

Selection Process for Leadperson

This letter of understanding serves to clarify the Leadperson Selection Process section of article 9.10b (Selection of Leadpersons) of the labor agreement between 3M Co. and USW Local 11-75.

- 1.) The same posting form will be used for leadperson applicants as with other hourly postings.
 - a.) The applicants will receive the form from their supervisor.
 - b.) The applicants will complete the posting form and return it to their supervisor.
 - c.) The supervisor signs and dates the posting form and mails it to Human Resources.
- 2.) Human Resources collects all posting forms for the opening, verifies and/or enters plant and craft seniority date on the posting forms received.
 - a.) Human Resources determines the ten (10) most senior single craft applicants for the opening.
 - b.) For multi-craft leadperson postings, the company and Union agree the position of multi-craft leadperson can be created as needed by the Company pursuant to Article 9.10 of the Agreement and the terms of this agreement with the following exceptions:
 - The ten (10) employees who are to be considered for the position and interviewed, under the multi-craft leadperson selection procedure, will be selected from the senior signers in the classifications that normally will be led. The number of signers that can be considered from each of those classifications will be based on the number of employees in each of those classifications at the time of the posting.

Example: If there are 100 total employees in the classifications to be led by the new multi-craft lead, and there will be 10 interviews as stated above, then $10/100$ equals 10%. Therefore a maximum of 10% of the people from each eligible classification will be interviewed.

Example: If there are 200 total employees in the classifications to be led by the new multi-craft lead, and there will be 10 interviews as stated above, then $10/200$ equals 5%. Therefore a maximum of 5% of the people from each eligible classification will be interviewed.

Example: If there are 112 total employees in the classifications to be led by the new multi-craft lead, and there will be 10 interviews as stated above, then $10/112$ equals 8.9%. Therefore a maximum of 8.9% of the people from each eligible classification will be interviewed.

- The number of people in each classification to be interviewed shall be rounded to the nearest whole number (a minimum of one per classification that signed the posting) and the total number of employees interviewed shall not exceed 10.
- It is understood that the occasional performance of multi-craft leadperson duties neither constitutes a permanent multi-craft position nor requires permanent transfer of the employee to the status of a multi-craft leadperson. Where a leadperson is asked to perform multi-craft leadperson responsibilities to Article 7.12 of the Agreement, the company will pay the employee per the CBA.

- If the "highest classification" led changes, the multi-craft rate of pay will be adjusted accordingly.
 - Where it is necessary to reduce such multi-craft leadpersons they will be reduced pursuant to Article 9.10 of the Agreement.
- c.) All signers will be notified of their status on the Leadperson posting. The selected employees will receive notice of the end date and time to complete the Leadperson application.
 - d.) The employee completes the "Applicant Section" of the application form on paid company time.
- 3.) Human Resources will complete the Administrative Section.
 - 4.) Human Resources will send the leadperson application form to the applicant's current supervisor for rating and comments.
 - 5.) The applicant's supervisor will complete the appropriate section of the leadperson application form and review it with the applicant's manager.
 - 6.) The manager of the area where the vacancy exists will schedule a joint Union/Management leadperson selection committee. This committee will consist of an equal number of company and union representatives, a minimum of two of each. The Union representatives will be selected by the Union.
 - 7.) The committee will determine one candidate for each position by unanimous decision of the committee. The applicant selected will begin the leadperson responsibilities by the effective date of the posting.
 - 8.) If the selection committee fails to reach a unanimous decision, the decision will be turned over to the site HR Manager & the USW Local 11-75 Union President.
 - 9.) The manager of the area where the vacancy exists is to document results of the meeting and submit the results along with the applications to Human Resources. The manager or Human Resources will notify the successful and unsuccessful candidates of the selection results.
 - 10.) The hiring manager retains the right to reject the selected candidate within the 40-calendar day period. The rejection will be without grievance by the Union. In the event the selected leadperson returns to his/her former classification within 40 calendar days, either at the leadperson's request or at management's decision, the Human Resources Organization will reactivate the initial posting.
 - 11.) The new leadperson will be required to participate in various company sponsored training activities at the direction of the manager. The training activity will pertain to the technological areas of the position as well as the individual performance enhancements that are needed by the leadperson.

For the Company

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For the Union

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