove the motor and will be assisted by the Machine Repair Craft when necessary. Should assistance be required with rigging, or removal of couplings, belts, or footbolts, the Machine Repair Craft will assist in the removal of these components.

#### Installation

1. Installation of motors will be done by the Electrical Craft, with the assistance of the Machine Repair Craft as necessary. The Machine Repair Craft will assist with rigging, couplings, belts, and tightening footbolts.
2. If alignment is required on a motor (regardless of size), the Machine Repair Craft will set the motor, align, couple, and tighten the footbolts. The Electrical Craft will assist as necessary.

## **LUBRICATION SPECIALIST**

Without the necessity of direct supervision, but in accordance with established procedures and general instructions from supervision, performs the following functions:

1. Performs all work processes of the Lubrication Specialist.
2. Working from charts or verbal instructions, drains, cleans, PM's and services specific lubricants to assigned equipment at proper intervals.
3. Inspects, tests, adjusts, or minor repairs all external lubrication carrying systems of production equipment or related sub systems.
4. Maintains all portable servicing equipment, work area, lubrication containers, storage areas in a clean, safe and orderly manner.
5. Working from charts or verbal instructions, removes, replaces or cleans all types of lubrication or filtration devices.
6. Removes all types of access covers or plates to gain entry to all lubrication or filtration points.
7. Uses air, electric and various small hand tools.
8. Operates various material handling equipment such as floor controlled cranes, overhead cranes, prime movers, work savers or lift trucks.
9. Maintains constant lubrication PM program throughout the plant.
10. Assists, directs and trains Lubrication Apprentices in the Lubrication Specialist craft.
11. Maintains necessary records.

## **Schedule of Work Processes: Lubrication Specialist**

### **Job description breakdown**

- I. Cleans hydraulic and lubrication systems.
  - a. Services from Area P/M report.
  - b. Understands all P/M reports.
  - c. Knows the difference between lubricants.
  - d. Lubricates equipment as necessary.
- II. Inspects lubrication systems for potential failure.
  - a. Tests all automatic dispensing systems.
  - b. Adjusts flow rate on automatic dispensing system.
  - c. Repairs lubrication carrying systems.
- III. Installs all portable servicing equipment.
  - a. Repairs portable servicing equipment.
  - b. Knows system for removing empty containers.
  - c. Orders lubricants.
  - d. Keeps work area safe and clean.
- IV. Removes and replaces filters.
  - a. Knows how to clean filters.
  - b. Orders filters.
  - c. Replaces seals and gaskets.
  - d. Checks for leaks.
- V. Proper tool selections for cover removal.
  - a. Seal inspection of access plates or covers.
  - b. How to make gaskets.
  - c. Proper gasket installation.
  - d. Amount of torque required on bolts.
- VI. Uses all types of hand tools.
  - a. Knows safety and care of all tools.
- VII. Operates overhead cranes.
  - a. Safety of overhead cranes.
  - b. Proper lifting techniques.
- VIII. Fills out records on area equipment.
  - a. Fills out Daily Time logs.
  - b. Proper records of Oil Reclaiming.



## **HEATING/VENTILATION & AIR CONDITIONING**

Without the necessity of direct supervision, but in accordance with established procedures and general instructions from supervision, performs the following functions:

1. Performs all the work processes of the HVAC apprentice.
2. Working from work orders, verbal instructions, complex blueprints, schematics, plans and sketches, will lay out, plan, install, inspect, test, PM, and repair a wide variety of complicated systems, equipment, and circuits.
3. Designs, adapts, and/or fabricates and assembles apparatus and equipment, or adapts equipment for special applications and requirements; determines proper sizing and selections of materials and equipment.
4. Installs and/or repairs refrigeration and associated equipment, such as: air conditioning, water coolers, refrigeration units, etc. Also installs, maintains, balances and/or repairs building heating furnaces, comfort boilers, gas fired space heaters, comfort water heaters, and controls for all such equipment.
5. Operates various material handling equipment such as, floor controlled or overhead cranes, prime movers, work savers, to perform work incidental to the craft, and on occasion may operate a fork truck or man lift in performance of work that is incidental to the craft.
6. Assists, directs, and trains apprentices in the heating/ventilation and air conditioning craft.
7. Maintains necessary records

