



**AGREEMENT BETWEEN
HOPE GAS, INC.
AND
THE UTILITY WORKERS UNION OF AMERICA
(UNITED GAS WORKERS' UNION)
LOCAL NO. 69, AFL-CIO**

JUNE 1, 2026 – MAY 31, 2029



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SECTION I – PARTIES TO THE AGREEMENT

This Agreement is made the first day of June 2026 by and between The Utility Workers Union of America, Local No. 69, AFL-CIO, hereinafter called the “Union” and Hope Gas, Inc., hereinafter called the “Company”.

SECTION II - UNION RECOGNITION

The Company recognizes the Union as the exclusive representative for the purpose of collective bargaining for rates of pay, hours of work, and other conditions of employment for the employees of the Company whose wage rates and classifications are set forth in this Agreement.

SECTION III - MANAGEMENT RIGHTS

1. The Management of the Company and the direction of the working forces including the right to make rules and regulations, hire, discharge or suspend for just cause, promote, demote, transfer, relieve employees from duty because of lack of work or for other proper and legitimate reasons and to determine the work to be performed and the methods and equipment to be used by employees are recognized to be retained by the Company, except as otherwise limited by this Agreement.
2. While Management agrees to carry out its responsibilities in a manner consistent with the purpose and intent of this Agreement, the right of the Company to manage the business shall only be restricted by the explicit limitations set forth in this Agreement. The fact that some of the Company's rights to manage are set forth in this Section shall not be taken in any way to imply that the Company does not have all other rights of Management.
3. The Union recognizes that the selection of employees from the Bargaining Unit to replace Non-Bargaining Unit employees is a right of Management. Physical and clerical employees will not be required to accept work assignments outside of the Bargaining Unit.

SECTION IV – MEETINGS

1. During the Union's annual Representative Council Meeting the Company will pay the wages of the Union Representative Council in attendance for one day. During this day, up to one half day will be used for the annual safety meeting.
2. Special meetings may be held by mutual agreement.
3. Travel time for designated Union members to attend meetings is Union/Management Business and will be subject to the provisions of Section XII, Article No. 9, Time Off for Union Business.

SECTION V - UNION SECURITY AND CHECKOFF

1. Any regular employee covered by this Agreement who fails to acquire or maintain membership in good standing in the Union on or before January 1, 1983, or the completion of the probationary period of that employee, whichever is later, thereafter shall be required, as a condition of employment, to acquire and maintain membership in good standing in the Union or pay to the Union the service fees specified herein. For the purpose of this Section only, the probationary period shall be defined as the first 30 days after an employee attains employment status with the Company.
2. The term "good standing" shall, for the purpose of this Section, mean that the employee has

- not been delinquent in tendering the periodic dues and initiation fees uniformly required as a condition of acquiring or retaining membership in the Union.
3. The service fees shall be the same amount and payable at the same time as the periodic dues and initiation fees uniformly required as a condition of acquiring or maintaining membership in the Union.
 4. The Company agrees to deduct Union membership dues and initiation fees from the pay of each employee who is a member of the Union and who has filed with the Company and with the Union a properly signed authorization for deduction. The Company further agrees to deduct service fees equal to said membership dues and initiation fees from the pay of each employee who has filed with the Company and with the Union a properly signed authorization for the deduction. The dues and initiation fees or service fees deducted by the Company shall be forwarded promptly to the Treasurer of the Union together with a statement of account.
 5. The dues checkoff authorization shall be made on a form satisfactory to the Company. The authorization is voluntary, and an employee may at any time discontinue the deduction of dues from his or her pay by proper notification.
 6. The Secretary of the Union shall notify the Company in writing of any change in the Union membership and the amount of membership dues to be deducted.
 7. Any authorization for deduction of Union dues which was proper and had been received by the Company or the Union prior to the effective date of this Agreement, shall continue to be considered a proper authorization for deduction of Union dues in accord with the terms of that authorization.
 8. Once each month, the Union will submit to the Company, in writing, a list of all active employees who have failed to tender the funds required in Paragraph 1 of this Section. The Company will notify those persons named and will discontinue employment of such persons who are not in compliance with the terms of this Section within 30 days after such notification, upon receipt of a certificate, properly notarized, from the Union of the following:
 - (a) That membership in the Union is available to such employee on the same terms and conditions generally applicable to other members, and
 - (b) That membership has not been denied to any such employee nor has the membership of any such employee been terminated for reasons other than his or her failure to tender the periodic dues and initiation fees uniformly required as a condition of acquiring or retaining membership in the Union.
 9. During the 30-day period referred to in Paragraph 8 above, the Company may counsel with any employee not in compliance with the Section and attempt to persuade the employee to so comply.
 10. In the event the Company discharges an employee solely for failure to tender the funds required in Paragraph 1 of this Section, the Union agrees to protect the Company and hold it harmless from any claim of such employee that their discharge was not justifiable.
 11. Each month, a list of bargaining unit employees will be furnished to the Secretary of the Union, the appropriate Region Directors and local Union Representatives.
 12. To the extent that any law prohibiting any provision of this Section becomes effective and enforceable in any State where Employees covered by this agreement are employed, the provisions of that law shall supersede the provisions of this Section for Employees employed in that State.

SECTION VI - CORRESPONDENCE

1. All correspondence directed to the Union will be addressed to the Union President unless otherwise specified in this Agreement. If directed to the Company, it will be addressed to the labor relations representative designated by Hope Gas, Inc. matters. If directed to an employee, it will be addressed to the last address furnished by the employee to Human Resources.
2. All correspondence concerning disciplinary actions will be emailed to the Union President, Vice-President, appropriate Region Director and to the Union Secretary.
3. All correspondence required by Section XV, Changes in the Work Force, Article No. 1, Employee Selection, will be addressed to the Union Secretary.
4. All correspondence required by Section XV, Changes in the Work Force, Article No. 3, Reduction in the Work Force, Paragraph 1, will be emailed to the Union Executive Board to the addresses provided by the Union Secretary. For any Director that does not have an e-mail address, the Company will forward them a copy by regular mail.
5. The Company will email the Union Executive Board and for any Director that does not have an e-mail address by regular mail, answers, in writing, to annual tour questions within 40 calendar days after the Company has received the Union's written questions, unless otherwise agreed. The time limit on filing grievances that arise as a result of an answer to a tour question shall commence upon receipt of the answer by the Union President. Furthermore, while the grievance procedure may be used to resolve disputes over the interpretation of this Agreement that surface in the answers to tour questions, resolution of such grievances will not be retroactive. That is, if the occurrence giving rise to the tour question was/is not grieved in a timely fashion as specified in Section VII, Paragraph 3, then no adjustment will be made in that specific case as a result of a subsequently grieved answer to a tour question.
6. The Company will notify the Union Secretary via electronic mail the first week of each quarter with a list of any voluntary terminated employee/s from the previous quarter, including job classification and location.

SECTION VII - GRIEVANCE AND SETTLEMENT

1. It is the policy of the Company to allow employees a reasonable opportunity to present to their Supervisors any request or complaint which they may have. However, it is agreed that not every such request or complaint constitutes a grievance.
2. A grievance is a dispute or claim involving the meaning, interpretation, or application of any of the provisions of this Agreement.
3. The aggrieved employee or Union will seek to adjust the matter by notifying Labor Relations and/or Direct Supervisor via written communication within thirty (30) calendar days of the dispute that has given rise to the issue, either personally or through his/her Union Representative or Union Steward. Unless otherwise mutually agreed, the informal resolution shall take place within ten (10) calendar days of the date the grievance was initiated.
4. If the aggrieved party is unable to satisfactorily adjust the matter with Labor Relations and/or Direct Supervisor, a grievance shall be initiated in writing within thirty (30) calendar days upon a mutually agreed upon form which shall state the nature of the occurrence including the date or dates of the alleged Agreement violation giving rise to the grievance, the Section or Sections of this Agreement on which the grievance is based, and the relief or remedy sought. The grievance form shall be dated and signed by the employee and/or the Union Representative and presented to the Labor Relations Department to be dated and signed. The grievance shall then be submitted to the first step of the grievance procedure. A grievance

- shall be initiated in accordance with the procedure above with the exception that it will be signed by a representative of Labor Relations and waived to the second step if agreed to by both parties.
5. Grievances regarding job bidding/job awards shall be initiated within ten (10) calendar days of the date the job award is posted.
 6. Grievances shall be initiated as soon as practicable, but in no event later than thirty (30) calendar days. The time limit on a dismissal grievance shall commence upon notification in writing to the Union President by the Company. The time limit on a grievance arising from any other cause shall commence on the date the cause of the grievance occurred. Grievances not so presented shall be deemed to have been abandoned and shall not be entitled to consideration.
 7. At the first step of the grievance procedure the Union committee shall consist of the aggrieved employee, his/her Union Representative, his/her Region Director and one (1) other Union member appointed by the Union President. The Company's committee will consist of a representative of Labor Relations or his/her appointee, and other members of Management with the authority to resolve the grievance, as deemed necessary by the Company. (All authorized Union time will be paid at straight time only, no overtime, not to exceed employees regular scheduled hours.) The first step grievance meeting will be held in person or virtually within forty (40) calendar days. Each party has the option to attend grievances in person or virtually, unless otherwise agreed. Management's answer at the first step will be given within seven (7) calendar days of the date of this meeting, unless otherwise agreed. If Management's answer does not resolve the grievance at this step, the Union may appeal the case to the second step within seven (7) calendar days, unless otherwise agreed. Grievances arising from the selection of or the dismissal of an employee shall be given scheduling priority by the parties.
 8. By January 4 of each calendar year quarterly meetings will be scheduled to hear second step grievances. Additional meetings can be scheduled, as needed, for the purpose of addressing outstanding second step grievances. At the second step of the grievance procedure the Union committee shall consist of the aggrieved employee, his/her Union Representative and no more than five (5) other Union Representatives/Designees. The Company's committee will consist of a representative of Labor Relations or his/her appointee, and no more than six (6) other Management Representatives. Management's answer at the second step will be given within ten (10) calendar days of the date of this meeting, unless otherwise agreed. If the grievance remains unresolved the Union Executive Board may submit the grievance to arbitration as provided for in Paragraph 11 below, unless otherwise agreed, or the grievance shall be considered withdrawn without precedence.
 9. If either party fails to answer or appeal a grievance within the time limits set forth in Paragraph 6, provided there has been no mutually agreed extension, the grieving party may appeal the grievance to the next step. If a grievance is not scheduled within the time limits set forth above, provided there has been no mutually agreed extension: (a) if the Company is at fault the grievance will be settled upon the remedy requested without precedence, (b) if the Union is at fault the grievance will be dropped without precedence.
 10. After a union eligible employee has filed a grievance, there shall be no discussion or adjustment of the case between the employee and his or her Supervisor without the Representative or Steward being present. Similarly, no discussion of the case shall take place between first level supervision and the local representative without the employee having the opportunity to be present.
 11. Furthermore, when an employee's presence is required at a grievance meeting, permission to attend will be granted by the Supervisor, except in the case of an emergency. Both parties recognize that under certain workload conditions, meetings may necessarily be postponed.
 12. Representatives of the employees may exercise the grievance procedure of the Agreement,

regardless of whether or not a complaint has been filed by the affected party or parties. The only exceptions to this provision are those grievances arising out of selection. Such grievances shall only be allowed as provided for in Section XV, Article No. 1.

13. Should any grievance remain unresolved, unless mutually agreed, the Union Executive Board must provide written notice to the Company of its intent to arbitrate within forty-five (45) calendar days after the date the written second step answer is given to the Union.
Bi-annually (January and July) the Union will provide the Company with a list of all pending arbitrations and the status. The notice must set forth the basis of the grievance, the provision or provisions of the Agreement which have allegedly been violated, the facts on which the claim rests and the remedy sought. The arbitration hearing shall be held as soon as practicable. Grievances arising from the selection of or the dismissal of an employee shall be given scheduling priority by the parties.
14. The parties shall appoint a panel of six (6) arbitrators to serve for a term of twenty-four (24) months. At the end of the panel's term, the Union and the Company may agree to continue the panel or any of its members for an additional term. If no agreement is reached between the parties to continue the panel or any of its members, the parties shall select a new panel using the procedure set forth in Paragraph 13 of this Section. If the parties agree to continue the terms of fewer than all members of the panel, replacement arbitrators shall be chosen to complete the panel using the procedure set forth in Paragraph 14 of this Section.
15. The arbitration panel shall be selected as follows: The Union and the Company will exchange simultaneously a list of five arbitrators. Any arbitrator whose name appears on both the Union's and the Company's lists will be added automatically to the panel. To complete the panel, the parties will request jointly from the Federal Mediation and Conciliation Service ("FMCS") a list of thirty (30) arbitrators who have business addresses in West Virginia, Pennsylvania, Ohio, Maryland, or the District of Columbia. Arbitrators on the list must be attorneys, must be members of the National Academy of Arbitrators, and must be arbitrators for the American Arbitration Association. The Union and the Company each shall pay an equal share of the charges by the FMCS for supplying the list of arbitrators. The Union and the Company shall then alternately strike one name from the list until only enough names remain on the list to fill the panel of six (6) arbitrators. Those arbitrators remaining on the list shall complete the arbitration panel. Once the panel of arbitrators is selected, arbitrations shall be scheduled by direct arrangement with the arbitrators.
16. If any arbitrator selected by the parties is unable or unwilling to serve on the panel or becomes unable or unwilling to serve on the panel during the term of the panel, or if the parties agree that any arbitrator should be removed from the panel during the term of the panel, the parties may agree to allow the remaining arbitrators on the panel to hear all grievances during the remainder of the term of the panel. Absent such an agreement by the parties, any necessary replacement arbitrator(s) shall be selected by requesting jointly from the FMCS a list of fifteen (15) arbitrators who meet the criteria for service on the panel as listed in Paragraph 13 of this Section. The Union and the Company each shall pay an equal share of the charges by the FMCS for supplying the list of arbitrators. The Union and the Company shall then alternately strike one name from the list until only the required number of names remains. The arbitrator(s) remaining on the list shall be the replacement arbitrator(s), and shall serve until the panel's term ends.
17. One (1) arbitrator from the panel shall resolve each grievance submitted to arbitration. Arbitrators from the panel will be selected to hear grievances in the following manner: Arbitrators will be placed on a rotation list in alphabetical order using the arbitrator's last name. As grievances are referred to arbitration, they shall be assigned to arbitrators in order of the rotation list. The parties shall send a mutually agreed form letter to the arbitrator requesting ten (10) dates that fall within a two (2) consecutive month period for the arbitration.

