



General Overtime Polling Guidelines

1. Overtime will be offered starting with the employee (s) with the lowest amount of hours and progressing to the employee (s) with the next lowest, and so on. In situations where specific job knowledge is required to perform the needed work for the OT to be offered, the Company may bypass employees without such qualification to complete the work. Any employee bypassed without such qualifications will be trained as needed by management.
2. Unless the employee is on PTO, Union Business, Jury Duty, Military Leave, Funeral Leave, Holiday Option, Company related business or otherwise unreachable, all available overtime will be charged as hours worked or refused. An employee performing offsite Union business will be bypassed for available overtime opportunities. Employees can be polled for OT opportunities other than the day they are actually on PTO and can be called while on PTO to be polled for the additional OT opportunities. Employees that are on a full scheduled week/shift block of PTO will not be polled until the next scheduled work day unless the employee requests to be polled during this time.
3. When an employee enters a new overtime group, he/she will be given the maximum hours in this new group. If more than one employee enters at the same time, seniority will prevail.
4. The overtime lists will be zeroed and remain in its current order annually on January 1st thereafter.
5. The alternate overtime lists (if any) will be polled prior to offering overtime to an employee working out of classification.
6. Overtime problems will be addressed per Article 6, Section 6 of the Contract.
7. A medical restriction in itself will not automatically disqualify an employee from working an overtime assignment. However, an employee having a medical restriction, which prevents him/her from working the overtime, will be charged.
8. If an employee is offered overtime, he/she will be charged for the hours worked or refused.
9. If there is scheduled overtime on the day an employee is on PTO and the employee is polled before scheduling the PTO, the employee will be charged if he/she refuses.
10. Each employee shall provide the Company with a current telephone number for the polling of overtime. If a current telephone number is not provided within a timely manner, the employee will be bypassed and charged for available overtime opportunities.
11. Polling should only be completed from a company phone. When a voice message is left for personnel during overtime polling, whether it be on a machine (cell phone) or third party, the employee will not be charged.
12. Once overtime is polled, The Company reserves the right to cancel overtime no less than 48 hours in advance or an Act of God or National Emergency occurs.
13. If an employee initially refuses overtime, then subsequently changes their mind and the Company has not yet succeeded in filling the requested hours after the list has first been exhausted, the employee will be awarded the overtime and any subsequent refusal by others will stand.
14. Newly hired employees, not in a training program, will be placed on the overtime list at the completion of their general baseline training. When placed on an overtime list they will receive the maximum hours.
15. If an employee is absent from work with what is considered Leave Without Pay (LWOP), they will be charged with any eligible hours polled during said absence.
16. If an employee is on Short-Term Disability they will be charged with any eligible hours polled during said absence.



17. When personnel are polled more than once for the same block of overtime (i.e., the need for another block of overtime within the same timeframe develops), personnel will only be charged once.
18. Immediately after each polling, the overtime list will be sorted by total hours

Shift Overtime Polling Guidelines

Definitions

Day Shift – Personnel that are assigned to the 0600 to 1630 hours four-day schedule to support Operations activities.

Rotating Shift – Personnel that are assigned one of the four letters (A, B, C, D), 12-hour rotating schedules to support Operations activities.

Prime Shift – Letter Rotating Shift that is first to be polled amongst the Rotating Shifts for a given overtime block, based on the specific overtime period required in relationship to the approved shift schedule.

Long Break – The period of scheduled days off for rotating shift personnel between the end of the set of four 12- hour days and the beginning of the set of four 12-hour nights.

Short Turnaround – The set of three 12- hour day shifts followed by three 12-hour night shifts on the rotating shift schedule.

Order of Polling by Overtime Block Required

- For an overtime block needed for Sunday Night or Monday Day, the Rotating Shift on Long Break is the only shift available to be polled to work.
- For overtime on Monday Night through Wednesday Night, the Prime Shift for this period is the Rotating Shift that works off of the set of four 12-hour midnights immediately prior to the overtime block required. If the overtime block is not filled by the Prime Shift, then the Rotating Shift personnel on the Long Break for that period will be polled.
- For overtime on Thursday Day, the only personnel available to work would be from the Rotating Shifts about to begin the short turnaround set on Friday Day. However, only those personnel that are scheduled as not working the entire short turnaround set (i.e., paid time off, training, etc.) are eligible to be polled because of hours of work limitations due to their upcoming short turnaround set.
- For overtime on Thursday Night, the only personnel available to work would be from the Rotating Shift that have been off for at least 12 hours at some point during the short turnaround set that ended on Thursday morning. Otherwise personnel will exceed hours of work limitations.
- For overtime on Friday Day through Sunday Day, whichever group has the least amount of average hours between the Prime Shift and the Day Shift shall be polled first. The Prime Shift for this period is the Rotating Shift that works off of the set of three 12-hour midnights immediately prior to the overtime block required. If overtime block is not