## Schedule of Work Processes: HVAC Apprentice

	<u>Hours Required</u>
<b>I. Equipment Repair</b>	<b>3280</b>
A. Troubleshoots, disassembles, repairs, re-replaces parts and reassembles in the field and shop to operating condition, all types of air conditioning, refrigeration and related heating equipment and systems including gas fired space heaters.	2380
B. Preventative Maintenance checks and repairs.	900
<b>II. Test Equipment Use and Refrigerant Fundamentals</b>	<b>1620</b>
A. Use and mechanical functioning of refrigerant compressors, evaporators, condensers, expansion valves, liquid receivers, refrigerant temperature pressure charts, service gauges and test equipment including: VOM meters, airflow, measurement instruments and charts, carbon monoxide testing, draft gauges, vacuum pumps, and nitrogen regulators.	
<b>III. Related On the Job Instruction</b>	<b>1975</b>
A. Familiarization, use and handling of hand power and various handling equipment tools as related to the craft.	100
B. Familiarization with various methods, types, and procedures for rigging as required to perform the work of the craft.	100
C. Reading complex blueprints and schematics for electrical, solid state, and pneumatic systems.	700
D. Silver soldering, fabrication, layout, measure and installation of heating and air conditioning refrigeration components	

and accessories.	875
E. Application and handling of refrigerant gases, including operation of reclaiming and recycling equipment.	200
<b>IV. Boiler Operation and Maintenance Related to Air Conditioning</b>	<b>525</b>
A. Gas fired fundamentals of operation	200
B. Various types of pumps	75
C. Controls	250
<b><u>Total Hours</u></b>	<b><u>7400</u></b>

Trainees shall receive continuous safety instruction throughout all phases of the training program.

Total training time shall be a minimum of 7,400 hours on the job training plus a minimum of 576 contact hours. Schooling must be completed before a journeyperson card is issued. Required classes and class schedule will be determined by the Joint Skilled Trades Committee in accordance with the guidelines of the Office of Apprenticeship (OA), U.S. Department of Labor.

School attendance is mandatory and a C average in each class is required.

## ELECTRICIAN

Without the necessity of direct supervision, but in accordance with established procedures and general instructions from supervision, performs the following functions:

1. Performs all the work processes of the Electrician apprentice.
2. Working from work orders, verbal instructions, complex blue prints, schematics, plans and sketches, will layout, install, test, troubleshoot, PM, inspect, and/or repair a wide variety of complicated AC and DC circuits and equipment including extensive high-voltage, electronic and logic control circuits.
3. Designs and/or fabricates and assembles apparatus and equipment, or adapts electrical devices for special applications, determines proper sizing and selection of materials and equipment.
4. Assists, directs and trains apprentices in the electrical craft.
5. Operates various material handling equipment such as, floor controlled or overhead cranes, prime movers, work savers, to perform work incidental to the craft, and on occasion may operate a fork truck or man lift in performance of work that is incidental to the craft.
6. May assist instrument craft for short periods of time.
7. Will maintain electrical brakes that are a part of the motor assembly such as on jib hoists and the stretcher level.
8. Maintains necessary records.

## Schedule of Work Processes: Electrical Apprentice

	<u>Hours Required</u>
<b>I. Electrical Construction</b>	<b>2400</b>
A. Bend and install conduit and buss bar, run wire, and make terminations.	500
B. Install and repair lighting	300
C. Install power and control equipment.	800
D. Wire, connect, and troubleshoot, motors, generators, and transformers.	450
E. Lay out jobs from blueprints and selected material.	250
F. Familiarization of hand, power, and material handling tools and test equipment.	100
<b>II. General Electrical Maintenance</b>	<b>3250</b>
A. Repair AC and DC motors and generators.	400
B. Periodically check and repair electrical equipment with the use of test equipment such as volt-ohm meters, amp meters, meggers, oscilloscope, etc.	800
C. Familiarization with plant power distribution system.	100
D. Repair power and control equipment.	400
E. Troubleshoot motors, generators, switch gears, contactors, and electrical control equipment using electrical schematics, line diagrams, batteries and test equipment.	<b>1550</b>
<b>III. Maintaining Electronic Equipment</b>	<b>1750</b>
A. Install and troubleshoot electronic equipment such as PLC's, variable frequency drives, soft starts, etc.	1450
B. Read schematics, line diagrams, detailed blue prints, and ladder logic.	300
<b><u>Total Hours</u></b>	<b><u>7400</u></b>

Trainees shall receive continuous safety instruction throughout all phases of the training program.