If the next arbitrator in the rotation is unavailable to arbitrate a case in a manner the parties consider timely, the Company and the Union may agree to skip the arbitrator and have the case arbitrated by the next arbitrator in the rotation. The Company and the Union must respond to the arbitrator within ten (10) business days concerning their availability on the arbitrator's available dates.

18. If two (2) or more grievances are referred to arbitration at the same time, the grievances shall be assigned to arbitrators in order of rotation chronologically based on the date the grievance was filed, beginning with the grievance filed first and ending with the grievance filed last. If two (2) or more grievances referred to arbitration at the same time were filed on the same day, the grievances shall be assigned to arbitrators in order of rotation by the drawing of cards containing the grievance numbers.
19. The Company and the Union shall share equally the costs of the arbitrator.
20. The fact that a matter has been processed as a grievance shall not prevent either party from questioning whether it is a proper subject of a grievance or arbitration.
21. The award of the arbitrator shall be final and binding upon both parties. The arbitrator shall have no authority to add to, subtract from, or modify the Agreement.
22. The day following the day a written answer is received shall be counted as the first day in establishing time limits under this section.
23. Either party may, at its own expense, have a court reporter in attendance at any grievance hearing. In such a case, the other party will be supplied, at no cost, a copy of the transcript.

SECTION VIII - STRIKES AND LOCKOUTS

1. During the term of this Agreement, there shall be no instigation or encouragement of, or participation in any strike, slowdown or work stoppage.
2. During the term of this Agreement, there shall be no lockout of employees.
3. During the term of this Agreement, no Local 69 Hope Gas Bargaining unit employee shall be required to perform duties of any other Local 69 Bargaining unit employee.
4. During a work stoppage involving any other Local 69 Bargaining units, Hope Gas shall contact Local 69 President or his/her designee daily to discuss entry into shared facilities.

SECTION IX - DISCRIMINATION

There shall be no discrimination, interference, restraint, coercion or intimidation of any employee by the Company or by the Union because of membership or non-membership in any lawful social, fraternal or religious organization, or by reason of membership or non-membership in a labor union. Also, the Company and the Union agree that there shall be no discrimination against any employee by either party under definitions or regulations established by any State or Federal employment laws. Both parties shall have available to them all defenses under State or Federal law for any claim made under this Section. This provision is not intended to alter any defenses under State or Federal law which would otherwise be available to the parties.

SECTION X – WAGES

1. Pay rates shall be paid as negotiated and shall be in effect as described herein for the term of this Agreement.
2. The pay rate for any job classification created after ratification of this Agreement will be negotiated by the Union and the Company. If the parties are unable to agree on the rate for the job, any such issue will be subject to the Grievance and Settlement Section of this Agreement.
3. Paydays for union eligible employees will be every other Friday. If the payday falls on a recognized holiday, then employees will be paid on the last preceding workday.
4. The Company will determine what time and attendance data employees will be required to report and what method(s) for submitting the data will be used.
5. The Company will pay twenty-five dollars (\$25.00) to the employee as well as penalties assessed by a creditor against the employee which have resulted from direct deposits which are deposited late if the late deposits are proven to be the fault of the Company and within the Company's control. The employee has an affirmative obligation to limit penalties.
6. The Company will furnish to the Secretary of the Union a schedule of physical/clerical paydays for the life of this Agreement.

SECTION XI - PREMIUMS

Article 1 - Shift Premium*

A shift premium of one dollar and fifty-cents (\$1.50) per hour starting June 1, 2026, one dollar and seventy-five cents (\$1.75) per hour starting April 1, 2027, two dollars (\$2.00) per hour starting April 1, 2028 for 2nd shift and 3rd shift will be paid to employees who normally work a non-daylight shift. This is to include physical and clerical employees. A daylight shift for the purpose of this Article, is an employee whose work schedule begins between 5:00 AM and 8:00 AM.

Example: FMS employee working 3:30pm to 11:30pm also known as 2nd shift will receive a shift premium of one dollar and fifty-cents (\$1.50) starting June 1, 2026.

This is to include physical and clerical employees.

Article 2 - Sunday Premium*

1. The Company agrees to pay a Sunday premium at the rate of one dollar and fifty cents (\$1.50) per hour to physical employees whose regular schedule requires them to work on a Sunday, except that the Sunday premium shall not be paid for work performed on a Sunday for which the employee receives overtime pay, call out pay, or any other pay amounting to a rate of time and one-half or more. Employees assigned to scheduled hours of work, the majority of which occur on Sunday, will be paid one dollar and fifty cents (\$1.50) per hour Sunday premium.
2. The Sunday premium shall be applicable only to time actually worked.
3. Sunday, holiday, and shift change premiums shall not be accumulated, but the Company agrees to pay the highest premium earned.

Article 3 - Holiday Premium*

1. The Company agrees to pay a holiday premium at the rate of eight dollars (\$8.00) per hour to physical employees whose regular schedule requires them to work on a holiday, except that the holiday premium shall not be paid for work performed on a holiday for which the employee receives overtime pay, call out pay, or any other pay amounting to a rate of time

- and one-half or more. Employees assigned to scheduled hours of work, the majority of which occur on a recognized holiday, will be paid eight dollars (\$8.00) per hour holiday premium.
2. The holiday premium shall be applicable only to time actually worked.
 3. Sunday, holiday, and shift change premiums shall not be accumulated but the Company agrees to pay the highest premium earned.

*Hope Service Dispatcher employees (Clerical) will continue to be eligible for shift, Holiday and Sunday premiums as outlined in the wage agreement.

Article 4 - Shift Change Premium

1. No shift change premium will be paid if an employee agrees to a schedule change to accommodate the request of another union eligible employee. In case of an accommodation for a death in the family as defined in Section XII, Article No. 8, a shift change premium will be paid.
2. In cases where Management initiates a schedule change other than the type of accommodations discussed in Paragraph 1:
 - (a) Union eligible employees shall be paid time and one-half when their regular scheduled shift is changed after the start of their workweek. The employee's workweek, for the computation of the shift change premium, shall begin at the employee's quitting time on the last day of work of the employee's previous workweek, and shall consist of the days of rest plus the following continuous days of work. In the case of a relief person who works regularly on a split rest day schedule, the employee's workweek begins at the end of his or her day of work before his or her first rest day. Therefore, when there are less than five (5) days of work before the second rest day of the calendar week, the employee's workweek shall consist of the calendar days to and including the second rest day of the calendar week plus the following continuous days of work. This premium shall be paid only for the first eight (8) hours worked on the new schedule.
 - (b) If a union eligible employee is scheduled to work his or her Sunday rest day, and then returned to his or her normal schedule for the remainder of his or her workweek, he or she will be allowed to work his or her regular workweek in addition to the overtime day on Sunday. However, if an employee is scheduled to work two (2) or more days, which begin with the Sunday rest day, he or she will be considered to be on a new schedule and eligible to work only five (5) days in the new workweek. Schedule change premium will not apply in either case if the employee's schedule is changed prior to the beginning of his or her workweek.
 - (c) Following a change in an employee's normal schedule, he or she may be returned to his or her original (normal) schedule within five (5) consecutive working days without payment of shift change premium.
 - (d) The Union will attempt to schedule Union Business and to identify participants in grievances with sufficient notice to avoid shift change premiums when possible.

Article 5 - Temporary Assignment Premiums

1. When a clerical employee is assigned the duties of a physical employee, or a physical employee is assigned the duties of a clerical employee, they will receive the higher pay rate between the two positions, or 5% above his or her base rate whichever is greater.

SECTION XII – WORKING CONDITIONS

Article 1 - Hours of Work and Overtime

1. The Company workweek for computation of pay shall consist of seven (7) days commencing each week at 11:31 P.M., Saturday and ending at 11:30 P.M. the following Saturday.
2. The working hours for bargaining unit employees will be as follows, unless employees are otherwise assigned:
 - (a) The working hours for physical employees will be from 7:30 A.M. to 4:00 P.M. for regular day schedules. The working hours for shift employees will be 7:30 A.M. to 3:30 P.M. for the Number 1 Shift; 3:30 P.M. to 11:30 P.M. for the Number 2 Shift; and 11:30 P.M. to 7:30 A.M. for the Number 3 Shift. Starting and quitting times will be the time that is officially in use in the Company's operating area (Eastern Standard or Daylight Saving). An employee who is working when the time is officially changed shall not receive less than eight (8) hours when the changing of time results in less than eight (8) hours work. Also, he or she shall be paid for the time worked when the changing of time results in more than eight (8) hours worked.
 - (b) The working hours for clerical employees will be from 8:00 A.M. to 5:00 P.M. for regular day schedules. Hope Clerical Service Dispatchers subject to working shift as outlined in (a).
3. Forty (40) hours consisting of five (5) eight-hour days or four (4) ten-hour days shall constitute a normal full-time workweek. An employee will not be assigned to a normal workweek of four (4) ten-hour days without his/her consent.
4. Bargaining unit employees are to be paid at the rate of time and one-half for all time worked in excess of forty (40) hours per week or eight (8) hours in any twenty-four-hour period, except on shift changes where the scheduled rotations require two shifts to be worked in one twenty-four-hour period when assigned to a schedule of eight-hour days. Bargaining unit employees are to be paid at the rate of time and one-half for all time worked in excess of forty hours per week or ten hours per day when assigned to a schedule of four ten-hour days per week. Emergency call outs will be paid at the rate of double time according to Section XII, Article 1, paragraph 9.
5. Employees shall be paid at the rate of triple time for all time worked over sixteen (16) consecutive hours. However, if an employee has worked prior to a regularly scheduled workday so that during the regular workday the employee completes sixteen (16) consecutive hours of work, then if the employee is released (s)he will be paid straight time for the remainder of his/her regular workday.
6. The Company will not normally require employees to split their rest days on a regularly scheduled basis with the exception of employees assigned to shift work. Employees other than shift employees shall not be required to split their rest days once their weekly work schedule (which includes the rest days) has begun.
7. Employees shall not be required to take equivalent time off without pay for the time worked after regular working hours, for the time worked on a scheduled rest day(s) or for the time worked in emergencies in order to balance weekly working schedules.
8. The employee's rest day shall not be changed after the employee has started working within his or her workweek to avoid the payment of overtime.
9. Employees called out for emergency overtime shall receive a minimum of three (3) hours' pay at the rate of double-time provided that the emergency work does not immediately precede the employee's regularly scheduled hours of work. Employees called out more than once within a three-hour period shall be paid only for the time actually worked after the initial call out. The rate of pay for time worked during additional call outs within the first three-hour period shall be time and one-half. Upon the expiration of the three-hour period, if

called out again, an employee shall be entitled to another three (3) hours' pay at double time regardless of the amount of time worked during that period. Employees called out on Sunday shall receive a premium of three (3) hours' pay at the rate of time and one-half. In addition, they shall be paid time and one-half for the time worked within the three (3) hours. The rate of pay for an employee called out again during the first three-hour period shall also be time and one-half. Upon the expiration of the three-hour period, if called out again, an employee shall be entitled to the three-hour premium, as well as time and one-half for the period worked, in the same manner as was paid for the first call out.

10. If an employee is required to report from off the job for unscheduled overtime, he or she shall receive a minimum of three (3) hours' pay at the rate of time and one-half provided that the work does not immediately precede the employee's regularly scheduled hours of employment. Neither travel time nor mileage will be paid for unscheduled overtime.
11. When an employee is required to report on his or her rest days to the job for scheduled overtime, he or she will not be paid travel time. However, he or she will be reimbursed at the contractual rate for mileage driven not to exceed fifty (50) miles.
12. Call out time is defined as the time that an employee works after being ordered to report immediately from off the job following the completion of his or her workday or workweek. Call out time shall be paid at the rate of double-time and shall run from the time of leaving the employee's residence until his or her return. Authorized mileage will be paid in accordance with Section XII, Article No. 6, Paragraph C, from the employee's residence to the job site(s) and back to the employee's residence.
13. When overtime work is necessary it shall be distributed at the Company's discretion. Local Management will make every effort to divide overtime evenly among the employees who normally perform the work. Overtime will be offered by seniority on a rotational basis. Employees will be counseled that they may be ineligible for call-out and unscheduled overtime based on where they reside. Emergency call outs will follow Appendix 15. A seniority list will be posted and kept up to date at each location. The list shall include the following: employee name, job classification and employee hire date.
14. Work schedules for shift employees shall be posted on the bulletin boards at the work location prior to the beginning of the employee's workweek. The employee shall be notified when his or her work schedule is changed, and all such schedule changes shall be immediately posted on the bulletin board with the employee initialing the change. Any other employee who will be working a schedule different from the regular schedule will be notified in advance.
15. Employees who are assigned to temporary duty, which requires them to be away from home overnight, shall be paid travel time from their temporary lodgings to the job and from the job to their temporary lodgings, exclusive of mealtime in both cases.
16. Employees required to report for work at a temporary location other than their payroll headquarters location shall be paid travel time and mileage if the temporary location is more than ten (10) miles farther from their home than their payroll headquarters.
17. Employees who are assigned to a temporary location which would normally require them to be away from home overnight may request permission to drive to and from home to the temporary location each day. Management will consider their request, weighing the distance to be traveled, the seriousness of the employee's personal situation, and any other pertinent information. Such travel if authorized will be on the employee's own time.
18. Employees required to work scheduled or unscheduled overtime for the purpose of attending meetings, training, or medical tests on a rest day will receive a minimum of three (3) hours overtime pay.
19. Once an employee is assigned to non-bargaining unit work, he/she will not be assigned bargaining unit work for the remainder of the calendar day or if an employee has worked forty (40) hours of non-bargaining unit work, he/she will not perform bargaining unit work within

the workweek.