- filled by the Prime Shift or Day Shifts, then the Rotating Shift on Long Break shall be polled.
- For an overtime block needed for hours between 1630 and 1830 from Monday Day through Thursday Day, whichever group has the least amount of average hours between the Prime Shift and the Day Shift shall be polled first. If this overtime block is filled by a Rotating Shift Worker, it will be polled as a 4-hour block from 1430 to 1830.
 - Once the determination is made for which shift will be polled for a given overtime block, either the Day Shift or one of the Rotating Shifts, personnel polling will be performed in the order from least hours charged to greatest hours charged, according to the overtime tracking system.
 - Regarding the identification of overtime block needed and the timing of the polling for overtime blocks, the Shift Coordinators (or FLM for Power/Utilities) for Rotating Shifts working overnight, both for the set of four 12-hour midnights and the three 12-hour midnights during short turnaround, should look ahead at future overtime blocks required (since those two Rotating Shifts will be the Prime Rotating Shift for the upcoming overtime). This allows the Shift Coordinator (or FLM for Power/Utilities) for this Rotating Shift to poll the on-duty Rotating Shift personnel, except for those cases in which the Day Shift is eligible and has the lowest amount of average hours worked in the overtime tracking system. In the event that it is determined that the Day Shift is to be polled first, the overnight Shift Coordinator (or FLM for Power/Utilities) shall turnover with the Shift Coordinator (or FLM for Power/Utilities) working Days to poll the Day Shift for the overtime block first.
 - The Shift Coordinator (or FLM for Power/Utilities) with the Rotating Shift currently working the four 12-hour Days set should look ahead for Sunday Night or Monday Day overtime requirements and poll his/her Rotating Shift before beginning Long Break.

FOR RCT'S ONLY: When polling overtime for the performance of radiological instrumentation daily source checks during the normal work week, the RCT's shall be polled for a block of overtime to be worked in one (1) hour increments each day over the course of the following week. The block of overtime is to be performed prior to the beginning of the work shift and can be utilized for no other purpose. (A normally scheduled four (4) day week will require four (4) hours to be polled. Holiday weeks will typically require a smaller block of overtime than a normally scheduled work week. Additionally, this method of block polling can only be used for normally scheduled workdays and is not to be used in conjunction with other overtime shifts).

FOR FD ONLY: It is acceptable for employees who are called in during a shift to cover for minimum staffing requirements or site emergencies to report as soon as reasonably possible. (In some instances this will create overtime that is not in increments of four (4), six (6), eight (8), ten (10), or twelve (12) hours.) In order to provide minimum staffing for one (1) and two (2) hour PTO requests, it is acceptable for firefighters to work overtime in increments of one (1) or two (2) hours as long as it is in conjunction with their regular scheduled shift.



NOTE: These Overtime Guidelines shall be considered a living document and an official copy shall be maintained. Adjustments to them may be made provided both parties agree that said changes are acceptable and offer no major burden or advantage to a particular party. When changes are made, the revision date and the names of the appropriate Company and bargaining unit representative will be recorded on the official copy. Should an issue arise with the administration and/or distribution of overtime, the Company and the Union will meet to discuss and seek resolution of the issue.

Agreed upon this 22 day of November 2022

For the Company

Kim Terrell, Human Resources Manager, FRNP

For the Union

Gary Wilson, Union President USW Local 550

Brandon Duncan, USW International Union Rep.

Kim Terrell
11-22-22

Sam Wilby
11/22/22
David Durr
11-22-22

Jurisdictional Guidance for Waste Streams

Jurisdictional guidance between the USW represented crafts will be implemented to ensure proper and consistent waste handling in the process buildings and throughout the plant so waste can be delivered offsite in a safe and efficient manner.

Process Buildings & Contaminated Trailers

Process buildings shall include: C-331, C-333, C-335, C-337, C-310, C-315, C-360, C-400, C-333A and C-337A.

Waste in Contaminated Areas will be handled by Operators. Downsizing will be performed by other appropriate craft workers, if necessary.

RCRA waste will be removed by appropriate craft workers and handed off to Operators for disposal and to regulate waste.

Clean area combustibles will be handled by Operators.

When rigging or hoisting is utilized, Maintenance Mechanics will dispose of waste accompanied by Operators to ensure consistent waste disposal.

