

## LOCAL UNDERSTANDING

### UPGRADING AND JOB POSTING

This Local Understanding is entered into between the General Electric Company (hereinafter referred to as the "Company") and Local 201 of the International Union of Electrical, Radio and Machine Workers (AFL-CIO), (hereinafter referred to as the "Local") pursuant to Section 2 of Article XXVIII of the GE-IUE (AFL-CIO) National Agreement dated May 27, 1973, and shall apply only to employees represented by the Local at the Company's River Works and Everett facilities in Lynn and Everett, Massachusetts (hereinafter collectively referred to as the "Plant").

The purpose of this Understanding is to implement Article XXVIII, Sections 1 and 2 of the National Agreement and to provide equal opportunity for promotion to all employees represented by the Local in the Plant without regard to race, color, sex, creed, marital status, age, or national origin and to provide them with advance information on job openings where practical and to provide an avenue by which they may apply for these openings.

This Local Understanding shall not become effective until it is approved in accordance with Article XXI, Section 2, of the National Agreement.

It is understood and agreed that the provisions of Article XXVIII, Section 1, are incorporated into this Local Understanding and remain unchanged along with its interpretation, application and understanding as evolved by the parties. It is further agreed that this Understanding shall not limit any right an employee or the Local, or the Company may have under Article XIII, XIV and XV of the National Agreement to protest or defend a selection, or an alleged violation of this Local Understanding, nor is it intended to alter any obligation or right not to fill an opening by upgrading or otherwise.

#### I. Upgrading Procedure

A. Employees may submit upgrading application forms (see Exhibit 1) at any time.

The following guidelines apply:

##### 1. Hourly R14 and Below

An employee applying for a promotion up to and including an R14 job will simply write "any" under Job Classification and R14 under Job Rate on the application form. This will place him/her in a position for consideration for any available opening up to and including R14. If the employee wants only to be considered for a specific job

classification in this category, then he/she should so indicate on the form.

##### 2. Hourly R15 and Above

Employees applying for promotion to positions at R15 and above are required to submit a separate upgrading application form for each specific higher rated job classification for which they want to be considered. They are required to complete the entire upgrading application form.

##### 3. Salary Grade 1 to Grade 3

An employee applying for promotion up to and including a Grade 3 job will simply write "any" under job classification and "Grade 3" under job rate on the application form. This will place him/her in a position for consideration for any available opening up to and including Grade 3. If the employee wants only to be considered for a specific job classification in this category, then he/she should so indicate on the form.

##### 4. Salary Grade 4 and Above

Employees applying for promotion to

positions at Grade 4 and above are required to submit a separate upgrading application form for each specific higher rated job classification for which they want to be considered. They are required to complete the entire upgrading application form.

B. After removing the fourth carbon copy (which becomes the employee's record of submittal) the employee will provide the third copy to his/her foreman and forward the signed original and second copy to the Employment Office through collection boxes provided at the job posting stations.

C. Upon receipt, the Employment Office will date, time stamp and preliminarily screen the application for proper form completion.

D. If the form is incomplete or improperly completed, the Employment Office will circle the deficient areas conspicuously and check the block marked "Improperly Completed" returning Copy 2 promptly to the employee via his/her foreman. The original will be retained in the Employment Office for a record of that transaction.

E. Provided the application is properly completed:

1. If the applicant reasonably appears to meet the minimum qualifications, the Employment Office will check the "Will Be Considered" block and return Copy 2 to the employee via his/her foreman. The original will then be placed in the upgrade file for consideration.

2. If it reasonably appears the applicant fails to meet the minimum qualifications, the Employment Office will check the block marked "Will Not Be Considered" and return Copy 2 of the application to the employee's foreman. The original copy will be filed in the Employment Office as a record of that transaction.

3. It is important to note that acceptance of an upgrade application by the Employment Office does not mean that the employee meets the minimum qualifications.

F. When an employee is to be referred for a job interview, the Employment Office will arrange an interview date and provide him/her with an interview referral form (Exhibit 2) and a copy of his/her upgrade application form immediately prior to the interview.

## CORRECTION

Section 1G and 1H of this booklet are in error. They are reproduced here correctly.

- G. In considering an applicant for an opening, the foreman/supervisor will take into consideration the applicant's total qualifications for the job opening.
- H. Upon completion of all interviews, the foreman/supervisor will make an evaluation related to each candidate's qualifications for the job opening, taking into consideration as an important factor the relative length of continuous service of those found qualified. If a candidate is acceptable, he/she may be so informed either at the interview or soon thereafter. The supervisor will return both the Interview Referral Form and the Upgrade Application Form to the Employment Office where arrangements for the accepted employee's transfer will be made.