Total training time shall be a minimum of 7,400 hours on the job training plus a minimum of 576 contact hours. Schooling must be completed before a journeyman card is issued. Required classes and class schedule will be determined by the Joint Skilled Trades Committee in accordance with the guidelines of the Office of Apprenticeship (OA), U.S. Department of Labor. School attendance is mandatory and a C average in each class is required.

## MACHINE REPAIR

Without the necessity of direct supervision, but in accordance with established procedures and general instructions from supervision, performs the following functions:

1. Performs all the work processes of the Machine Repair Craft Apprentice.
2. Working from work orders, verbal instructions, complex blueprints, drawings, plans and sketches, will lay out, install, align, balance inspect, test, PM, and repair a wide variety of complicated systems and equipment involving machine repair.
3. Assists, directs and trains apprentices in the Machine Repair Craft.
4. Sets up and operates a wide variety of machine tools.
5. Designs or works from complex designs, will lay out field test and fit, inspect, fabricate and/or repair a wide variety of complicated parts.
6. Operates various material handling equipment such as floor-controlled or overhead cranes, prime movers, work savers, and fork lift trucks to perform work that is inherent to the Machine Repair Craft.
7. Will adjust and maintain all brakes (except as stated below). Should the coil fail, the Electrical Craft will change the coils. However, jib hoist, brakes and electrical disc brakes will be maintained by the Electrical Craft.
8. Will remove and replace the legs on the ESR furnaces with the assistance of the Electrical Craft which will maintain the copper leg pads, clean and prep top surface of legs prior to installation.
9. Rebuilds pumps.

10. Will disassemble, assemble, and maintain crucibles in the vacuum melt shop.
11. Maintains necessary records.
12. Remove and install access covers or plates to gain entry to lubrication and filtration points. Top off reservoirs in the event of production down time, repair and clean up area, and service high pressure systems.



## Schedule of Work Processes: Machine Repair Apprentice

	<u>Hours Required</u>
<b>I. Machine Repair</b>	<b>5190</b>
A. Troubleshoots, disassembles, repairs, replaces parts and reassembles in the field to operating condition, all types of machines and vacuum systems and reads blueprints and schematics.	3300
B. Bench work: Troubleshoots, disassembles repairs, replaces parts and reassembles to operating condition, various types of gear boxes, transmissions, bearings, cylinders hydraulic valves, pneumatic hand tools, brake and clutch assemblies, etc.	1520
C. Preventive maintenance checks.	250
D. Alignment procedures, vibration analysis, balancing of various equipment.	120
<b>II. Lubrication</b>	<b>100</b>
A. Familiarization of various types of lubricants and their application, use, and installation methods. Including the proper clean up and disposal procedures for used lubricants, spills and waste.	
<b>III. Rigging</b>	<b>300</b>
A. Use and care of hand, power and various handling equipment tools as related to the craft.	200
B. Familiarization of various methods, types and procedures for rigging as required to perform the work of the craft.	100

<b>IV. Hydraulics</b>	<b>1810</b>
A. Installation, cleaning, troubleshooting and maintenance of hydraulic systems including repair & rebuilding pumps, valves, cylinders, and filter systems.	1450
B. Read schematics, line diagrams, and detailed blue prints.	360
<b><u>Total Hours</u></b>	<b><u>7400</u></b>

Trainees shall receive continuous safety instruction throughout all phases of the training program.

Total training time shall be a minimum of 7,400 hours on the job training plus a minimum of 576 contact hours. Schooling must be completed before a journeyperson card is issued. Required classes and class schedule will be determined by the Joint Skilled Trades Committee in accordance with the guidelines of the Office of Apprenticeship (OA), U.S. Department of Labor. School attendance is mandatory and a C average in each class is required.