Article 2 - Flexible Work Schedules

Flextime for Clerical Employees

1. Clerical employees are eligible to work one of the flexible work schedule options provided that the job responsibilities and departmental coverage requirements are met. Supervisors are encouraged to accommodate individual preference for developing an equitable system in accommodating arrivals and departures.
2. Clerical employees are to work a 40-hour week under a regular schedule. The regular schedule will be 8:00 A.M. to 5:00 P.M. five (5) days per week during which normal operations must be available.
3. Participation in flexible schedules is voluntary and employees may choose to maintain their current 100% onsite schedule at their discretion. Clerical employees may select to participate in one of the following flexible scheduling options:
 - a. **Option 1: Flex 9** - The Flex 9 schedule would consist of a “compressed 9” 44-hour week and the following week is when the flex day takes effect (either a Monday or a Friday only). This schedule will not include overtime for the 9 hours/day or 44 hours/week. *An employee will not be assigned to a Flex 9 schedule without his/her consent.
 - b. **Option 2: Designated Weekly Rotation** - The schedule consists of four (4) workdays onsite per week, with the remaining workday performed remotely.
 - i. If an employee misses in-office days during the week due to inclement weather they will plan to work in the office on the remaining days while working the Designated Weekly Rotation.
 - c. Flexible work schedules are not available for Call Center and Dispatch job classifications.
 - d. Accountability & Requirements
 - (a) Performance Standards: Employees working remotely are held to the same performance and productivity metrics as those working onsite. If working standards are not meeting expectations the employee may be counseled that they are unable to utilize flexible working schedules.
 - (b) Infrastructure: Participation serves as an acknowledgment that the employee has the necessary internet capability to perform all duties.
 - (c) Cost Neutrality: To remain cost-effective, the company will not provide reimbursements for personal internet or utility expenses incurred while working remotely.
4. The expanded workday is from 6:00 A.M. to 6:00 P.M.
5. Lunch period is between 11:30 A.M. and 1:30 P.M. Employees must take no less than a 30-minute lunch.
6. Work schedules must be submitted to and approved by the supervisor weekly. Clerical employees may request the same daily schedule for an entire week or different schedules for various days of the week. Supervisors may approve employee requests for schedule changes during the week to accommodate unplanned appointments or emergencies based on the work requirements of the department.

Twelve-Hour Shift Schedules

1. The Company and the Union agree to continue to provide for the option, at stations, of a twelve-hour rotating shift for shift employees.
2. A twelve-hour schedule may be implemented at shift work locations upon the mutual agreement of the parties at the location and where the employees at the location have elected by a majority vote their desire for the new schedule.

3. Application of the schedule will continue unless and until Management or a majority of the employees at the location elects to end the schedule. Such an election will not occur until 12 months after the twelve-hour schedule has been implemented and future elections will not occur more frequently than every 12 months thereafter.
4. Any twelve-hour shift schedule must be cost neutral to the Company and, therefore, it may be necessary to modify work rules.

Station Schedules

If a majority of the employees desire to try an alternative schedule to improve efficiency and/or employee morale Management will give consideration to the feasibility of implementing the proposed change.

Article 3 – Holidays

1. Holiday Schedule:

1. New Year's Day (January 1)
2. Martin Luther King Day (Third Monday in January)
3. Good Friday (Friday preceding Easter)
4. Memorial Day (Last Monday in May)
5. Independence Day (July 4)
6. Labor Day (First Monday in September)
7. Veteran's Day (November 11)
8. Thanksgiving Day (Fourth Thursday in November)
9. Day after Thanksgiving
10. Christmas Eve (December 24)
11. Christmas Day (December 25)
12. Personal Day (January 1 to December 31)
13. Personal Day (January 1 to December 31)
14. Personal Day (January 1 to December 31)

*When a recognized holiday falls on a Saturday the holiday will be recognized on the preceding Friday. When a recognized holiday falls on a Sunday it will be recognized on the proceeding Monday.

**When Christmas Day falls on a Saturday, Christmas Eve will be recognized on the preceding Thursday and Christmas Day will be recognized on the preceding Friday. When Christmas Eve falls on a Sunday, Christmas Eve will be recognized on the proceeding Monday and Christmas Day will be recognized on the proceeding Tuesday. Where applicable the provisions of the Federal Uniform Monday Holiday Act shall apply.

2. Three (3) Personal Days will be allowed from January 1 to December 31. All days off can only be taken with prior approval of supervision and must be taken at a time which, in the judgment of Management, will make for efficient operations.
3. (a) If one of the first six (6) recognized holidays (New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, and Labor Day) falls on an employee's rest day or if the employee is required to work on the day the Company celebrates the holiday, the employee may choose to receive additional pay up to a full day's pay at his/her straight time rate or to take equivalent time off with pay within the following 45 calendar days at a time which, in the judgment of Management, will make for efficient operation of the unit concerned. The time off must be scheduled at least seven (7) days in advance.
- (b) If the remaining five (5) recognized holidays (Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day) falls on an employee's rest day, the employee will receive an additional day of pay at his/her straight time rate in effect on the date of the holiday. If an employee is required to work on the day the Company

celebrates the holiday, the employee will receive additional pay at his/her straight time rate in effect on the date of the holiday, equal to the time the employee worked on the holiday, up to eight (8) hours.

4. If the employee is scheduled to work on a recognized holiday, he or she shall be paid straight time for the holiday and additional pay at straight time rate plus eight dollars (\$8.00) per hour holiday premium for hours worked on a holiday up to eight (8) hours per day, and time and one-half for hours worked in excess of eight (8) hours per day. Holiday Premium will be paid only on the recognized holiday, not on the day celebrated in lieu of the recognized holiday.
5. Time and one-half, in addition to the eight (8) hours holiday pay, shall be paid for time worked if the employee is required to perform non-scheduled duties on a recognized holiday.
6. Holiday pay will only be paid once per holiday.
7. In addition to the eight (8) hour holiday pay for recognized holidays listed in Paragraph 1, employees instructed to report immediately from off the job on the day the Company celebrates a holiday will be paid a minimum of three (3) hours provided that the call-out work does not immediately precede the employee's regularly scheduled hours of work. The three (3) hours will consist of double time for time worked with any remaining non-work time to be paid at time and one-half. Employees called out more than once within the three (3) hour period will only be paid double time for time actually worked.
8. The rate of pay for holiday pay shall be based on the employee's current classified salary/rate.
9. Special holidays declared by the President of the United States, which the Company observes, shall be treated as additional recognized holidays.

Article 4 – Vacations

All regular union eligible employees, who have completed:

Years of Service	Vacation Hours Accrued Quarterly	Vacation Hours Annual Maximum
1-10 years	30	120
11-20 years	40	160
21-29 years	50	200
30+ years	60	240

1. Newly hired employees are eligible for vacation on their first day of employment. For the quarter in which they are hired, they will receive ten (10) hours of vacation for each full month of employment during that quarter. Thereafter, newly hired employees will accrue thirty (30) hours of vacation, on the first day of each quarter for the remainder of the year. A full month includes a hire date on the first working day of the month.
 - (a) The vacation period will extend from January 1 to December 31 of each year. Employees will accrue vacation hours quarterly on the first day of each quarter (January 1, April 1, July 1, and October 1). Employees reaching their eleven (11), twenty-one (21), or thirty (30) years of service will begin accruing the additional hours of vacation on January 1 in the year in which they reach their service milestone.
 - (b) While preference of individual employees may be given consideration, vacation must be taken at a time which, in the judgment of Management, makes for efficient operation of the unit concerned. Employees wishing to take vacation in November or December must schedule this time by July 1 of each year. Vacation may be taken at one period, but employees entitled to two (2) or more weeks of vacation may split their vacations into the same number of periods as they have weeks of vacation

eligibility, except where other arrangements are made with the approval of local supervision in advance of the time desired. An employee will be entitled to receive an additional day of vacation for a holiday which occurs within his or her scheduled vacation period, if such holiday is observed by the Company. An employee may not, on his or her own volition, waive vacation and receive extra pay for work during that period. When vacations are waived due to the requirements of the Company, the employees affected shall be paid their vacation pay in addition to pay at regular rates for work done during the vacation period, or with the approval of local Management, he or she may elect to reschedule his or her vacation if sufficient time remains in the calendar year. An employee whose employment is terminated for any reason including retirement, layoff, resignation, discharge, or entry into military service, shall receive vacation pay (accrued but unused vacation) in lieu of any vacation to which he or she was entitled immediately prior to termination of employment. The survivors of a deceased employee shall receive vacation pay in lieu of any vacation (accrued but unused vacation) such deceased employee would have been entitled to receive. Payment will be made in accordance with the laws of the state in which the deceased employee resided.

- (c) Employees will have the option to postpone up to one (1) week of their vacation into the next calendar year. The postponed week, like other vacation, must be scheduled in accordance with Paragraph (b) above.
 - (d) Employees will have the option to purchase additional vacation time up to forty (40) hours each year. Vacation purchase must be arranged to minimize disruption and time off must be approved by supervision. Purchase must be in full day increments. This purchased time is not to be purchased in advance to be used on a later date.
 - (e) Employees may not use more vacation than they have accrued to date (previous year carryover is considered to be accrued). An exception to this is that throughout the year employees may borrow a portion of their vacation hours to be used before the hours are accrued. Vacation borrowing should be arranged to minimize disruption and must be approved by supervision. An employee can borrow up to the equivalent of their next quarter's accrual. Hours cannot be borrowed in the 4th quarter as employees can only borrow from the current year. You cannot borrow if an employee has no intention of returning to work after the vacation period.
- 2. The rate of pay for vacation pay shall be based on the employee's current classified salary/rate.
 - 3. An employee who has started his or her vacation and enters the hospital unexpectedly due to a sickness or accident can reschedule the unused portion of his or her vacation providing the sickness or accident meets the requirements of the Disability Benefit Plan. The vacation days which can be rescheduled shall only be equal to the actual days spent in the hospital to the limit of the employee's vacation schedule and eligibility. Such illnesses or accidents while on vacation requiring hospitalization must be immediately reported to the employee's supervisor in accordance with the terms of the Disability Benefit Plan. Vacation time to be rescheduled in accordance with the above must be taken within the current calendar year and must be scheduled as operating conditions permit.

Article 5 - Absences Due to Civic Service

- 1. Regular employees temporarily engaged in Jury Duty or Witness Duty, or Election Board Service, shall receive their regular earnings in addition to the compensation received from the public treasury. It is understood, however, that absences for Election Board Service shall be taken with prior approval of the local supervisor. The employee shall immediately notify the local supervisor when he or she has been summoned for Jury Duty or Witness Duty. No

- expenses shall be paid for absences under this Article. Also, no time will be paid in the case of a proceeding initiated by the employee or in the case of the employee's divorce proceeding.
2. Regular employees who are members of a reserve component of the Armed Forces or members of the National Guard shall receive their regular earnings in addition to their military pay for the first fifteen (15) calendar days of compulsory annual training. If your compulsory military duty, associated with a Reserve component of the Armed Forces or members of the National Guard, exceeds the contractual allotment, the Company will compensate at regular earnings for all documented cases.
 3. Regular employees who are members of a reserve component of the Armed Forces or members of the National Guard shall receive their regular earnings in addition to their military pay for the first fifteen (15) calendar days when called to duty during a civil disorder or natural disaster, which will only be paid on an annual basis.
 4. Regular earnings are based on the employee's regular rate of pay and normal work schedule in effect prior to the absence.
 5. Shift employees temporarily engaged in Jury Duty will be assigned to the first shift or other day work, provided the employee notifies his/her supervisor of the Jury Duty prior to the end of the previous workweek.

Article 6 – Expenses

A. Per Diem for Expenses and Meals

1. The Company will pay a per diem for meals and miscellaneous expenses for employees assigned to temporary duty which requires them to be away from home overnight. The per diem rates will be adjusted based off the M&IE rates set by the U.S. General Services Administration (GSA) including breakfast, lunch, dinner and incidental expenses. Payment will not be made for any meal for an employee living at home. Also, payment will not be made for a morning or a noon time meal for an employee who stayed at home the previous night even though temporarily assigned to another location. In addition, the Company will pay reasonable expenses for lodging of employees assigned temporary duty which requires them to be away from home overnight.
2. The per diem will not be paid for any meal provided by the Company.

B. Meal Allowance

1. If an employee is required to work two (2) hours prior or past his/her normal work schedule (i.e., eight, ten, or twelve hours, etc.) he or she shall be entitled to a meal allowance of fifteen dollars (\$15.00) and an additional meal allowance of fifteen dollars (\$15.00) for each four-hour period thereafter. For any overtime scheduled on rest days, an employee must work two (2) hours prior or past his/her normal work schedule (i.e., eight, ten, or twelve hours, etc.) to be entitled to a meal allowance.
2. Employees called out or assigned unscheduled overtime shall be eligible to receive fifteen dollars (\$15.00) meal allowance provided they perform two hours of work during the call out or unscheduled overtime. Employees will also be entitled to an additional meal allowance of fifteen dollars (\$15.00) for each four-hour period thereafter.
3. The meal allowance will not be paid for any meal provided by the Company.

C. Mileage

1. Employees authorized by their supervisors to drive personal vehicles (cars or trucks) on Company business regardless of classification, will be reimbursed at the standard

mileage rate set by the Internal Revenue Service, except as defined in Section XII, Article No. 1, Hours of Work and Overtime.

2. Employees who are being reimbursed for the use of a personal vehicle for Company business may be required to use their vehicle to transport tools and passengers in the performance of their job as needed. When two or more eligible employees ride in one car, only one mileage claim will be paid.
3. When employees are required to use their personal vehicles for Company business or are permanently filling jobs which require the use of their personal vehicle, and when the mileage payment resulting from such use totals less than four dollars (\$4.00) that day, the Company agrees to pay the employee four dollars (\$4.00) for the use of his or her vehicle that day.

D. Moving Expenses

1. (a) Regular employees who are transferred permanently to a new headquarters as a result of the provisions of Section XV, Article No. 1, Employee Selection resulting in an increased commuting distance of more than fifty (50) miles (one way) will be eligible to receive expenses under this Article.
(b) Moving expenses will only be paid provided the reporting date for the new position is at least twenty-four (24) months from the last time the employee reported to a new job and received moving expenses under this Article.
2. A temporary living allowance of five thousand dollars (\$5,000) will be paid to employees to cover all temporary living expenses and house hunting expenses. Employees moving a current residential mobile home will receive a lump sum payment of two thousand dollars (\$2,000). Employees will have movement of household goods paid to a moving service or if the employee elects to move himself or herself, receive reimbursement for those expenses. These expenses include: transportation, reasonable insurance, packing and cartons. Employees will receive reimbursement for actual en-route (final move) expenses, which include mileage, lodging, and meals.
3. An employee transferred permanently and living away from home will be allowed one (1) round trip every two (2) weeks on Company time for the first forty-five (45) calendar days after the effective date of transfer.
4. Mileage will be paid only for travel to and from home as provided for in Paragraph 3 of this Article. None will be paid for commuting at the new location.
5. No expenses will be paid under this Article for any employee living at home, except that an employee commuting to a new work location that results in an increased commuting distance of more than fifty (50) miles (one way) may receive mileage for the first forty-five (45) calendar days in lieu of the five thousand dollars (\$5,000) temporary living allowance.