Housekeeping should be performed by the craft creating the waste. They should hand off the waste created to Operators for proper disposal.

It is the Operators job to provide and prepare the proper container for waste disposal, which includes lining and labeling.

Non-Process Buildings including Switchyards

Non-process buildings, which include radiologically uncontaminated trailers, will be handled by the appropriate craft classification that owns the waste.

When rigging or hoisting is utilized, Maintenance Mechanics will dispose of the waste accompanied by Operators to ensure consistent waste disposal.

Other crafts to include Laborers can be utilized to remove clean area combustibles from these areas.

Operators will provide and prepare containers for waste disposal in these areas, which include lining and labeling.

RCRA waste will be removed by appropriate craft workers and handed off to Operators for disposal and to regulate waste.

Remember: Any furniture or items such as refrigerators, for reuse, not waste, etc. that is to be moved to another location or to be stored for reuse is to be handled by USW represented workers at Swift & Staley.

In summary, the following protocols apply to waste disposal:

- Staging areas will be established per agreement with the Operations team. There is no limit to location or size as long as it is agreed upon by the disposal person (Operator) and facility manager.
- Operators will regulate the loading of waste, this means that the other crafts may load waste under the guidance of the Operator signing for the waste, but if no Operator is present, they will stage the waste in the established staging areas.
- Staging areas must be controlled. This will be at the discretion of the person signing for the disposal.
- Control containers to prevent receiving unaccounted for contents with locks, TID's or other means satisfactory to the person signing for the waste.
- Operations will prepare waste containers.
- Operations will handle/oversee Drop-off to C-755 for HAZmat and transfer to Waste Operations.



Order of Polling Openings/Vacancies

Operations

1. When the need is identified to fill a position within a subgroup that contains rotating shift personnel it shall be considered an "opening".
2. The "opening" shall be polled within the sub group first. Example: If "opening" is a Shift position, Day shift personnel within the sub group will be polled. If "opening" is a Day position, Shift personnel within the sub group will be polled.
3. Once the "opening" is either filled within the sub group, or there are no volunteers, then the remaining position needed to be filled shall be considered a "vacancy".
4. The "vacancy" shall be polled by group wide seniority.
5. Should the "vacancy" be filled voluntarily by seniority from a sub group that contains both Day and Shift personnel, then the position vacated shall be considered an "opening" and polled per step number 2. Otherwise, it shall be considered a "vacancy".
6. This process shall continue until the point that no one volunteers to fill the vacancy.
7. At this point, the polling shall stop and the new hire or least senior individual within the respective sub group shall be forced to fill the position.
8. New positions added within a classification or sub group shall be considered vacancies unless the classification or sub group contains rotating shift personnel, and at that point shall be considered an opening and polled in a manner consistent with number 2 above.

Agreed upon this 22 day of November 2022

For the Company

Kim Terrell, Human Resources, FRNP

For the Union

Gary Wilson, Union President USW Local 550

Brandon Duncan, USW International Union Rep.



USW Local 550 Directive Guidance to Four Rivers Nuclear Partnership (FRNP) On Use of Compulsory Overtime and List(s)

To FRNP Lead Management and Supervisory Support.

FRNP management has requested the United Steelworkers Local 550 Union and its Officers to provide a method, and guideline for the implementation and use of compulsory overtime. Compulsory overtime and forcing of manpower shall only be used in emergency/ emergent situations, in order to meet any regulatory requirement(s), or to meet minimum staffing levels, and only after normal overtime polling has been completed. Below is the guidance provided:

- A Compulsory Overtime list shall be created by listing ALL Operators on a list, within their respective subgroups (to include Facilities Operations, Utilities, and Waste Management) in order of seniority, from least to greatest.
- The Compulsory list shall be adjusted after each force situation, just like an overtime list with hours tracked so it is done in a fair, equitable, and even distribution manner.
- In the event a Compulsory forced situation arises, the FLM shall resort to the forced list and force the individual with the least amount of hours who is available to work, regardless of which shift they are assigned to. After each forced assignment has occurred, the list shall be adjusted accordingly and the worker who was forced shall be placed at the bottom of the forced list, in a fair rotation of all employees.

NOTE: In the event there is a regulatory need, those will be discussed with the USW leadership on a case-by-case basis.

- On plant holidays, the day shift shall be considered available to work.
- Unless the individual is on PTO, Jury Duty, Bereavement, STD or any other approved leave of absence as outlined in the Collective Bargaining Agreement they shall be considered available to work.
 - An employee will not be considered available to work on scheduled off days due to prior prepaid engagements, medical appointments, and major life events that are approved by management.
- The Compulsory forced list shall NEVER be zeroed, and only changed when an individual is hired, fired, bids into the group, or an individual retires.
- If an individual bids into a different subgroup, they will carry their Compulsory hours with them.