Note: The intent of the Company is not to discontinue the Lubrication Craft. Machine Repair Craft will top off reservoirs in the event of production downtime when the Lubrication Specialist Craft is not in the plant.

## MACHINIST

Without the necessity of direct supervision, but in accordance with established procedures and general instructions from supervision, performs the following functions:

1. Performs all the work processes of the Machinist Apprentice.
2. Working from work orders, verbal instructions, complex blueprints, schematics, plans and sketches, will lay out, and plan work, set up and operate a wide variety of machine tools.
3. Designs and/or works from complex designs, will lay out, field test and fit, inspect, fabricate and/or repair a wide variety of complicated parts.
4. Assists, directs, and trains Apprentices in the Machinist Craft.
5. Operates various material handling equipment such as, floor controlled or prime movers, work savers, to perform work incidental to the craft, and on occasion may operate a fork truck or man lift in performance of work that is incidental to the craft.
6. Maintains necessary records.

## Schedule of Work Processes: Machinist Apprentice

	<u>Hours Required</u>
<b>I. Blueprint and Shop Drawings</b>	<b>374</b>
<b>II. Related Instruction</b>	<b>500</b>
A. Learn proper method and procedures for setting up and cutting stock with power driven steel band saw and power hacksaw.	50
B. Familiarization and use of A-frames, cranes, work savers and minor rigging.	50
C. Proper use and handling of power and hand tools.	100
D. Learn relative drill and tap sizes.	50
E. Familiarization of various types of reamers.	50
F. Familiarization of various cutting coolants, lubricants, and their use.	50
G. Field testing, fitting, measuring and indicating.	150
<b>III. Bench Work</b>	<b>700</b>
A. Layout	400
B. Fitting	200
C. Inspection (testing)	100
<b>IV. Lathe</b>	<b>2196</b>
<b>V. Shaper</b>	<b>200</b>
<b>VI. VI. Drill Press</b>	<b>350</b>
A. Standard	250
B. Radial	100

<b>VII. Planer, Large</b>	<b>300</b>
<b>VIII. Small Key Slotter and Broaching</b>	<b>200</b>
<b><u>Schedule of Work Processes: Machinist Apprentice</u></b>	
<b>IX. Grinder</b>	<b>400</b>
A. OD Grinder (Knives and Bearings)	200
B. Blanchard	200
<b>X. Milling Machine</b>	<b>1830</b>
A. Vertical	1080
B. Horizontal	750
<b>XI. Boring Mill, Large Positive Jig, Vertical</b>	<b>200</b>
<b>XII. Hand grinding and sharpening of Tool Bits, Drill and Special Tools</b>	<b>150</b>
<b><u>Total Hours</u></b>	<b><u>7400</u></b>

Trainees shall receive continuous safety instruction throughout all phases of the training program.

Total training time shall be a minimum of 7,400 hours on the job training plus a minimum of 576 contact hours. Schooling must be completed before a journey person card is issued. Required classes and class schedule will be determined by the Joint Skilled Trades Committee in accordance with the guidelines of the Office of Apprenticeship (OA), U.S. Department of Labor.

School attendance is mandatory and a C average in each class is required.

## MILLWRIGHT

Without the necessity of direct supervision, but in accordance with established procedures and general instructions from supervision, performs the following functions:

1. Performs all the work processes of a Millwright Apprentice.
2. Working from complex blueprints, drawings, plans and sketches, will lay out, install, align, balance inspect, test, and repair a wide variety of complicated systems and equipment involving carpentry, plumbing, pipefitting, masonry, refractory, combustion, welding, and rigging.
3. Assists, directs and trains Apprentices in the Millwright Craft.
4. Operates various material handling equipment such as floor controlled overhead cranes, prime movers, work savers, fork lift trucks, and mobile cranes in performance of work inherent to the Millwright Craft. Operates the hydraulic mobile crane to assist the other crafts on all three shifts.
5. Services and repairs all service boilers, boiler water treatment service and cooling tower water treatment service.
6. Installs and removes all water pumps and performs all aspects of insert changes.
7. Will change furnace doors and do minor welding on the furnace doors and furnace rolls as necessary.
8. Change and maintain air, coolant, and water filters with the exception of water fountains and air conditioners, which will be done by Heating and AC Craft, and small air filters in electrical cabinets which will be done by the Electrical Craft (or by Instrument Craft, if in instrument panel).