- I. If the candidate is not immediately acceptable for any reason, the candidate will be told that a final determination will be forthcoming. He/she will be requested to return the Interview Referral Form and the Upgrading Application Form to the Employment Office. An evaluation that the candidate should be rejected will be reviewed by the Employment Specialist or Manager of Employment who will have the final responsibility for acceptance or rejection. The Employment Office will advise the candidate if he/she is rejected.

## J. General

1. Employees need not be considered for upgrade if they have been upgraded within the last three months.
2. Applications for upgrade will remain active for 12 calendar months from the date received in the Employment Office.
3. Upgrade application forms will be available at job posting boards, through foremen and at the Employment Office.
4. If an applicant refuses to accept an upgrade opportunity, the applicant's upgrade form for that classification will be so noted and removed from the active file.
5. Employees accepted for upgrade will generally be transferred according to the following schedule:  
  
R18 and above  
Grade 9 and above  
  
Reasonable effort will be made to transfer employees within four weeks from the Monday following acceptance for upgrade.

R15 thru R17  
Gr. 4 thru Gr. 8

Reasonable efforts will be made to transfer employees within one week from the Monday following acceptance for upgrade.

R14 and below  
Grade 3 and below

Reasonable efforts will be made to transfer employees on Monday following acceptance for upgrade.

## II. Job Posting

A. The Employment Office shall post Primary Openings as follows:

1. All requests for help which are or become Primary Openings pursuant to Paragraph D of this Article II submitted Monday through Friday will be posted by 10:00 a.m. on Tuesday of the following week.
2. The list of Primary Openings will remain posted until Thursday at 10:00 a.m.
3. All upgrade application forms submitted by 10:00 a.m. Thursday will be

screened for the opening (as posted) and subsequent Primary and Secondary Openings.

4. All upgrade application forms received after 10:00 a.m. Thursday will be screened for subsequent Primary and Secondary Openings.
  5. Posting information will include the job title, job rate, shift, department/building, supervisor/foreman.
  6. Primary Openings shall be posted in the locations shown on Exhibit 3.
- B. At the end of the posting period (10:00 a.m. Thursday) all upgrade application forms will be removed from the collection boxes by the Employment Office.
- C. Primary Openings shall be filled by the Employment Office (on paper) and the applicant will be notified within 14 calendar days of the final posting date or they shall be reposted.
- D. Secondary Openings shall be filled by the Employment Office (on paper) and the applicant notified within seven calendar days of the filling (on paper) of the Primary Opening which generated the Secondary Opening or the opening shall become a Pri-

mary Opening and be posted in accordance with this procedure. A seven-day calendar period will be allowed for each subsequent Secondary Opening.

E. When in the opinion of the Company the needs of the business so require, a Primary Opening may be posted on any day as long as it is posted for a period of at least 48 consecutive hours (Monday to Friday) to afford employees the opportunity to submit upgrade application forms in accordance with this procedure.

F. General

1. Definitions

Primary Openings - Any open job to be filled by upgrading other than a Secondary Opening.

Secondary Opening - One or more open jobs which have become open as the result of upgrading an employee to a Primary Opening and which have not become a Primary Opening under the provisions of this Local Understanding.

II. Modification and Termination

A. This Local Understanding will remain in

full force and effect as long as Local 201, IUE (AFL-CIO), remains the certified bargaining agent for employees covered by this Local Understanding or until either party gives thirty days written notice to the other party of its intention to terminate or modify this Understanding. Within ten days following written notice, the parties will begin negotiations to either modify this Local Understanding or negotiate a new Local Understanding. If the written notice is to modify, the terms of this Local Understanding will continue to be applied until a new Local Understanding is signed or until one party gives thirty days written notice to the other of its intention to terminate this Local Understanding.

Dated: September 24, 1974

LOCAL 201, IUE (AFL-CIO)

*James A. [Signature]*

GENERAL ELECTRIC COMPANY

*[Signature]*

INTERNATIONAL UNION OF ELECTRICAL,  
RADIO & MACHINE WORKERS (AFL-CIO)

GENERAL ELECTRIC COMPANY

Exhibit 1

UPGRADE APPLICATION FORM

PART I PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

Name: (last) \_\_\_\_\_ (first) \_\_\_\_\_ Pay No.: \_\_\_\_\_ Sen. Des.: \_\_\_\_\_  
 SS No.: \_\_\_\_\_ Dept.: \_\_\_\_\_ Bldg. No.: \_\_\_\_\_ Mail Zone: \_\_\_\_\_  
 Foreman's Name: \_\_\_\_\_ Phone Ext.: \_\_\_\_\_  
 Present Job Title: \_\_\_\_\_ R-Number or Grade: \_\_\_\_\_ Shift: \_\_\_\_\_ Times on Job: \_\_\_\_\_  
 POSITION DESIRED \_\_\_\_\_  
 Job Classification Title: \_\_\_\_\_ R-Number or Grade: \_\_\_\_\_

PART II LIST RELATED WORK EXPERIENCE FOR BOTH GE AND OTHER COMPANIES

(Describe major duties related to position desired)