Agreed upon this 22 day of November 2022.

For the Company

Kim Terrell, Human Resources, FRNP

For the Union

Gary Wilson, Union President USW Local 550

Brandon Duncan, USW International Union Rep.



Limited Duty Firefighter Temporary Position Guidelines

Two temporary positions for a *Limited Duty Firefighter* will be made available if needed.

If two individuals were to request consideration for this position at exactly the same time, seniority will prevail. The *Limited Duty Firefighter* will be assigned to day shift as determined by the Fire Chief.

- A limited duty firefighter is defined as a firefighter who cannot count towards Fire Services staffing requirements due to a minor medical issue, but has been determined by Occupational Medical as able to safely be on site to perform routine activities. Examples of some routine activities that could be assigned but are not limited to are facility fire prevention inspections, fire patrols, emergency vehicle inventories, station duties, cleaning apparatus, emergency response support activities if allowable by their individual medical restrictions.
- *Limited Duty Firefighters* will not be eligible for overtime until released for full duty, and will be charged as appropriate during their limited duty time.
- The duration of limited duty is 30 calendar days from the date of placement on limited duty status.
- The *Limited Duty Firefighter* will meet weekly with the Medical staff to evaluate the progress of their recovery for full return to duty.
- If the duration of limited duty approaches 30 calendar days then during the last week of the 30 day span, the individual will be required to meet with the Occupational Medical Director or designee to determine their path forward.
- If the individual cannot return to full duty then the Medical Director will advise whether or not additional days are warranted but not to exceed 30 days beyond the original 30 day period if it is deemed likely to result in the individual returning to full duty.
- If limited duty is extended by the Medical Director then the process repeats as described above. If the individual is not released for full duty prior to or by the end of 30 calendar days, no additional extensions will be considered.
- Individuals on Short Term Disability can be considered for return to work limited duty if the position is available (not already filled), if the duration for need is not expected to exceed 30 calendar days as determined by the Medical Director. If the individual were to return to work from STD and subsequently have to return to STD status, it will be in compliance with the STD Summary Plan document.

Agreed upon this 22 day of November 2022.

For the Company

Kim Terrell, Human Resources, FRNP

For the Union

Gary Wilson, Union President USW Local 550

Brandon Duncan, USW International Union Rep.

Kim Terrell
11-22-22

Brad Dean
11-22-22

**ATTACHMENT 3
MEMORANDUM OF AGREEMENT
CHRONIC BERYLLIUM DISEASE PREVENTION PROGRAM**

The Company is implementing the medical surveillance portion of its Chronic Beryllium Disease Prevention Program (the Program) as required under U CFR Part 850. As part of the bargaining concerning the Program, the Parties have agreed to this Memorandum to alleviate concerns expressed by the Union.

The Parties agrees to the following:

- The Program is strictly voluntary. If an employee does agree to enter the Program, the employee may withdraw from the Program at any time.
- Before a USW-represented employee is presented with the Program consent form to sign to enter the Program, the Company will offer to facilitate a meeting with an individual of the Union's choosing to provide guidance concerning the program. Should the employee inform the Company that they do not wish to meet with the individual chosen by the Union, the employee will be required to sign a form saying such.
- The Company will furnish the Union an up to date list every six (6) months of the number of employees the Company has a record of being beryllium sensitive or having chronic beryllium disease.
- The Company will furnish the Union an up to date list every six (6) months of all known locations on the site where beryllium is above the action level in 10 CFR Part 850.23 (0.2 ng/m3).
- The Company will provide the Union a copy of the specific exposure reduction and minimization goals per 10 CFR 850.1 (b)(3)(iv).
- The Company will immediately notify the Union of any "beryllium emergency" (as discussed in Part 850).
- The Company will not deny an employee work and earnings based solely on the employee being beryllium sensitive or being diagnosed with chronic beryllium disease. This includes an employee who voluntarily participated in the Program and is in the Medical Removal Protection part of the Program.
- The Company will not release any employees medical records associated with the Program to any of employees' future employers, except where contractually or legally required.
- In all cases where the Program and the Collective Bargaining Agreement (CBA) are in conflict, the CBA will apply unless the parties agree otherwise.

I have been offered the opportunity to meet with an individual chosen by the Union to provide guidance concerning entering the medical surveillance portion of the Company's Chronic Beryllium Disease Prevention Program, and I have already met with or declined to meet with that individual.

Sam Utko 11/22/22
Employee Signature Date

Witness Date