9. Maintenance of fire systems, both wet and dry.
10. Change and maintain all curtains throughout the plant.
11. Dust collectors will be PM'ed by the Millwright Craft and specific jobs shall be performed by the craft needed.

## Schedule of Work Processes: Millwright Apprentice

	<u>Hours Required</u>
<b>I. Rigging</b>	<b>1300</b>
A. Setting, leveling, securing and erecting machinery and components including layout and templates.	400
B. Dismantling and moving equipment.	300
C. Familiarization of various methods, types and procedures for rigging as required. Including the use of chains, slings, and other items used in rigging.	400
D. Operation of mobile equipment (mobile crane, bobcat, etc.)	200
<b>II. Masonry</b>	<b>1050</b>
A. Blueprint and shop drawings (layout and measurement)	100
B. Block and bricklaying	250
C. Pouring and finishing cement	200
D. Building construction and repair	450
E. Mortars	50
<b>III. Refractory</b>	<b>1500</b>
A. Blueprint and shop drawing (layout & measure)	100
B. Brick and block insulation installation	500
C. Refractory other than block or brick, such as castables and ceramic fiber installation	700



D.	Bonds, fillers	200
<b>IV.</b>	<b>Carpentry</b>	<b>700</b>
A.	Blueprint and shop drawings (layout and measurements)	100
B.	Types of materials and applications	100
C.	Building construction forming and framing	500
<b>V.</b>	<b>Welding</b>	<b>715</b>
A.	Gauge reading, regulating, care and use of oxyacetylene equipment.	50
B.	Familiarization of the care and proper usage of the weld machine for arc welding.	105
C.	General knowledge of welding rods, metals of various types, and various polymers.	60
D.	Welding	500
<b>VI.</b>	<b>Combustion</b>	<b>485</b>
A.	Installation process of heating systems	100
B.	Trouble shooting and repair of manual and automatic controls in the field and on bench) except electrical components	185
C.	Hydraulics	200
<b>VII.</b>	<b>Plumbing and Pipefitting</b>	<b>1300</b>
A.	Manuals, symbols, blueprints and sketches	200
B.	Types and uses of pipe	200
C.	Layout and measure	200
D.	Installation and repairing of various pipes	400

E. Maintaining various types of water pumps	300
<b>VII. Vacuum Boiler Operation and Maintenance</b>	<b>350</b>
A. Gas fired fundamentals of operation	150
B. Various types of pumps	100
C. Controls	50
D. Boiler and cooling tower water treatment	50
<b>IX. Related Instruction (Schooling) Approx.</b>	<b>576</b>
<b><u>Total Hours</u></b>	<b><u>7400</u></b>

Trainees shall receive continuous safety instruction throughout all phases of the training program.

Total training time shall be a minimum of 7,400 hours on the job training plus a minimum of 576 contact hours. Schooling must be completed before a journeyman card is issued. Required classes and class schedule will be determined by the Joint Skilled Trades Committee in accordance with the guidelines of the Office of Apprenticeship (OA), U.S. Department of Labor.

School attendance is mandatory and a C average in each class is required.

## VEHICLE MECHANIC

Without the necessity of direct supervision, but in accordance with established procedures and general instructions from supervision, performs the following functions:

1. Performs all of the work processes of a Vehicle Mechanic Apprentice.
2. Mechanical and electrical troubles, locates cause, determines extent of repair or renewal necessary.
3. Obtains or requests the purchase of necessary parts and repair materials.
4. Performs in the performance of all necessary phases of work to install new parts, repair damaged parts, align and adjust various mechanical and electrical systems and test results of the repairs.
5. Performs routine maintenance of a wide variety of automotive equipment such as Company cars, trucks, power sweepers, fork lift trucks, mobile cranes, tractors, power lawn mowers, electric carts, diesel equipment, air brakes, and leased equipment.
6. Performs tasks such as repair of body and frame damage, involving minor welding, heating and straightening, dent removal and spray painting and finishing.
7. Uses specialized test equipment, some precision measuring instruments and a wide variety of hand and power tools.
8. Maintains records as required, including equipment maintenance schedule and record covering all types of automotive equipment.