E. Clothing Allowance

The Company will provide clothing consisting of an initial issue of:

- Seven (7) Pants
- Five (5) Short Sleeve Shirts (non-reflective)
- Five (5) Long Sleeve Shirts
- One (1) Hi Vis Long Sleeve Shirt
- Two (2) Hoodies, Hoodie or a Lightweight Jacket
- One (1) Insulated Bib
- One (1) Uninsulated Coverall

- One (1) Insulated Jacket

Employees will be required to wear appropriate ~~their uniforms~~ clothing when on the job. The Company will repair and resize items on an as needed basis. In addition, garments can be replaced due to rips, stains or worn out past the safety performance of the clothing.

- Clothing will be ordered by Employees by filling out onsite order forms, which will be picked up by the Vendor Company and delivered within one (1) week of order pick-up. The Vendor Company will provide sizing kits at each shop location, for employees to try on clothing options prior to placing an order.
- Employees will be responsible for initial and ongoing ordering of all clothing, as well as any necessary returns to the Vendor for reasons related to fit, selection, repair, etc.
- To facilitate the timely purchase of Hope Gas ~~uniforms~~ clothing, the supervisor or safety department representative will provide a form to get the account initiated for a new employee and provide opportunity to complete custom sizing requests at the shop location.
- Hope Gas will keep on hand Fire Resistive coveralls in various sizes for Employees to wear who hire or transfer into a department that requires flame retardant clothing to be worn as the outer layer of clothing while working in a gaseous atmosphere.
- Hope Gas will be responsible for ongoing monitoring of procedures and processes related to this Program and reserves the right to periodically review the selection of garments offered for each of the covered classifications, making appropriate adjustments, as needed upon union consent.
- Employees are responsible for proper laundering and care of uniforms and FR clothing. Employees have the option to have garments laundered by the Vendor in the event clothing may be soiled and need industrial cleaning performed.
- All ~~uniform~~ articles of clothing from this program must be returned to Hope Gas upon the Employee's termination of employment with Hope Gas.
- Vendor will have the Union logo affixed to the left sleeve 2" below the shoulder seam of the garment.
- Hope Gas and Union logos are to be worn by all Employees on their ~~uniforms and~~ FR clothing.
- The Company will provide an Annual Boot Stipend Program ~~sourced through Vendor Company with the purchase~~ in the amount of ~~up to~~ \$200/year for the ~~order~~ purchase of new boots for each qualifying Union employee.

Minimum Clothing Requirements

Meter Reading and Field Metering Services	-Official Hope Gas uniform required Services -Cotton or Cotton/Poly blend -Hope has logo on outerwear and work shirts -All employees must have one set of serviceable -FR coverall or bib overalls -Official Union logo required
All Other Classifications	-Official Hope Gas uniform required -Hope Gas logo on outerwear and FR fully button-down long sleeve work shirts -All Employees must have one set of serviceable -FR -coverall or bib overalls -Official Union logo required

2. Personal Protective Equipment:
 - (a) The applicable Standard Operating Procedures issued by the Company identify those work situations that require the proper use of personal protective equipment by employees.
 - (b) The Company will initially provide and will replace, as it deems necessary, the following personal protective equipment at no cost to the employee:
 - (i) Hard hats;
 - (ii) Face shields, non-prescription safety glasses and goggles;
 - (iii) Ear plugs/muffs;
 - (iv) Specialty gloves; and
 - (v) Other special safety equipment such as welding hoods, respirators, etc., in order to comply with good safety practices.
 - (vi) FR Balaclava
 - (vii) Hi Vis Safety Vest
 - (viii) FR Rain Suit/Gear
 - (c) Employees will wear appropriate safety toe work shoes. Employees who wear glasses may provide approved safety prescription glasses in lieu of Company supplied non-prescription safety glasses.
3. Hope Gas, Inc. will provide at no cost to union eligible employees fire resistive clothing to be worn by union eligible employees as required by the applicable Company SOP 360 – 19 Personal Protective Equipment.
4. Employees may continue wearing any clothing items purchased under the previous FRC Programs that meet safety performance standards.

F. Hope Gas Safety Eyewear Program

The Company agrees to provide to bargaining unit employees safety glasses under the terms of the Hope Gas Safety Eyewear Program then in effect. See Appendix No. 24.

Article 7 - Time Off for Personal Business

1. Regular union eligible employees will be allowed time off for personal business with proper and timely approvals. Personal Days will be used for personal business prior to allowing additional time off under this Article, except as provided in Paragraph 3 below.
2. Payment for such time will only be made in cases where a valid emergency exists. In evaluating emergency cases, supervisors will weigh the extent to which the situation causing the emergency was beyond the employee's control.
3. Supervisors may, at their discretion, grant up to eight (8) hours time off to attend a funeral for relatives or close personal friends not covered by the provisions of Article No. 8 – Death in the Family. Payment for such time will be made in cases where the supervisor feels such payment is justified unless the employee elects to take a Personal day or vacation day. The employee will be paid, however, in instances where he or she has served as a pallbearer or provided a eulogy during the funeral service.

Article 8 - Death in the Family

1. In the event of death in the immediate family, an employee shall be allowed three (3) workdays or twenty-four (24) hours for employees working alternative work schedules, with pay at the straight time rate. In the event of death in the immediate family, an employee shall be allowed three (3) workdays with pay at the straight time rate.
2. "Immediate Family" shall include husband, wife, domestic partner (*reference medical benefits for definition), children, stepchildren, parents, stepparents, brothers, stepbrothers,

sisters, stepsisters, legal guardian, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchildren and grandparents of the employee, and of the employee's spouse or domestic partner.

3. If travel time is necessary, employee may be granted additional time by immediate supervisor for travel. Such time will be on employee's time and expense.
4. If a death occurs in the immediate family while the employee is on vacation, the employee will be allowed to reschedule the amount of vacation used in compliance with Paragraphs 1 and 3 above.

Article 9 - Time Off for Union Business

1. The Company recognizes that the Union has unique and beneficial responsibilities in the administration of the Collective Bargaining Agreement and in facilitating improved relations between the Company and its employees. Therefore, Union employees shall be paid their regular straight time base rate and not be docked for such time while engaged in Union Business or Union/Management Business.
2. "Union Business" shall mean matters internal to Local 69, including, without limitation, Union elections and affiliation votes, Union-directed training, Union-called meetings, Union meetings with counsel, preparation for and attendance at arbitration hearings, and national or international Union meetings. Such time off will be at Union expense.
3. "Union/Management Business" shall mean matters directly related to the administration of the Collective Bargaining Agreement, the investigation, filing, and presentation of grievances, representation of employees during investigations as required by law, negotiations of the Collective Bargaining Agreement and amendments, deletions, modifications, and additions thereto, Union tours, travel associated with meetings, and other meetings with Management or activities as directed by the Company. The Company and the Union will share the expense of Union/Management Business, as detailed in this Article.
4. Pay for time spent on Union Business or Union/Management Business shall be at base rates and any replacement upgrades resulting from this time off shall not count toward the establishment of a full-time job. This Article shall not apply to Representative Council meetings under Section IV, Involuntary Transfer meetings under Section XV, Article No. 2, or Reduction in the Work Force meetings, Section XV, Article No. 3, of this Agreement. Union employee time spent in Representative Council meetings, Involuntary Transfer meetings, and Reduction in the Work Force, and any effects bargaining resulting from such meetings, will be paid fully by the Company and will not count toward the 12,000-hour limitation set forth in Paragraph 7, below. In addition, Union Secretary and Union Treasurer time spent on the annual Union tour will be paid by the Company, up to 120 straight-time hours each. Additional time spent by the Union Secretary and Union Treasurer on Union tours over and above this 120-hour allotment shall be considered Union/Management Business, as outlined in Paragraph 3, above.
5. Union Business and Union/Management Business shall be performed by Union employees as employees of the Company who are entitled to receive the same benefits and privileges of their regular job, provided that the time spent in Union Business or Union/Management Business shall not be counted for the purpose of premium or overtime pay. Their hours of work for Union Business or Union/Management Business shall not exceed an employee's regular scheduled hours.
6. The balance of the regular work year shall be spent on the regular job as an employee, including training, safety meetings, time off for personal business and emergencies, vacations, holidays, and sick days as provided for under the Collective Bargaining Agreement, and other activities as directed by the Company, all of which shall be as employees of the Company. Union activities, whenever performed, will not jeopardize any employee's status as an

- employee of the Company.
7. As detailed in this Article, the Company will pay seventy percent (70%) of all expenses for time off spent on Union/Management Business, up to 12,000 hours per calendar year. Union/Management Business in excess of 12,000 hours per calendar year will be entirely at Union expense.
 8. The Union will give as much advance notice as possible, preferably at least seventy-two (72) hours in advance, when requesting that a Union employee be cleared for permission to take time off for Union Business or Union/Management Business. Such notice shall be given to the Company's representatives designated by Labor Relations for such purposes. The Company reserves the right to deny or limit a request for time off for Union Business or Union/Management Business for operational or other good and sufficient reasons.
 9. The Company and the Union agree that they should share in the expense of Union/Management Business conducted on Company time, and that the Union should bear the expense of Union Business conducted on Company time. Thus, the Company and the Union agree that the Union will reimburse the Company for all expenses paid by the Company for time off spent on Union Business, and for thirty percent (30%) of all expenses paid by the Company for time off spent on Union/Management Business, up to 12,000 hours per calendar year. The Union will reimburse the Company for all expenses paid by the Company for time off spent on Union/Management Business in excess of 12,000 hours per calendar year.
 10. To facilitate the administration of this Article, the Company will, as described above, grant time off for Union Business and Union/Management Business with pay and invoice the Union. The Union shall provide to the Company on a monthly basis reasonable documentation and, upon request, verification of time [more than one (1) hour] taken off for Union Business or Union/Management Business. The Company shall bill the Union monthly for all time off for Union Business and for thirty percent (30%) of all time off for Union/Management Business. The amount the Company bills to the Union shall reflect the hourly wage rate plus thirty-five percent (35%) of the hourly wage rate for labor/benefit additives.
 11. The Union shall make payment to the Company within thirty (30) days of its receipt of the invoice. In the event the Union disputes any part of the Company's invoice, within thirty (30) days of its receipt, it shall nevertheless reimburse the Company for the undisputed portion, and deposit funds equal to the disputed portion of the invoice into an interest-bearing escrow account. When the amount in this escrow account reaches \$5,000, all disputes concerning the Company's invoices shall be submitted to mediation, as described in Paragraph 12, below.
 12. The Company and the Union shall agree to a panel of three (3) neutral mediators to resolve disputes concerning the Company's invoices to the Union under this Article throughout the term of this Contract. One of these three (3) mediators shall be retained to facilitate resolution of all existing invoice disputes whenever the balance in the escrow account reaches \$5,000, as set forth in Paragraph 11, above. The mediators shall be retained on a rotating basis, and the Company and the Union shall each pay an equal share of the mediator's fees and expenses. Should mediation fail to resolve disputes, the mediator shall have the power to impose a binding resolution upon the parties.
 13. Notwithstanding any other provisions of this Article, the Company agrees to pay the Union President and Vice-President full-time to attend to their Union responsibilities as representatives of the Company's employees. The Union President and Vice-President shall be paid by the Company at their regular straight time base rate, not to exceed eight (8) hours per day, or forty (40) hours per week. While performing their Union responsibilities, the Union President and Vice-President shall be treated in all respects as employees of the Company and shall be entitled to receive all the same benefits and privileges of their regular job. The Union President and Vice-President will be required to report their time in the Company's time entry system, but shall not be required to furnish detailed documentation of

their daily Union or Union/Management activities, except as necessary to document time off for

vacation, sickness, absences due to civic service, or as necessary to comply with Section 302 of the National Labor Relations Act.

14. This Article is intended to supersede all past practices, understandings, and oral agreements relating to time off for Union Business and Union/Management Business, and it represents the complete and full agreement of the parties with respect to time off for Union Business and Union/Management Business.

Article 10 - Safe Working Conditions

1. The Company will make regulations and provisions to provide for the safety and health of its employees during their working hours. Each employee will be responsible for adhering to such regulations and provisions. The Company and the Union will cooperate in seeing that employees comply with such regulations and provisions. Employees in all work locations are encouraged to present questions with regard to safety, safety equipment, the elimination of job hazards, etc., to their supervisors. The Safety Meetings held regularly for employees in all major work locations, provide an opportunity to raise such questions. Each location may present questions or concerns through the Company leadership or their local safety committee. Additionally, annually a safety consultation will be held between representatives of Management and the Representative Council of the Union. Representatives from the Safety Section will also be present at this meeting. The purpose of this meeting is to provide an opportunity for employees and Management to discuss matters of safety and accident prevention in order to reduce both the number and the severity of industrial and automotive accidents.
2. All contracts for construction work to be performed by persons outside the physical and clerical units will specify that the contractor will comply with all relevant Federal and State safety regulations.
3. Regular Union employees are eligible to participate in the Company's *Safety Pays Program* according to its terms and conditions then in effect. Changes or revisions to the *Safety Pays Program* must be mutually agreed upon by the Union and Company. See Appendix No. 31.

