

Issue: Clarification for Appendix 2, Section III. A., items #6 and #7 regarding cancellation of voluntary overtime, Attendance Control, and charging of occurrences for employees leaving work due to the following unexpected absences:

- Funeral Leave per Article 8.04.g.
- Unavoidable emergency in the immediate family (see 3M benefits plan effective April 2, 2013, pg. 4)
- Illness or injury
- Short notice vacation request per Article 13.04

Proposed clarification:

Memorandum of Understanding

Between 3M Company and USW Local 11-75

On the subject of:

Cancellation of Voluntary Overtime due to Unexpected Absences

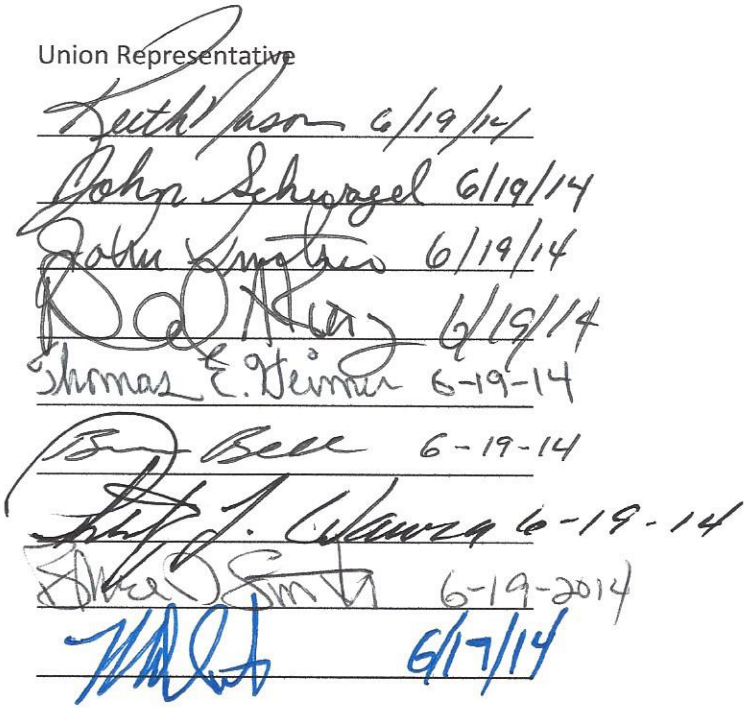
Dated: 7-15-14 *[Signature]* P-75

1. For employees who experience an unexpected absence covered under Article 8.04.g. (funeral leave) or an unavoidable emergency in the immediate family (see 3M benefits plan effective April 2, 2013, pg. 4) or become ill or are injured or an employee has been granted a short notice vacation request per Article 13.04 *after the end of a work day and prior to the start of the next day's regularly scheduled shift* and are scheduled for voluntary overtime on that work day and are granted time off due to the unexpected absence (funeral leave), family emergency, illness or injury, or short notice vacation request; the requirement of a minimum of 24 hours notice of cancellation of the scheduled voluntary overtime per Appendix 2, Section III. A. Item #7 will be waived.
 - a. The voluntary overtime for that work day will be considered cancelled/refused and charged on the overtime list accordingly.
2. For employees who experience an unexpected absence covered under Article 8.04.g. (funeral leave) or an unavoidable emergency in the immediate family (see 3M benefits plan effective April 2, 2013, pg. 4) or become ill or are injured or an employee has been granted a short notice vacation request per Article 13.04 *during their regularly scheduled shift* and are scheduled for voluntary overtime on that work day and are granted time off due to the unexpected absence (funeral leave), family emergency, illness or injury, or short notice vacation request; the requirement of a minimum of 24 hours notice of cancellation of the scheduled voluntary overtime per Appendix 2, Section III. A. Item #7 will be waived.
 - a. The voluntary overtime for that work day will be considered cancelled/refused and charged on the overtime list accordingly.
3. For employees who experience an unexpected absence covered under Article 8.04.g. (funeral leave) or an unavoidable emergency in the immediate family (see 3M benefits plan effective April 2, 2013, pg. 4) or become ill or are injured *during their scheduled voluntary overtime* and are granted time off due to the unexpected absence (funeral leave), family emergency, or illness or injury; the requirement of a minimum of 24 hours notice of cancellation of the scheduled voluntary overtime per Appendix 2, Section III. A. Item #7 will be waived.
 - a. The remainder of the scheduled voluntary overtime for that work day will be considered cancelled/refused and charged on the overtime list accordingly.
4. 3M Center Plant Engineering 2nd shift employees work their week day voluntary overtime prior to their scheduled shift as opposed to the 1st shift employees who work their week day voluntary overtime at the end of

their regularly scheduled shift. Based on this difference, for 2nd shift employees, items 1., 2., and 3. above are modified as follows:

- a. Item 1. applies if the employee requests the absence for the entire work day including the voluntary overtime and their regularly scheduled shift.
 - i. If the employee requests absence for an unexpected absence under Article 8.04.g. (funeral leave) or an unavoidable emergency in the immediate family (see 3M benefits plan effective April 2, 2013, pg. 4) and the employee is able to work part of their voluntary overtime and/or their regularly scheduled shift, the 24 hours notice of cancellation of the scheduled voluntary overtime per Appendix 2, Section III. A. Item #7 will be waived. The remainder of the scheduled voluntary overtime not worked for that work day will be considered cancelled/refused and charged on the overtime list accordingly.
 - b. Item 2. does not apply.
 - c. Item 3. applies.
5. All unexpected absences covered under Article 8.04.g. (funeral leave) and/or unavoidable emergencies in the immediate family (see 3M benefits plan effective April 2, 2013, pg. 4) shall be approved by the 3M Center Human Resources Manager. Due to the nature of unexpected absences (funeral leave) and/or unavoidable emergencies in the immediate family, supervisors may grant the employee time off from the voluntary overtime as noted in items 1., 2., and 3.; however, approval will be determined after the absence has occurred. Should Human Resources determine the criteria is not met for unexpected absences covered under Article 8.04.g. (funeral leave) or unavoidable emergencies in the immediate family (see 3M benefits plan effective April 2, 2013, pg. 4), the employee shall be charged an occurrence.
 6. Upon approval of this MOU, the following occurrences incurred by USW Plant Engineering employees due to late reporting of cancelation of voluntary overtime for the four (4) listed events will be removed from the employee's attendance control record. (*List of employees and occurrence dates to be added.*) OVER →
 7. Upon approval of this MOU, the following grievances will be considered settled and withdrawn by USW Local 11-75. (*List of current grievances to be added.*) →

Company Representative 7-15-14


Union Representative

 Keith Mason 6/19/14
 John Schwegel 6/19/14
 John Smith 6/19/14
 [Signature] 6/19/14
 Thomas E. Heimer 6-19-14
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