9. Works as Automotive Repairperson, or on other jobs within the department as directed by supervision for training, emergency or relief purposes, generally for short periods of time.
10. Operates various material handling equipment such as floor-controlled or overhead cranes, prime movers, work savers, to perform work incidental to the craft, and on occasion may operate a fork truck or man lift in performance of work that is incidental to the craft.
11. Assists, directs, and trains Apprentices in the Vehicle Mechanic Craft.

## Schedule of Work Processes: Vehicle Mechanic Apprenticeship

	<u>Hours Required</u>
<b>I. Welding (Arc and Acetylene)</b>	<b>200</b>
<b>II. Engine Repair (Gas, Propane, Diesel)</b>	<b>1300</b>
<b>III. Electric Motors</b>	<b>400</b>
<b>IV. Electronics</b>	<b>1200</b>
<b>V. Preventative Maintenance, Service, &amp; Records</b>	<b>600</b>
<b>VI. Hydraulics</b>	<b>1900</b>
<b>VII. General Auto and Truck Repair</b>	<b>1800</b>
<b>Total Hours</b>	<b>7400</b>

Trainees shall receive continuous safety instruction throughout all phases of the training program.

Total training time shall be a minimum of 7,400 hours on the job training plus a minimum of 576 contact hours. Schooling must be completed before a journeyman card is issued. Required classes and class schedule will be determined by the Joint Skilled Trades Committee in accordance with the guidelines of the Office of Apprenticeship (OA), U.S. Department of Labor.

School attendance is mandatory and a C average in each class is required.

## **WELDER**

Without the necessity of direct supervision, but in accordance with established procedures and general instructions from supervision, performs the following functions:

1. Performs all the work processes of the Welder Apprentice.
2. Working from work orders, verbal instructions, complex blueprints, schematics, plans and sketches, will lay out, plan, install, inspect test and repair a wide variety of complicated systems and equipment involving welding, fabrication and rigging that is incidental to a particular Welder Craft job.
3. Assists, directs, and trains Apprentices in the Welder Craft.
4. Operates various material handling equipment such as: floor controlled or overhead cranes, prime movers, work savers, to perform work incidental to the craft and on occasion may operate a fork truck or man lift in performance of work that is incidental to the craft.
5. Maintains necessary records.

## Schedule of Work Processes: Welder Apprentice

	<u>Hours Required</u>
<b>I. Welding and Fabrication</b>	<b>7040</b>
A. Use and care of tools and equipment.	100
B. Layout and measure.	400
C. Reading of complex blueprints and shop drawings.	200
D. Preparation tacking and squaring for welding.	300
E. Selecting and using proper electrodes for electric welding for various positions.	3000
F. Selecting and using proper rod for oxyacetylene welding for various positions.	700
G. Knowledge of various metals and their characteristics.	900
H. Cutting methods and procedure for various metals.	300
I. Adjusting and regulating of welding and cutting equipment.	100
J. Set up and operation of plasma arc and air arc welding equipment.	300
K. Set up and operation of MIG and TIG welding equipment.	704
L. Solder Welding	36
<b>II. Rigging</b>	<b>360</b>
A. Use and care of hand, power, and various handling equipment tools as related to the craft.	110
B. Familiarization of various methods, types and procedures for rigging as required to perform the work of the craft.	250
<b><u>Total Hours</u></b>	<b><u>7400</u></b>

Trainees shall receive continuous safety instruction throughout all phases of the training program.

Total training time shall be a minimum of 7,400 hours on the job training plus a minimum of 576 contact hours. Schooling must be completed before a journeyman card is issued. Required classes and class schedule will be determined by the Joint Skilled Trades Committee in accordance with the guidelines of the Office of Apprenticeship (OA), U.S. Department of Labor.