Job Title: \_\_\_\_\_  
 Company: \_\_\_\_\_ From: (month/year) \_\_\_\_\_ To: (month/year) \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Company: \_\_\_\_\_ From: (month/year) \_\_\_\_\_ To: (month/year) \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Company: \_\_\_\_\_ From: (month/year) \_\_\_\_\_ To: (month/year) \_\_\_\_\_

OTHER RELATED EXPERIENCE:

PART III EDUCATION AND TRAINING

Grade Completed	1	2	3	4	5	6	7	8	9	10	11	12	College	1	2	3	4	Graduate School	1	2	3	4	
Education																							
High School																							
College																							
Graduate School																							
Evening School																							
Other																							
(Including Apprenticeship)																							
Training, Military,																							
Vocational, or GE																							
Training Courses)																							

PART IV SHIFT/DEPARTMENT PREFERENCE

I wish to be interviewed for the shifts indicated: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ Any \_\_\_\_\_  
 I wish to be interviewed for work only in the department(s) listed below:  
 AEG-Lynn \_\_\_\_\_ AEG-Everett \_\_\_\_\_ MSTGPD \_\_\_\_\_ MTBQPD \_\_\_\_\_ LUD \_\_\_\_\_ Any Dept. \_\_\_\_\_

Signature: \_\_\_\_\_ Date submitted: \_\_\_\_\_

FOR EMPLOYMENT OFFICE USE ONLY

Will Be Considered \_\_\_\_\_ Will Not Be Considered \_\_\_\_\_ Improperly Completed \_\_\_\_\_  
 (SEE REVERSE SIDE)

Exhibit 1A

1. If Block 1, WILL BE CONSIDERED, has been checked, you will be considered for promotion.
2. If your application has been marked, WILL NOT BE CONSIDERED, you have applied for a position for which you do not have minimum qualifications. Please consult your Shop Relations Office/Foreman for guidance in applying for promotion. A new Promotion Application must be submitted.
3. If your application has been rejected due to improper completion, note the areas circled by the Employment Office and consult your Shop Relations Office, or foreman for guidance in properly completing this Upgrading Application Form. A new Upgrading Application must be submitted.

INTERVIEW REFERRAL FORM

SECTION I (Please print or type)

Supervisor: Dept: Request for Help No:
Applicant's Name: Current Job Title Rate of Job: Bid:
Personnel Administrator: Phone: Date:

SECTION II (Must be completed by interviewing supervisor and given to candidate to return to the Employment Office, along with all other accompanying paperwork.)

Acceptable (If acceptable, fill in Section III)
Awaiting further information to enable decision
Not Acceptable (reason must be stated)

Interviewing Supervisor's Signature: Phone: Date:

SECTION III (Fill in completely when candidate is accepted)

Candidate will report on: Shift:
Immediate Supervisor: Mail Zone: Phone:
Manager: Mail Zone: Accounting Distribution No:

SECTION IV Employment Office Use Only

New Classification and Rate: Starting Rate:
Employment Administrator: Date:

SECTION V

Candidate's Present Supervisor: Bldg: Phone: Date:
Candidate's Name: Job Title: has been accepted for
(upgrade, other reason): (Job Title & Rate): Date Wanted:
In order to expedite replacement, the Employment Office will assume you will require a replacement for the above employee and begin sending you candidates.

If you DO NOT require a replacement, please contact
Employment Administrator: Phone: as soon as possible.

JOB POSTING BULLETIN BOARDS

AEG (13)

Bldg. 74 (2) (Western Ave. end by elevator) 1st & 3rd floors
Bldg. 59 (1)
Bldg. 40 (2) on both 1st and 2nd floor
Bldg. 69 (1)
Bldg. 29 (1)
Bldg. 66C/D (1)
Bldg. 42 (1)
Bldg. 29G (1)
Bldg. 29A (1)
Bldg. 45 (1)
Bldg. 70 (1)

LUO (2)

Bldg. 77 (1)
Bldg. 99 (1)

LRO (2)

Bldg. 86 (1)
Bldg. 96 (1)

MSTGPD (10)

Bldg. 66 (1)
Bldg. 64 (2) (1 in Shop - 1 in front end)
Bldg. 32 (1)
Bldg. 63/73 (1)
Bldg. 67/34 (1)
Bldg. 64 Gal. (1)
Bldg. 64-7 (1)
Bldg. 30/43 (1)
GP No. 2 Bay 5 (1)

MT&GPD (3)

GP No. 2 (1)
Bldg. 57 (1) (1st floor each buildings)
Bldg. 41 (1)

Everett (1)

TOTAL (31)

EMPLOYEE DEVELOPMENT CENTERS

Everett Bldg. 96
Bldg. 40 Bldg. 74
Bldg. 29 Bldg. 64
Bldg. 63 GP No. 2
Bldg. 86 Bldg. 67