SECTION XIII - ASSIGNMENT OF WORK

The Company and the Union agree in principle that bargaining unit work will be performed only by bargaining unit employees. However, it is also recognized and agreed by the parties that there is a significant difference in the way non-bargaining unit Company employees assist in the accomplishment of bargaining unit work. Therefore:

- (a) With regard to the duties assigned to physical unit employees, non-union eligible employees will not perform such duties except in the case of an emergency. Under no circumstances will the provisions of this clause preclude a salaried employee's right to assign work or carry out any of his or her assigned duties or responsibilities, provided these duties are not the same as the duties of any physical employee.
- (b) With regard to the duties assigned to clerical unit employees, non-union eligible employees, including Supervisors, will not perform such duties except to meet temporary workload requirements. It is not Management's intent that this necessary practice results in the layoff of clerical workers. Under no circumstances will the provisions of this Section alter a non-union eligible employee's right to assign work or to carry out any of his or her assigned duties or responsibilities.

SECTION XIV - CONTRACTING OF WORK

The Union recognizes that the Company has the right to contract for work to be performed by persons not in the physical and clerical Bargaining Units. However, the Company will not contract work which directly results in any regular employee being laid-off, demoted, or forced to work less than a normal work week without that employee having been offered a regular job in accordance with Section XV, Article No. 3, Reduction in the Work Force.

SECTION XV – CHANGES IN THE WORK FORCE

Article 1 - Employee Selection

1. The matter of promotions, demotions, transfers, and layoffs is recognized as a function of Management except as provided hereafter. It is necessary to fill job vacancies with employees who are qualified for promotion.
2. Seniority shall be the basis of selecting employees if the employees are available who are properly qualified for promotion. Unless specified otherwise in this Agreement, employees with satisfactory past performance who have demonstrated their ability and fitness to satisfactorily perform the duties of the job to be filled by passing one or more tests, or who, in the absence of a test, demonstrate their ability and fitness by meeting the criteria identified in Paragraphs 1, 2, or 3 of Appendix No. 9 will be considered qualified for selection.⁽¹⁾ Management will prepare tests for jobs and the Union will be given the opportunity to review testing material. Testing may include hands on demonstration of skills and knowledge, oral explanations of job duties, and/or written tests.
3. When an opening exists the Company will notify the Union Officers and Directors via e- mail or U. S. Mail if a job is being eliminated or post the job Company-wide within thirty (30) calendar days. Eligible employees may bid by submitting within ten (10) calendar days of posting their written application on the agreed upon form to the appropriate Company designated representative identified on the job posting. The deadline for an employee to withdraw their bid must be by the close of the ten (10) calendar day posting period. Within seven (7) calendar days following the close of the bidding period or upon completion of the Selection Testing, Management will evaluate bids. For Physical jobs posted, the bidding priority will be as follows: 1) First priority will be given to senior qualified and eligible physical employees from within the Bidding Department. If a selection is not made from within the Bidding Department, 2) second priority will be given to senior qualified and eligible physical employees from within the Company. If a selection is not made from within the physical employees Company wide, 3) third priority will be given to senior qualified and eligible clerical employees Company wide. For Clerical jobs posted, the bidding priority will be as follows: 1) First Priority will be given to senior qualified and eligible clerical employees from within the Bidding Department. If a selection is not made from within the Bidding Department, 2) second priority will be given to senior qualified and eligible clerical employees from within the Company. If a selection is not made from within the clerical employees Company wide, 3) third priority will be given to senior qualified and eligible physical employees Company wide. The two Senior bidders will be provided with initial testing and evaluation for the position. If both bidders are not successful in testing, the following two bidders in seniority will be provided testing. This process will continue until all bidders have been tested. Whoever is the senior qualified is awarded the position.
4. If a selection is not made Company-wide, the two (2) successful Senior bidders will be given fifteen (15) calendar days to qualify for the opening (unless specified differently within this Agreement). If at the end of fifteen (15) calendar days, the employee is qualified, the senior

- qualified will be selected.
5. After the Union has been notified of an employee selection, the selection shall be considered to be final. However, for a period of ten (10) calendar days, any eligible employee who properly bid for the opening shall have the right to initiate a grievance under the established grievance procedure. The informal hearing for any such grievance shall not be heard until the expiration of the ten (10) day period during which grievances may be initiated. If no informal grievance is initiated, the selection shall be considered final upon the expiration of the ten (10) day period. If a selection is not grieved, the employee selected will be paid the rate of the new job and will receive credited service in classification beginning with the expiration of the ten (10) day grievance period. If business necessitates that the newly selected employee remain in his/her old job temporarily, (not to exceed six (6) months) expenses and mileage will be paid in accordance with Section XII, Article 1, paragraph 16. However, if the opening the employee was selected for is a lower rated job the employee will be paid no less than the rate of the job (s)he is performing.
 6. The Company may place special requirement notices on job postings. Such special notices must be valid requirements directly related to the job.
 7. All newly hired employees in a Grade 2 or higher position will remain in their positions for a period of six (6) months before they are allowed to bid to another position. Employees under this six (6) month restriction may bid for training/reserve opportunities within their Bidding Department.
 8. Employees may bid on any job for which they are qualified at any pay code (up, down, or lateral). Employees may not bid on jobs in their own pay code within their Bidding Department. An employee may not bid on the job they immediately vacated in the same Bidding Department. In order to be eligible for selection, employees on inactive rolls due to long-term illness, leave of absence, or disciplinary suspension must be available to perform the job by the expiration of the ten (10) day grievance period.
 9. The Company may establish mileage requirements based on the nature of job classification and operational/asset needs upon mutual agreement with the union. For positions that are assigned company vehicles or that have start from home capability such as critical responders (Town Plant Representative, Gas Measurement Specialist) are to reside within a thirty (30) mile radius and all other positions within a fifty (50) mile radius of the operational area/asset. If the employee opts out of the assigned vehicle, they will continue to be required to meet the mileage requirements.
 10. In the event an employee lives outside the mileage requirements, and they are the senior qualified bidder, they will be given an opportunity to test for the posted job as outlined in this Article.
 - a. If the employee passes the required testing, they will be awarded the job contingent upon acknowledgement of moving within the mileage requirements. The employee will be given one-hundred eighty (180) calendar days, from the date the employee is no longer held in the previous position to relocate, within the mileage requirements. The ten (10) day grievance period will begin after the contingent job award. The employee will be formally awarded the job at the beginning of the next pay period, following receipt of documentation of the new address. Documentation of the new address must be provided to Human Resources. Documentation must include at least one of the following: executed lease, rental or purchase agreement and/or closing documents; utility bill with employee's name or utility service activation in the employee's name; updated driver's license or state identification reflecting the new address.
 - b. If the employee fails to relocate within the prescribed allotted time frame they will be required to reimburse the company for all applicable moving expenses as laid forth in section XII Working Conditions Article 6 Expenses Section D., subject to further

disciplinary action as set forth in Appendix No. 10, and employees will be counseled that they may be ineligible for call out and unscheduled overtime based on where they reside.

FOOTNOTE:

- (1) See Appendix No. 9 - Employee Selection Physical.
- (2) The Company will transition and implement a new electronic posting and bidding process accessible online. Upon implementation, the time frames referenced above reduce respectively from fifteen (15) calendar days to ten (10) calendar days for initial job postings.

Article 2 - Involuntary Transfers

1. A transfer of all the employees in a particular job classification from one payroll location to another will not necessitate following the provisions of Paragraph 2 of this Article unless the new reporting location is more than twenty-five (25) miles from the old reporting location. A change in a Cost Center number for accounting purposes does not constitute a change in an employee's payroll/reporting location. The Company will agree to pay for a meeting between employee(s) and the Union including mutually agreed to travel time for the purpose of discussing employee options under this Article. Management will be present at all involuntary transfer meetings.
2. When Management has determined that one or more employees in a particular job classification and the work they perform will be permanently transferred from one payroll location to another, the senior employee in the job classification will be given an opportunity to volunteer to be transferred. If there are no volunteers or not enough volunteers, the junior employee will be selected. If no employee desires to transfer to the new location, then the reduction will be handled in accordance with Section XV, Changes in the Work Force, Article No. 3, Reduction in the Work Force.
3. When the work and employees from more than one payroll location are being merged or combined, the employees (within the particular classification) from all impacted operating locations will be pooled for the purpose of administering Paragraph 2 of this Article.
4. When an employee accepts a transfer in accordance with the provisions of Article No. 2 or Article No. 3 of this Section, the employee will not only have bidding rights in the bidding unit to which (s)he is transferred but also will retain bidding rights at his/her original Bidding Unit for the length of this Agreement unless the employee bids out of the Bidding Unit to which the employee was transferred.
5. The provisions of this Article in no way limit Management's right to make temporary assignments as provided for in Article No. 4 of this Section, or to reassign clerical employees.

Article 3 – Reduction in the Work Force

1. Management has the right and responsibility to reduce payroll costs by eliminating jobs that are no longer necessary. When Management plans to eliminate a job after a vacancy has occurred, they will notify the Union within thirty (30) days or the job will be posted in accordance with Section XV, Article No. 1, Employee Selection.
2. When the Company has determined that a certain number of jobs will be eliminated in a specific job classification and at a specific payroll location, the senior employee(s) in that job classification at that location will be given an opportunity to volunteer to be declared surplus. If there are not enough volunteers, the junior employee(s) in the designated location and job classification will be declared surplus.
3. When the work of employees from more than one payroll location is being merged, the employees (within the particular classification) from all impacted payroll locations will be pooled for the purpose of administering Paragraph 2 of this Article.
4. Employees declared surplus under the provisions of Paragraphs 2 and 3 of this Article will have the option to bump union employees as outlined under the provisions of Section XIX,

- Modified Bumping.
5. Surplus employees will be offered a transfer to other regular jobs for which they are qualified if such positions are available. If more than one employee is surplus, senior qualified employees will be given first choice. If they accept such job offers, the employees will be grandfathered in rate. That is, his/her rate of pay will not be reduced unless the employee bids down or is demoted for disciplinary reasons. The employee will be eligible to receive negotiated increases in pay. Employees considering transfers to jobs which require moving their household under this paragraph, shall be given up to two (2) paid days, if necessary to visit the new location before accepting or rejecting the transfer offer.
 6. In assessing a surplus employee's qualifications for selecting a job:
 - (a) Except as provided for in (b)-(d) below to accept a job an employee must be qualified to be selected under the provisions of Section XV, Article No. 1, Appendix No. 5, Appendix No. 6, Appendix No. 9.
 - (b) Any physical employee will be considered qualified to accept any physical job vacancy Grade 3 or lower (including all levels in the Pipeline Field Specialist and Compressor Station Operator Rate Schedule) except for progression jobs.
 - (c) Any clerical employee will be considered qualified to accept any clerical job vacancy Grade 5 or lower. Employees must also have passed the Clerical Aptitude Test and applicable skills tests.
 - (d) Any employee will be considered qualified to accept any job which (s)he previously held.
 7. If a surplus employee has to leave his or her location due to a reduction in the work force and his or her previous job becomes reinstated within twelve (12) months, that employee has first rights to the job. In addition, that employee will be eligible for moving expenses as outlined in Section XII, Article No. 6, Expenses, D. Moving Expenses, of the current labor Agreement.
 8. If surplus employees refuse to accept such offers or if regular jobs for which they are qualified are not available, they will be terminated and will be given call back rights within their former bidding Department/Division and severance pay. Severance pay will be equal to two (2) weeks at their current rate of pay for each year of credited service up to a maximum of twenty-six (26) weeks of pay, and three (3) months of COBRA medical coverage at their current level. Any terminated surplus employee will be eligible for a minimum of twelve (12) weeks severance pay. Call back rights for regular jobs will be in effect for the term of this Agreement.
 9. No job will be offered to terminated former employees eligible for call-back until the job has been offered to current employees or surplus employees (if any) under the provisions of:
 - (a) Section XV Changes in the Work Force, Article No. 1 Employee Selection
 - (b) Section XV Changes in the Work Force, Article No. 3 Reduction in the Work Force, Paragraph 5
 10. When a position is available to be offered to former regular employees who were terminated in accordance with Paragraph 8 of this Article, they will be notified by mail at the address they last supplied to Human Resources with a copy to the Secretary of the Union. They will have seven (7) days to respond in writing to the designated Company official. Jobs will be awarded to the qualified senior employees. The criteria specified in Article No. 1, Paragraph 2 of this Section will be used in assessing employees' qualifications.
 11. For the provisions of this Article, Hope Gas, Inc's General Office is considered to be a single location. Similarly General Office employees at Hope Gas, Inc. will be grouped together, not separated by payroll locations, for the provisions of this Article.

Article 4 - Moving Expenses for Surplused Employees

1. Regular employees who are transferred permanently to a new headquarters as a result of the provisions of Section XV, Article No. 2, Involuntary Transfers and Article No. 3, Reduction in the Work Force resulting in an increased commuting distance of more than twenty-five (25)

miles (one way) will have their moving-related expenses paid as outlined below, except employees moving under the provisions of Section XIX, Modified Bumping. Employees moving because of bumping another employee will only be eligible for a fifteen-hundred-dollar (\$1,500) lump sum to cover movement of household goods and enroute expenses.

- (a) A one-time lump sum of two hundred fifty dollars (\$250) for house hunting expenses.
 - (b) Temporary living expenses - five thousand dollars (\$5,000) will be paid to employees to cover all temporary living expenses and incidental moving expenses not outlined below.
 - (c) Movement of household goods where an employee may elect to use a Company-paid moving service or receive reimbursement for expenses incurred while moving himself or herself.
 - (d) Enroute expenses incurred during the final trip to the new residence.
 - (e) A lump sum payment of two thousand dollars (\$2,000) to move a current residential mobile home.
- 2. Once the employee has started reporting to his/her new location, he/she will receive five hundred dollars (\$500) per month, up to twelve (12) months, provided he/she continues to report to that new location.
 - 3. If the employee remains on the job through the end of the calendar year and has incurred moving expenses during that year, the Company will pay a fifty percent (50%) gross-up of the employee's taxable moving expenses paid under Paragraph 1 of this Article.
 - 4. An employee transferred permanently and living away from home will be allowed one (1) round trip every two (2) weeks on Company time for the first forty-five (45) calendar days after the effective date of the transfer. Mileage will be paid only for travel to and from home for the round trip. None will be paid for commuting at the new location.
 - 5. No expenses will be paid under this Article for any employee living at home, except that an employee commuting to a new work location resulting in an increased commuting distance of more than twenty-five (25) miles (one way) may receive mileage for the first forty-five (45) calendar days in lieu of the five thousand dollars (\$5,000) paid to cover the temporary living expenses.