School attendance is mandatory and a C average in each class is required.



## **INSTRUMENT TECHNICIAN**

Without the necessity of direct supervision, but in accordance with established procedures and general instructions from supervision, performs the following functions:

1. Performs all the work processes of the Instrument Apprentice.
2. Working from work orders, verbal instructions, complex blueprints, schematics, plans and sketches, will lay out, install, test, troubleshoot, inspect and/or repair a wide variety of complicated instruments and electronic equipment.
3. Designs and/or fabricates and assembles apparatus and equipment, or adapts electrical or electrical devices for special applications, determines proper sizing and selection of materials and equipment.
4. Assists, directs, and trains Apprentices in the Instrument Craft.
5. Operate various material handling equipment such as, floor controlled or overhead cranes, prime movers, work savers, to perform work incidental to the craft, and on occasion may operate a fork truck or man lift in performance of work that is incidental to the craft.
6. May assist Electrical Craft for short periods of time.
7. Maintains necessary records.

## Schedule of Work Processes: Instrument Technician Apprentice

	<u>Hours Required</u>
<b>I. Electrical Construction</b>	<b>750</b>
A. Bend and install conduit, run wire, and make terminations (as is incidental to the job).	150
B. Wire instrument controls and panels.	300
C. Fabricate, calibrate and keep records on all thermocouples.	300
<b><u>II. Calibration of Instruments</u></b>	<b><u>1700</u></b>
A. Calibrate various instruments and complete records.	900
B. Conduct Furnace temperature surveys.	800
<b><u>III. General Instrument Repair</u></b>	<b><u>1950</u></b>
A. Repair and cleaning of instruments and associated controls.	550
B. Use of test equipment.	600
C. Work with electrical and electronic schematics	500
D. Maintain x-ray equipment, instruments and testing equipment such as for chemical, stress rupture and spectrographic labs.	300
<b><u>IV. Repair of Other Electronic Equipment</u></b>	<b><u>2300</u></b>
A. Work with electronic and logic diagrams.	500
B. Maintain TV and interplant communication systems.	100
C. Repair printed circuit boards.	250
D. Repair digital instruments and test equipment	250
E. Repair AF and RF control circuits and systems such as radio controlled cranes and furnace doors	600
F. AGC Systems and Computer Systems	600

<b>V. Combustion</b>	<b>700</b>
A. Principles of Electronic Combustion System	200
B. Troubleshooting, repair, and adjusting of electronic controls	400
C. Use of combustion test equipment	100
<b><u>Total Hours</u></b>	<b><u>7400</u></b>

Trainees shall receive continuous safety instruction throughout all phases of the training program.

Total training time shall be a minimum of 7,400 hours on the job training plus a minimum of 576 contact hours. Schooling must be completed before a journeyman card is issued. Required classes and class schedule will be determined by the Joint Skilled Trades Committee in accordance with the guidelines of the Office of Apprenticeship (OA), U.S. Department of Labor.

School attendance is mandatory and a C average in each class is required.

## **TINNER**

Without the necessity of direct supervision, but in accordance with established procedures and general instructions from supervision, performs the following functions:

1. Performs all the work processes of the Tinner Apprentice.
2. Working from work orders, verbal instructions, complex blueprints, schematics, plans and sketches, will lay out, plan, install, inspect, test and repair a wide variety of complicated systems involving sheet metal work, including rigging that is incidental to the Tinner Craft.
3. All metal work consisting of lighter gauges.
4. Operates various material handling equipment such as, floor controlled or overhead cranes, prime movers, work savers, to perform work incidental to the craft, and on occasion may operate a fork truck or man lift in performance of work that is incidental to the craft.
5. Welding and fabricating of fittings that were laid out by the Tinner.
6. Assists, directs and trains Apprentices in the Tinner Craft.
7. Maintains necessary records.