Article 5 - Temporary Assignment

- 1. Temporary assignments do not fall within the notification and posting provisions of the Employee Selection Article of this Agreement. Employees may request to be excused from temporary assignments for personal reasons. Management will evaluate such requests. This is not to be interpreted as allowing employees to refuse temporary assignments, particularly those which may involve undesirable working conditions. Also, when a temporary assignment outside an employee's payroll location requires staying away from home overnight, a senior employee may request to be excused from the assignment. Management will accommodate the request, provided there is a qualified junior employee in the payroll location available for assignment.

Regular employees assigned to a temporary work location and living away from home will be allowed one (1) round trip per week on Company time except where the assignment is for training purposes in which case the employee will be allowed one round trip home on Company time every two (2) weeks. If a serious personal emergency arises and an employee desires to return home during a training period, Management will normally permit such a trip if justified by the severity of the employee's situation.

Article 6 - Temporaries

Prior to hiring a temporary employee to perform Union eligible work, the Company will notify the Union of the work to be performed and the anticipated duration of the assignment.

Article 7 - Upgrade

1. Regular employees temporarily assigned to a job in a higher pay grade outside of their classification shall receive the higher rate up to the start rate for each hour worked. Senior, qualified, and available employees in the payroll location will be given first consideration in making such assignments. When an employee is assigned to work in a higher pay grade and works the majority of their scheduled hours at the higher pay grade, they will receive upgrade for the entire day.
2. The General Laborer and General Clerk classifications are not eligible for upgrade, except when the employee is deemed fully qualified by the company and is performing work in higher classifications, they will receive upgrade pay for that task/job.
3. If one (1) or more employee(s) is upgraded to a specific job in a specific payroll location for over 1,040 hours in a calendar year, the hours that could have been worked by one (1) employee, excluding any overtime, will be added. If the resulting total is over 1,040 and if Management determines that the work is permanent and recurring, a new job exists and will be filled in accordance with the provisions of this Section.
4. When Management determines that a reserve is needed for a physical progression position, a training opportunity will be posted and the senior employee from the payroll location who expresses interest will normally be given an opportunity to attend orientation and testing.

However, in some instances Management may determine it is more efficient to select a reserve from a group of payroll locations or from the entire Bidding Unit.

Article 8 - New Regular Employees

1. Newly hired regular employees will be on probation for the first six (6) months following employment during which time they may be terminated by the Company. The sole recourse for the Union through the grievance and settlement section of this Collective Bargaining Agreement shall be to contest whether the employee actually violated the specific work rule or policy that resulted in their discharge. If a grievance reaches binding arbitration, the arbitrator's authority is limited strictly to determining whether the alleged violation of the work rule, policy, or condition occurred. The arbitrator shall have no authority to modify the penalty, substitute their judgement for that of the Company regarding the adequacy of performance, or reinstate the employee, unless the union proves the alleged violation did not occur.
2. At the conclusion of the apprenticeship program, all apprentices who move into a full-time position will not be subject to the six (6) month probationary period.

SECTION XVI - BENEFITS

The Hope Gas Union Savings Plan, the Hope Gas Union Pension Plan, Disability Benefit Plan of Hope Gas, the Hope Gas Union Flexible Benefits Plan, (includes the Medical Plan, Dental Plan, Vision Plan, Employee Life Insurance, Dependent Life Insurance, Accidental Death and Dismemberment, Business Travel Accident, Long Term Disability, and Flexible Spending Accounts), the Education Assistance Program, and Adoption Assistance shall be governed solely by the provisions of such plans. No changes affecting benefits or increasing employee contributions as provided on the date of this Agreement may be made in such plans unless by agreement between the Union and the Company. The Company reserves the right to replace the

carrier or service provider with another carrier or service provider upon sixty (60) days prior notice to the Utility Workers Union of America, Local No. 69, AFL-CIO, in conjunction with any of the above-named Benefit Plans.

SECTION XVII - EFFECT OF INVALIDITY

Any provision of this Agreement which shall be in violation of applicable public laws or regulations shall be deemed void, but shall have no effect on the remaining portions of this Agreement, which shall remain in full force and effect.

SECTION XVIII - TERMINATION

This Agreement shall be in effect until 11:59 A.M., May 31, 2029 and for renewal periods of one (1) year thereafter, unless canceled by either party by giving notice in writing at least sixty (60) days prior to May 31, 2029, or sixty (60) days prior to the expiration of any subsequent one-year period. This Agreement may be amended or canceled at any time by mutual written agreement.

SECTION XIX - MODIFIED BUMPING⁽¹⁾

1. When the Company has determined that a certain number of jobs will be eliminated in a specific job classification and at a specific payroll location, employees will be declared surplus in accordance with Section XV, Article 3, Paragraph 2.
2. A surplus employee will have his/her future employment status handled in accordance with Paragraphs 3 through 11 of Section XV, Article No. 3, unless he/she is eligible and elects the Modified Bumping provisions of Paragraph 3 below. To be eligible to elect Modified Bumping, he/she must have been involuntarily declared surplus.
3. An employee involuntarily declared surplus may elect to participate in the following Modified Bumping procedure:
 - (a) A list of surplus employees from the specific payroll location who elect to bump will be prepared.
 - (b) A list of least senior employees from the same payroll location will be prepared. This list will contain the same number of names as the list prepared in Paragraph (a) above. In preparing this list, beginning with the least senior employee from the work location, a name will be excluded from this list for any of the following reasons: *
 - (i) The employee holds a job that none of the surplus employees [Paragraph (a) above] is eligible to select [Paragraph (e) below.]
 - (ii) The employee is senior to the surplus employee(s) [Paragraph (a) above] who are eligible to select [Paragraph (e) below] this employee's job.
 - (iii) The employee is the second, third, fourth, etc., employee in a non-entry job classification and there are not enough surplus employees [Paragraph (a) above] eligible or senior enough to select [Paragraph (e) below] any more jobs in this employee's job classification than those held by employees already listed.
 - (c) The lists from Paragraph (a) and Paragraph (b) will be combined. If an employee's name is on both lists, his/her name will appear only once on the combined list.
 - (d) A list of the jobs held by the least senior employees [Paragraph (b) above] will be prepared. If any of these least senior employees is a surplus employee [Paragraph (a)

above], then he/she does not hold a job to be placed on this list.*

- (e) Based on seniority and qualifications (with senior employees selecting first) the employees from the combined list [Paragraph (c) above] will be allowed to select jobs from the list prepared in Paragraph (d) above. All employees will be eligible to select entry level jobs. [See Section XV, Article 3, Paragraph 6 (b) and (c) for definition of entry level jobs.] To be eligible to select a position other than an entry level job, an employee must have previously held that job classification and must currently be qualified for it. Employees will be given credit for any time previously worked in a job classification.
- (f) Employees who select jobs in the selection process described in Paragraph (e) will immediately have their pay adjusted to the rate of the job they selected and will have bidding rights based on the selected job. However, in no event will an employee have his/her rate of pay reduced by more than eight percent (8%) in any one (1) bump. (Employees will NOT be red circled.)
- (g) Employees who did not choose to select a job in the selection described in Paragraph (e) will have their future employment status handled in accordance with Paragraphs 3 through 13 of Section XV, Article 3, of this Agreement.
- (h) If an employee was bumped, did not get an opportunity to select a job, and is senior to employees who were excluded from the list in Paragraph (b) above (s)he may elect to initiate another bump as described above. If a senior employee who was bumped does initiate such a secondary bump, only the senior employee(s) who was bumped and the junior employee(s) who was excluded from the list in Paragraph (b) above will be involved.
- (i) If an employee who was bumped, did not get an opportunity to select a job, and is senior to employees who were excluded from the list in Paragraph (b) does not elect to initiate a secondary bump as provided for in Paragraph (h) then his/her future employment status will be handled in accordance with Paragraphs 3 through 13 of Section XV, Article 3, of this Agreement.

*NOTE: If there are available vacant positions at the payroll location in question, each available vacant position will be placed on the list referred to in Paragraph (d). Also, for each such available vacant position, the number of least senior employees on the list referred to in Paragraph (b) will be reduced by one (1).

- 4. Employees who did not get an opportunity to select a job in the bumping described in Paragraph 3 above and who did not waive their right to initiate a secondary bump in Paragraph 3(h) may elect to initiate a bidding unit wide bump as follows:
 - (a) A list of surplus employees from the specific bidding unit who elect to bump will be prepared.
 - (b) A list of least senior employees from the same bidding unit will be prepared. This list will contain the same number of names as the list prepared in Paragraph (a) above. In preparing this list, beginning with the least senior employee from the bidding unit, a name will be excluded from this list for any of the following reasons: *
 - (i) The employee holds a job that none of the surplus employees [Paragraph (a) above] is eligible to select [Paragraph (e) below.]
 - (ii) The employee is senior to the surplus employee(s) [Paragraph (a) above] who are eligible to select [Paragraph (e) below] this employee's job.
 - (iii) The employee is the second, third, fourth, etc., employee in a non-entry job classification and there are not enough surplus employees [Paragraph (a) above]

eligible or senior enough to select [Paragraph (e) below] any more jobs in this employee's job classification than those held by employees already listed.

- (c) The lists from Paragraph (a) and Paragraph (b) will be combined. If an employee's name is on both lists, his/her name will appear only once on the combined list.
- (d) A list of the jobs held by the least senior employees [Paragraph (b) above] will be prepared. If any of these least senior employees is a surplus employee [Paragraph (a) above], then he/she does not hold a job to be placed on this list.*
- (e) Based on seniority and qualifications (with senior employees selecting first) the employees from the combined list [Paragraph (c) above] will be allowed to select jobs from the list prepared in Paragraph (d) above. All employees will be eligible to select entry level jobs. [See Section XV, Article 3, Paragraph 6 (b) and (c) for definition of entry level jobs.] To be eligible to select a position other than an entry level job, an employee must have previously held that job classification and must currently be qualified for it. Employees will be given credit for any time previously worked in a job classification.
- (f) Employees who select jobs in the selection process described in Paragraph (e) will immediately have their pay adjusted to the rate of the job they selected and will have bidding rights based on the selected job. However, in no event will an employee have his/her rate of pay reduced by more than eight percent (8%) in any one bump. (Employees will NOT be red circled.)
- (g) Employees who did not choose to select a job or did not get an opportunity to select a job in the selection described in Paragraph (e) will have their future employment status handled in accordance with Paragraphs 3 through 13 of Section XV, Article 3, of the Agreement. However, if an employee was bumped, did not get an opportunity to select a job, and is senior to employees who were excluded from the list in Paragraph (b) above he/she may elect to initiate another bump as described above. If a senior employee who was bumped does initiate such a secondary bump, only the senior employee(s) who was bumped and the junior employee(s) who was excluded from the list in Paragraph (b) above will be involved.
- (h) If an employee who was bumped, did not get an opportunity to select a job, and is senior to employees who were excluded from the list in Paragraph (b) does not elect to initiate a secondary bump as provided for in Paragraph (g) then his/her future employment status will be handled in accordance with Paragraphs 3 through 13 of Section XV, Article 3, of this Agreement.

*NOTE: If there are available vacant positions in the bidding unit in question, each available vacant position will be placed on the list referred to in Paragraph (d). Also, for each such available vacant position, the number of least senior employees on the list referred to in Paragraph (b) will be reduced by one (1).

FOOTNOTE:

General Office employees at Hope Gas, Inc. will be grouped together, not separated by payroll locations, for all bumping provisions.

SECTION XX – PHYSICAL PAY SCHEDULE – JUNE 1, 2026

EFFECTIVE JUNE 1, 2026					
Job Code	Job Classification	Progression	Job Code	Job Classification	Progression
Pay Grade P001 - \$27.69			Pay Grade P008 - \$44.03		
60000595	AUTO MECHANIC I*		60000222	BUILDING MAINTENANCE MECHANIC, SR	
60000171	GENERAL LABORER		60000218	COMPRESSOR STATION OPERATOR, 24 HR	
60000172	JANITOR		60000213	CONSTRUCTION INSPECTOR I	<3 YEARS
60000603	MAINTENANCE WORKER, BUILDING		60000216	ELECTRICIAN I	1-2 YEARS
Pay Grade P002 - \$38.65			60000223	HEAVY EQUIPMENT OPERATOR I	3-6 YEARS
60000173	GUARD		60000219	INSULATOR, EXTRACTION PLANT	
60000174	PIPELINE FIELD SPECIALIST I	<3 YEARS	60000204	TOWN PLANT REPRESENTATIVE I	2-4 YEARS
Pay Grade P003 - \$40.20			60000311	UTILITYPERSON I	3-6 YEARS
60000176	CHEMICAL TESTER		60000221	WAREHOUSE WORKER II	>4 YEARS
60000178	COMMUNICATION SPECIALIST, START	<1 YEAR	Pay Grade P009 - \$44.85		
60000177	COMPRESSOR STATION OPERATOR, START	<5 YEARS	60000226	CARPENTER	
60000179	MAINTENANCE WORKER, EXT PLANT		60000596	CONSTRUCTION INSPECTOR II	3-6 YEARS
60000175	PIPELINE FIELD SPECIALIST II	3-6 YEARS	60000211	GAS MEASUREMENT SPECIALIST I	3-6 YEARS
Pay Grade P004 - \$40.63			60000228	GAS PROCESS PLANT OPERATOR II	UP TO 18 MTHS
Pay Grade P005 - \$41.06			60000198	GAS SERVICE SPECIALIST I	2-4 YEARS
60000184	COMPRESSOR STATION OPERATOR I	>5 YEARS	60000229	HEAVY EQUIPMENT OPERATOR II	>6 YEARS
60000185	LINE LOCATOR	<2 YEARS	60000227	REGULATOR SPECIALIST, SR	>4 YEARS
60000182	LOADER, EXTRACTION PLANT		Pay Grade P010 - \$45.59		
60000181	METER READER		60000230	AUTO MECHANIC III	>4 YEARS
Pay Grade P006 - \$41.94			60000236	COMMUNICATIONS SPECIALIST II	>2 YEARS
60000192	AUTO MECHANIC II	2-4 YEARS	60000597	CONSTRUCTION INSPECTOR III	>6 YEARS
60000190	BUILDING MAINTENANCE MECHANIC, START	<2 YEARS	60000237	COMPRESSOR STATION CONTROL SPEC	
60000187	ELECTRICIAN, START	<1 YEAR	60000238	ENGINE COMPRESSOR ANALYST TRAINEE	6 MTHS
60000195	LEAK INSPECTOR		60000231	ENGINE MECHANIC, SR	
60000196	LINE LOCATOR, SR	>2 YEARS	60000233	EXTRACTION PLANT EQUIPMENT MECHANIC	
60000194	MEAS. STATION OPERATOR, MAJOR		60000234	INSTRUMENT SPECIALIST	
60000193	MEDIUM EQUIPMENT OPERATOR		60000239	LIQUIDS PLANT OPERATOR	
60000191	WAREHOUSE WORKER, START	<2 YEARS	60000240	LOADER, SR. EXTRACTION PLANT	
Pay Grade P007 - \$43.01			60000224	TOWN PLANT REPRESENTATIVE II	>4 YEARS
60000215	BUILDING MAINTENANCE MECHANIC I	>2 YEARS	60000235	UTILITYPERSON II	>6 YEARS
60000203	COMMUNICATIONS SPECIALIST I	1-2 YEARS	Pay Grade P011 - \$46.76		
60000197	COMPRESSOR STATION OPERATOR, SR		60000243	ELECTRICIAN II	>2 YEARS
60000199	ENGINE MECHANIC	<3 YEARS	60000246	ENGINE COMPRESSOR ANALYST	
60000200	GAS MEASUREMENT SPECIALIST, START	<3 YEARS	60000232	GAS MEASUREMENT SPECIALIST II	>6 YEARS
60000209	GAS PROCESS PLANT OPERATOR III	UP TO 18 MTHS	60000247	GAS PROCESSING PLANT OPER I	
60000188	GAS SERVICE SPECIALIST, START	<2 YEARS	60000217	GAS SERVICE SPECIALIST II	>4 YEARS
60000214	HEAVY EQUIPMENT OPERATOR, START**	<3 YEARS	60000244	LEADER, REPAIR CREW	
60000201	HEAVY TRUCK DRIVER		Pay Grade P012 - \$47.75		
60000202	PAINT GUN OPERATOR		60000249	ENGINE COMPRESSOR ANALYST, SR	>1.5 YEARS
60000210	PIPELINE FIELD SPECIALIST III	>6 YEARS	60000250	WELDER	
60000205	PRESSURE CONTROL OPERATOR		*Employee will progress to Auto Mechanic II upon receipt of the ASE Certification. **Hazmat and tanker endorsements not required this level only		
60000206	REGULATOR SPECIALIST	<4 YEARS			
60000186	TOWN PLANT REPRESENTATIVE, START	<2 YEARS			
60000207	UTILITYPERSON, START	<3 YEARS			
60000208	WAREHOUSE WORKER I	2-4 YEARS			

SECTION XX - PHYSICAL PAY SCHEDULE – PROGRESSIONS – JUNE 1, 2026

EFFECTIVE JUNE 1, 2026				
Job Code	JOB CLASSIFICATION	PROGRESSION	PAY GRADE	WAGE RATE
60000594	APPRENTICE	<18 MTHS	P000	VARIES
60000171	GENERAL LABORER		P001	\$27.69
60000595	AUTO MECHANIC I	<2 YEARS	P001	\$27.69
60000192	AUTO MECHANIC II	2-4 YEARS	P006	\$41.94
60000230	AUTO MECHANIC III	>4 YEARS	P010	\$45.59
60000190	BUILDING MAINTENANCE MECHANIC, START	<2 YEARS	P006	\$41.94
60000215	BUILDING MAINTENANCE MECHANIC I	>2 YEARS	P007	\$43.01
60000178	COMMUNICATIONS SPECIALIST, START	<1 YEAR	P003	\$40.20
60000203	COMMUNICATIONS SPECIALIST I	1-2 YEARS	P007	\$43.01
60000236	COMMUNICATIONS SPECIALIST II	>2 YEARS	P010	\$45.59
60000177	COMPRESSOR STATION OPERATOR, START	<5 YEARS	P003	\$40.20
60000184	COMPRESSOR STATION OPERATOR I	>5 YEARS	P007	\$43.01
60000213	CONSTRUCTION INSPECTOR I	<3 YEARS	P008	\$44.03
60000596	CONSTRUCTION INSPECTOR II	3-6 YEARS	P009	\$44.85
60000597	CONSTRUCTION INSPECTOR III	>6 YEARS	P010	\$45.59
60000187	ELECTRICIAN, START	<1 YEAR	P006	\$41.94
60000216	ELECTRICIAN I	1-2 YEARS	P008	\$44.03
60000243	ELECTRICIAN II	>2 YEARS	P011	\$46.76
60000238	ENGINE COMPRESSOR ANALYST TRAINEE	6 MTHS	P010	\$45.59
60000246	ENGINE COMPRESSOR ANALYST		P011	\$46.76
60000249	ENGINE COMPRESSOR ANALYST, SR	>1.5 YEARS	P012	\$47.75
60000199	ENGINE MECHANIC	<3 YEARS	P007	\$43.01
60000231	ENGINE MECHANIC, SR		P010	\$45.59
60000200	GAS MEASUREMENT SPECIALIST, START	<3 YEARS	P007	\$43.01
60000211	GAS MEASUREMENT SPECIALIST I	3-6 YEARS	P009	\$45.59
60000232	GAS MEASUREMENT SPECIALIST II	>6 YEARS	P011	\$46.76
60000209	GAS PROCESS PLANT OPERATOR III	UP TO 18 MTHS	P007	\$43.01
60000228	GAS PROCESS PLANT OPERATOR II	UP TO 18 MTHS	P009	\$44.85
60000247	GAS PROCESS PLANT OPERATOR I		P011	\$46.76
60000188	GAS SERVICE SPECIALIST, START	<2 YEARS	P007	\$43.01
60000198	GAS SERVICE SPECIALIST I	2-4 YEARS	P009	\$44.85
60000217	GAS SERVICE SPECIALIST II	>4 YEARS	P011	\$46.76
60000214	HEAVY EQUIPMENT OPERATOR, START	<3 YEARS	P007	\$43.01
60000223	HEAVY EQUIPMENT OPERATOR I	3-6 YEARS	P008	\$44.03
60000229	HEAVY EQUIPMENT OPERATOR II	>6 YEARS	P009	\$44.85
60000185	LINE LOCATOR	<2 YEARS	P005	\$41.06
60000196	LINE LOCATOR, SR	>2 YEARS	P006	\$41.94
60000174	PIPELINE FIELD SPECIALIST I	<3 YEARS	P002	\$38.65
60000175	PIPELINE FIELD SPECIALIST II	3-6 YEARS	P003	\$40.20
60000210	PIPELINE FIELD SPECIALIST III	>6 YEARS	P007	\$43.01
60000206	REGULATOR SPECIALIST	<4 YEARS	P007	\$43.01
60000227	REGULATOR SPECIALIST, SR	>4 YEARS	P009	\$44.85
60000186	TOWN PLANT REPRESENTATIVE, START	<2 YEARS	P007	\$43.01
60000204	TOWN PLANT REPRESENTATIVE I	2-4 YEARS	P008	\$44.03
60000224	TOWN PLANT REPRESENTATIVE II	>4 YEARS	P010	\$45.59
60000207	UTILITY PERSON, START	<3 YEARS	P007	\$43.01
60000311	UTILITY PERSON I	3-6 YEARS	P008	\$44.03
60000235	UTILITY PERSON II	>6 YEARS	P010	\$45.59
60000191	WAREHOUSE WORKER, START	<2 YEARS	P006	\$41.94
60000208	WAREHOUSE WORKER I	2-4 YEARS	P007	\$43.01
60000221	WAREHOUSE WORKER II	>4 YEARS	P008	\$44.03

SECTION XX – PHYSICAL PAY SCHEDULE – APRIL 1, 2027

EFFECTIVE APRIL 1, 2027					
Job Code	Job Classification	Progression	Job Code	Job Classification	Progression
<u>Pay Grade P001 - \$28.80</u>			<u>Pay Grade P008 - \$45.79</u>		
60000595	AUTO MECHANIC I*		60000222	BUILDING MAINTENANCE MECHANIC, SR	
60000171	GENERAL LABORER		60000218	COMPRESSOR STATION OPERATOR, 24 HR	
60000172	JANITOR		60000213	CONSTRUCTION INSPECTOR I	<3 YEARS
60000603	MAINTENANCE WORKER, BUILDING		60000216	ELECTRICIAN I	1-2 YEARS
<u>Pay Grade P002 - \$40.20</u>			60000223	HEAVY EQUIPMENT OPERATOR I	3-6 YEARS
60000173	GUARD		60000219	INSULATOR, EXTRACTION PLANT	
60000174	PIPELINE FIELD SPECIALIST I	<3 YEARS	60000204	TOWN PLANT REPRESENTATIVE I	2-4 YEARS
<u>Pay Grade P003 - \$41.81</u>			60000311	UTILITYPERSON I	3-6 YEARS
60000176	CHEMICAL TESTER		60000221	WAREHOUSE WORKER II	>4 YEARS
60000178	COMMUNICATION SPECIALIST, START	<1 YEAR	<u>Pay Grade P009 - \$46.64</u>		
60000177	COMPRESSOR STATION OPERATOR, START	<5 YEARS	60000226	CARPENTER	
60000179	MAINTENANCE WORKER, EXT PLANT		60000596	CONSTRUCTION INSPECTOR II	3-6 YEARS
60000175	PIPELINE FIELD SPECIALIST II	3-6 YEARS	60000211	GAS MEASUREMENT SPECIALIST I	3-6 YEARS
<u>Pay Grade P004 - \$42.26</u>			60000228	GAS PROCESS PLANT OPERATOR II	UP TO 18 MTHS
<u>Pay Grade P005 - \$42.70</u>			60000198	GAS SERVICE SPECIALIST I	2-4 YEARS
60000184	COMPRESSOR STATIONS OPERATOR I	>5 YEARS	60000229	HEAVY EQUIPMENT OPERATOR II	>6 YEARS
60000185	LINE LOCATOR	<2 YEARS	60000227	REGULATOR SPECIALIST, SR	>4 YEARS
60000182	LOADER, EXTRACTION PLANT		<u>Pay Grade P010 - \$47.41</u>		
60000181	METER READER		60000230	AUTO MECHANIC III	>4 YEARS
<u>Pay Grade P006 - \$43.62</u>			60000236	COMMUNICATIONS SPECIALIST II	>2 YEARS
60000192	AUTO MECHANIC II	2-4 YEARS	60000597	CONSTRUCTION INSPECTOR III	>6 YEARS
60000190	BUILDING MAINTENANCE MECHANIC, START	<2 YEARS	60000237	COMPRESSOR STATION CONTROL SPEC	
60000187	ELECTRICIAN, START	<1 YEAR	60000238	ENGINE COMPRESSOR ANALYST TRAINEE	6 MTHS
60000195	LEAK INSPECTOR		60000231	ENGINE MECHANIC, SR	
60000196	LINE LOCATOR, SR	>2 YEARS	60000233	EXTRACTION PLANT EQUIPMENT MECHANIC	
60000194	MEAS. STATION OPERATOR, MAJOR		60000234	INSTRUMENT SPECIALIST	
60000193	MEDIUM EQUIPMENT OPERATOR		60000239	LIQUIDS PLANT OPERATOR	
60000191	WAREHOUSE WORKER, START	<2 YEARS	60000240	LOADER, SR. EXTRACTION PLANT	
<u>Pay Grade P007 - \$44.73</u>			60000224	TOWN PLANT REPRESENTATIVE II	>4 YEARS
60000215	BUILDING MAINTENANCE MECHANIC I	>2 years	60000235	UTILITYPERSON II	>6 YEARS
60000203	COMMUNICATIONS SPECIALIST I	1-2 YEARS	<u>Pay Grade P011 - \$48.63</u>		
60000197	COMPRESSOR STATION OPERATOR, SR		60000243	ELECTRICIAN II	>2 YEARS
60000199	ENGINE MECHANIC	<3 YEARS	60000246	ENGINE COMPRESSOR ANALYST	
60000200	GAS MEASUREMENT SPECIALIST, START	<3 YEARS	60000232	GAS MEASUREMENT SPECIALIST II	>6 YEARS
60000209	GAS PROCESS PLANT OPERATOR III	UP TO 18 MTHS	60000247	GAS PROCESSING PLANT OPER I	
60000188	GAS SERVICE SPECIALIST, START	<2 YEARS	60000217	GAS SERVICE SPECIALIST II	>4 YEARS
60000214	HEAVY EQUIPMENT OPERATOR, START**	<3 YEARS	60000244	LEADER, REPAIR CREW	
60000201	HEAVY TRUCK DRIVER		<u>Pay Grade P012 - \$49.66</u>		
60000202	PAINT GUN OPERATOR		60000249	ENGINE COMPRESSOR ANALYST, SR	>1.5 YEARS
60000210	PIPELINE FIELD SPECIALIST III	>6 YEARS	60000250	WELDER	
60000205	PRESSURE CONTROL OPERATOR		*Employee will progress to Auto Mechanic II upon receipt of the ASE Certification. **Hazmat and tanker endorsements not required this level only		
60000206	REGULATOR SPECIALIST	<4 YEARS			
60000186	TOWN PLANT REPRESENTATIVE, START	<2 YEARS			
60000207	UTILITYPERSON, START	<3 YEARS			
60000208	WAREHOUSE WORKER I	2-4 YEARS			