## Schedule of Work Processes: Tinner Apprentice

	<u>Hours Required</u>
<b>I. General Work</b>	<b>1700</b>
A. Shear Operation	200
B. Metal Forming Equipment	600
C. Bench Work-Soldering-Riveting-Welding	900
<b>II. General Field Work</b>	<b>3800</b>
A. Installation of exhaust and suction systems.	2100
B. Heating, ventilating and Air Conditioning, misc. ducts.	800
C. Use and care of hand, power, and various handling equipment tools as relates to the craft.	400
D. Welding	500
<b>III. Layout</b>	<b>1700</b>
A. Layout and developing: patterns	600
B. Shop drawings, complex prints	600
C. Drawing and sketching	500
<b>IV. Rigging (incidental to the craft)</b>	<b>200</b>
<b><u>Total Hours</u></b>	<b><u>7400</u></b>

Trainees shall receive continuous safety instruction throughout all phases of the training program.

Total training time shall be a minimum of 7,400 hours on the job training plus a minimum of 576 contact hours. Schooling must be completed before a journeyman card is issued. Required classes and class schedule will be determined by the Joint Skilled Trades Committee in accordance with the guidelines of the Office of Apprenticeship (OA), U.S. Department of Labor.

School attendance is mandatory and a C average in each class is required.

**THERMOCOUPLES**  
**LETTER OF UNDERSTANDING**

On October 30, 2000, the Company and Union agreed that all Working Thermocouples shall be maintained within the Instrument classification that is located within the Maintenance Department (427) and that all Primary and Secondary Standards shall be maintained within the Measurement Standards Lab.

It is further agreed that any future standard changes that would affect the terms and conditions of employment concerning Bargaining Unit Employees, shall first be bargained over before any changes are implemented.

The Letter of Understanding shall not amend, modify, or change the parties Collective Bargaining Agreement in any way except as specifically set forth above.

## **MAINTENANCE UNIFORMS**

**All maintenance uniforms shall be paid for by the Company.**

**The Company will supply standard uniforms at no cost to the Maintenance employees who choose to wear them. This is in addition to the crafts which are already required to wear them (Electricians, Instrumentations, HVAC, Tanners and Welders).**

**Employees must wear all company supplied/paid for uniforms.**

**MAINTENANCE MACHINE SHOP**  
**LETTER OF UNDERSTANDING**

The parties agree that the drilling of any holes performed in the Machine Shop shall be performed by the machinist Craft. The only exception is work that is negligible in amount. This is work that is negligible in amount and can be performed in a minimal amount of time and which, under the circumstances then existing, would be unreasonable to assign to the machinist Craft.



**SKILLED TRADES AND APPRENTICESHIP STANDARDS**

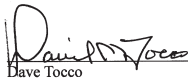
This Agreement relating to the skilled trades and apprenticeship standards is entered into on **July 1, 2023** by and between Haynes International, Inc. and the United Steelworkers, on behalf of Local Union 2958.

The Skilled Trades and Apprenticeship Standard shall remain in effect until 11:59 P.M., **June 30, 2028**.

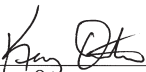
In witness whereof, each of the parties hereto has caused this agreement to be signed by its duly authorized representatives on the date first written above.



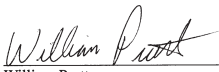
Jim Sturgeon  
Sr. Manager Labor Relations



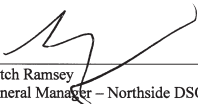
Dave Tocco  
President – USW Local 2958



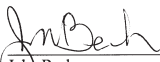
Kenny Orman  
General Manager – Southside DSO



William Pratt  
Skilled Trades Committee



Mitch Ramsey  
General Manager – Northside DSO



John Beck  
Skilled Trades Committee

# 2024

## January

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## July

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## February

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## August

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## March

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## September

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## April

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## October

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## May

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## November

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## June

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## December

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# 2025

## January

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## July

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## February

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## August

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## March

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## September

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## April

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## October

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## May

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## November

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## June

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## December

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# 2026

## January

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## July

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## February

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## August

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## March

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## September

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## April

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## October

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## May

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## November

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## June

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## December

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# 2027

## January

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## July

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## February

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## August

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## March

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## September

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## April

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## October

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## May

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## November

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## June

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## December

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# 2028

## January

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## February

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				

## March

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	

## April

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						

## May

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			

## 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	

## July

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					

## August

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		

## 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

## October

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				

## November

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		

## 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						

# NOTES

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