SECTION XX - PHYSICAL PAY SCHEDULE – PROGRESSIONS – APRIL 1, 2027

EFFECTIVE APRIL 1, 2027				
Job Code	JOB CLASSIFICATION	PROGRESSION	PAY GRADE	WAGE RATE
60000594	APPRENTICE	<18 MTHS	P000	VARIES
60000171	GENERAL LABORER		P001	\$28.80
60000595	AUTO MECHANIC I	<2 YEARS	P001	\$28.80
60000192	AUTO MECHANIC II	2-4 YEARS	P006	\$43.62
60000230	AUTO MECHANIC III	>4 YEARS	P010	\$47.41
60000190	BUILDING MAINTENANCE MECHANIC, START	<2 YEARS	P006	\$43.62
60000215	BUILDING MAINTENANCE MECHANIC I	>2 YEARS	P007	\$44.73
60000178	COMMUNICATIONS SPECIALIST, START	<1 YEAR	P003	\$41.81
60000203	COMMUNICATIONS SPECIALIST I	1-2 YEARS	P007	\$44.73
60000236	COMMUNICATIONS SPECIALIST II	>2 YEARS	P010	\$47.41
60000177	COMPRESSOR STATION OPERATOR, START	<5 YEARS	P003	\$41.81
60000184	COMPRESSOR STATION OPERATOR I	>5 YEARS	P007	\$44.73
60000213	CONSTRUCTION INSPECTOR I	<3 YEARS	P008	\$45.79
60000596	CONSTRUCTION INSPECTOR II	3-6 YEARS	P009	\$46.64
60000597	CONSTRUCTION INSPECTOR III	>6 YEARS	P010	\$47.41
60000187	ELECTRICIAN, START	<1 YEAR	P006	\$43.62
60000216	ELECTRICIAN I	1-2 YEARS	P008	\$45.79
60000243	ELECTRICIAN II	>2 YEARS	P011	\$48.63
60000238	ENGINE COMPRESSOR ANALYST TRAINEE	6 MTHS	P010	\$47.41
60000246	ENGINE COMPRESSOR ANALYST		P011	\$48.63
60000249	ENGINE COMPRESSOR ANALYST, SR	>1.5 YEARS	P012	\$49.66
60000199	ENGINE MECHANIC	<3 YEARS	P007	\$44.73
60000231	ENGINE MECHANIC, SR		P010	\$47.41
60000200	GAS MEASUREMENT SPECIALIST, START	<3 YEARS	P007	\$44.73
60000211	GAS MEASUREMENT SPECIALIST I	3-6 YEARS	P009	\$46.64
60000232	GAS MEASUREMENT SPECIALIST II	>6 YEARS	P011	\$48.63
60000209	GAS PROCESS PLANT OPERATOR III	UP TO 18 MTHS	P007	\$44.73
60000228	GAS PROCESS PLANT OPERATOR II	UP TO 18 MTHS	P009	\$46.64
60000247	GAS PROCESS PLANT OPERATOR I		P011	\$48.63
60000188	GAS SERVICE SPECIALIST, START	<2 YEARS	P007	\$44.73
60000198	GAS SERVICE SPECIALIST I	2-4 YEARS	P009	\$46.64
60000217	GAS SERVICE SPECIALIST II	>4 YEARS	P011	\$48.63
60000214	HEAVY EQUIPMENT OPERATOR, START	<3 YEARS	P007	\$44.73
60000223	HEAVY EQUIPMENT OPERATOR I	3-6 YEARS	P008	\$45.79
60000229	HEAVY EQUIPMENT OPERATOR II	>6 YEARS	P009	\$46.64
60000185	LINE LOCATOR	<2 YEARS	P005	\$42.70
60000196	LINE LOCATOR, SR	>2 YEARS	P006	\$43.62
60000174	PIPELINE FIELD SPECIALIST I	<3 YEARS	P002	\$40.20
60000175	PIPELINE FIELD SPECIALIST II	3-6 YEARS	P003	\$41.81
60000210	PIPELINE FIELD SPECIALIST III	>6 YEARS	P007	\$44.73
60000206	REGULATOR SPECIALIST	<4 YEARS	P007	\$44.73
60000227	REGULATOR SPECIALIST, SR	>4 YEARS	P009	\$46.64
60000186	TOWN PLANT REPRESENTATIVE, START	<2 YEARS	P007	\$44.73
60000204	TOWN PLANT REPRESENTATIVE I	2-4 YEARS	P008	\$45.79
60000224	TOWN PLANT REPRESENTATIVE II	>4 YEARS	P010	\$47.41
60000207	UTILITY PERSON, START	<3 YEARS	P007	\$44.73
60000311	UTILITY PERSON I	3-6 YEARS	P008	\$45.79
60000235	UTILITY PERSON II	>6 YEARS	P010	\$47.41
60000191	WAREHOUSE WORKER, START	<2 YEARS	P006	\$43.62
60000208	WAREHOUSE WORKER I	2-4 YEARS	P007	\$44.73
60000221	WAREHOUSE WORKER II	>4 YEARS	P008	\$45.79

SECTION XX – PHYSICAL PAY SCHEDULE – APRIL 1, 2028

EFFECTIVE APRIL 1, 2028					
Job Code	Job Classification	Progression	Job Code	Job Classification	Progression
<u>Pay Grade P001 - \$29.81</u>			<u>Pay Grade P008 - \$47.39</u>		
60000595	AUTO MECHANIC I*		60000222	BUILDING MAINTENANCE MECHANIC, SR	
60000171	GENERAL LABORER		60000218	COMPRESSOR STATION OPERATOR, 24 HR	
60000172	JANITOR		60000213	CONSTRUCTION INSPECTOR I	<3 YEARS
60000603	MAINTENANCE WORKER, BUILDING		60000216	ELECTRICIAN I	1-2 YEARS
<u>Pay Grade P002 - \$41.61</u>			60000223	HEAVY EQUIPMENT OPERATOR I	3-6 YEARS
60000173	GUARD		60000219	INSULATOR, EXTRACTION PLANT	
60000174	PIPELINE FIELD SPECIALIST I	<3 YEARS	60000204	TOWN PLANT REPRESENTATIVE I	2-4 YEARS
<u>Pay Grade P003 - \$43.27</u>			60000311	UTILITYPERSON I	3-6 YEARS
60000176	CHEMICAL TESTER		60000221	WAREHOUSE WORKER II	>4 YEARS
60000178	COMMUNICATION SPECIALIST, START	<1 YEAR	<u>Pay Grade P009 - \$48.27</u>		
60000177	COMPRESSOR STATION OPERATOR, START	<5 YEARS	60000226	CARPENTER	
60000179	MAINTENANCE WORKER, EXT PLANT		60000596	CONSTRUCTION INSPECTOR II	3-6 YEARS
60000175	PIPELINE FIELD SPECIALIST II	3-6 YEARS	60000211	GAS MEASUREMENT SPECIALIST I	3-6 YEARS
<u>Pay Grade P004 - \$43.74</u>			60000228	GAS PROCESS PLANT OPERATOR II	UP TO 18 MTHS
<u>Pay Grade P005 - \$44.19</u>			60000198	GAS SERVICE SPECIALIST I	2-4 YEARS
60000184	COMPRESSOR STATIONS OPERATOR I	>5 YEARS	60000229	HEAVY EQUIPMENT OPERATOR II	>6 YEARS
60000185	LINE LOCATOR	<2 YEARS	60000227	REGULATOR SPECIALIST, SR	>4 YEARS
60000182	LOADER, EXTRACTION PLANT		<u>Pay Grade P010 - \$49.07</u>		
60000181	METER READER		60000230	AUTO MECHANIC III	>4 YEARS
<u>Pay Grade P006 - \$45.15</u>			60000236	COMMUNICATIONS SPECIALIST II	>2 YEARS
60000192	AUTO MECHANIC II	2-4 YEARS	60000597	CONSTRUCTION INSPECTOR III	>6 YEARS
60000190	BUILDING MAINTENANCE MECHANIC, START	<2 YEARS	60000237	COMPRESSOR STATION CONTROL SPEC	
60000187	ELECTRICIAN, START	<1 YEAR	60000238	ENGINE COMPRESSOR ANALYST TRAINEE	6 MTHS
60000195	LEAK INSPECTOR		60000231	ENGINE MECHANIC, SR	
60000196	LINE LOCATOR, SR	>2 YEARS	60000233	EXTRACTION PLANT EQUIPMENT MECHANIC	
60000194	MEAS. STATION OPERATOR, MAJOR		60000234	INSTRUMENT SPECIALIST	
60000193	MEDIUM EQUIPMENT OPERATOR		60000239	LIQUIDS PLANT OPERATOR	
60000191	WAREHOUSE WORKER, START	<2 YEARS	60000240	LOADER, SR. EXTRACTION PLANT	
<u>Pay Grade P007 - \$46.30</u>			60000224	TOWN PLANT REPRESENTATIVE II	>4 YEARS
60000215	BUILDING MAINTENANCE MECHANIC I	>2 years	60000235	UTILITYPERSON II	>6 YEARS
60000203	COMMUNICATIONS SPECIALIST I	1-2 YEARS	<u>Pay Grade P011 - \$50.33</u>		
60000197	COMPRESSOR STATION OPERATOR, SR		60000243	ELECTRICIAN II	>2 YEARS
60000199	ENGINE MECHANIC	<3 YEARS	60000246	ENGINE COMPRESSOR ANALYST	
60000200	GAS MEASUREMENT SPECIALIST, START	<3 YEARS	60000232	GAS MEASUREMENT SPECIALIST II	>6 YEARS
60000209	GAS PROCESS PLANT OPERATOR III	UP TO 18 MTHS	60000247	GAS PROCESSING PLANT OPER I	
60000188	GAS SERVICE SPECIALIST, START	<2 YEARS	60000217	GAS SERVICE SPECIALIST II	>4 YEARS
60000214	HEAVY EQUIPMENT OPERATOR, START**	<3 YEARS	60000244	LEADER, REPAIR CREW	
60000201	HEAVY TRUCK DRIVER		<u>Pay Grade P012 - \$51.40</u>		
60000202	PAINT GUN OPERATOR		60000249	ENGINE COMPRESSOR ANALYST, SR	>1.5 YEARS
60000210	PIPELINE FIELD SPECIALIST III	>6 YEARS	60000250	WELDER	
60000205	PRESSURE CONTROL OPERATOR		*Employee will progress to Auto Mechanic II upon receipt of the ASE Certification. **Hazmat and tanker endorsements not required this level only		
60000206	REGULATOR SPECIALIST	<4 YEARS			
60000186	TOWN PLANT REPRESENTATIVE, START	<2 YEARS			
60000207	UTILITYPERSON, START	<3 YEARS			
60000208	WAREHOUSE WORKER I	2-4 YEARS			

SECTION XX - PHYSICAL PAY SCHEDULE – PROGRESSIONS – APRIL 1, 2028

EFFECTIVE APRIL 1, 2028				
Job Code	JOB CLASSIFICATION	PROGRESSION	PAY GRADE	WAGE RATE
60000594	APPRENTICE	<18 MTHS	P000	VARIES
60000171	GENERAL LABORER		P001	\$29.81
60000595	AUTO MECHANIC I	<2 YEARS	P001	\$29.81
60000192	AUTO MECHANIC II	2-4 YEARS	P006	\$45.15
60000230	AUTO MECHANIC III	>4 YEARS	P010	\$49.07
60000190	BUILDING MAINTENANCE MECHANIC, START	<2 YEARS	P006	\$45.15
60000215	BUILDING MAINTENANCE MECHANIC I	>2 YEARS	P007	\$46.30
60000178	COMMUNICATIONS SPECIALIST, START	<1 YEAR	P003	\$43.27
60000203	COMMUNICATIONS SPECIALIST I	1-2 YEARS	P007	\$46.30
60000236	COMMUNICATIONS SPECIALIST II	>2 YEARS	P010	\$49.07
60000177	COMPRESSOR STATION OPERATOR, START	<5 YEARS	P003	\$43.27
60000184	COMPRESSOR STATION OPERATOR I	>5 YEARS	P007	\$46.30
60000213	CONSTRUCTION INSPECTOR I	<3 YEARS	P008	\$47.39
60000596	CONSTRUCTION INSPECTOR II	3-6 YEARS	P009	\$48.27
60000597	CONSTRUCTION INSPECTOR III	>6 YEARS	P010	\$49.07
60000187	ELECTRICIAN, START	<1 YEAR	P006	\$45.15
60000216	ELECTRICIAN I	1-2 YEARS	P008	\$47.39
60000243	ELECTRICIAN II	>2 YEARS	P011	\$50.33
60000238	ENGINE COMPRESSOR ANALYST TRAINEE	6 MTHS	P010	\$49.07
60000246	ENGINE COMPRESSOR ANALYST		P011	\$50.33
60000249	ENGINE COMPRESSOR ANALYST, SR	>1.5 YEARS	P012	\$51.40
60000199	ENGINE MECHANIC	<3 YEARS	P007	\$46.30
60000231	ENGINE MECHANIC, SR		P010	\$49.07
60000200	GAS MEASUREMENT SPECIALIST, START	<3 YEARS	P007	\$46.30
60000211	GAS MEASUREMENT SPECIALIST I	3-6 YEARS	P009	\$48.27
60000232	GAS MEASUREMENT SPECIALIST II	>6 YEARS	P011	\$50.33
60000209	GAS PROCESS PLANT OPERATOR III	UP TO 18 MTHS	P007	\$46.30
60000228	GAS PROCESS PLANT OPERATOR II	UP TO 18 MTHS	P009	\$48.27
60000247	GAS PROCESS PLANT OPERATOR I		P011	\$50.33
60000188	GAS SERVICE SPECIALIST, START	<2 YEARS	P007	\$46.30
60000198	GAS SERVICE SPECIALIST I	2-4 YEARS	P009	\$48.27
60000217	GAS SERVICE SPECIALIST II	>4 YEARS	P011	\$50.33
60000214	HEAVY EQUIPMENT OPERATOR, START	<3 YEARS	P007	\$46.30
60000223	HEAVY EQUIPMENT OPERATOR I	3-6 YEARS	P008	\$47.39
60000229	HEAVY EQUIPMENT OPERATOR II	>6 YEARS	P009	\$48.27
60000185	LINE LOCATOR	<2 YEARS	P005	\$44.19
60000196	LINE LOCATOR, SR	>2 YEARS	P006	\$45.15
60000174	PIPELINE FIELD SPECIALIST I	<3 YEARS	P002	\$41.61
60000175	PIPELINE FIELD SPECIALIST II	3-6 YEARS	P003	\$43.27
60000210	PIPELINE FIELD SPECIALIST III	>6 YEARS	P007	\$46.30
60000206	REGULATOR SPECIALIST	<4 YEARS	P007	\$46.30
60000227	REGULATOR SPECIALIST, SR	>4 YEARS	P009	\$48.27
60000186	TOWN PLANT REPRESENTATIVE, START	<2 YEARS	P007	\$46.30
60000204	TOWN PLANT REPRESENTATIVE I	2-4 YEARS	P008	\$47.39
60000224	TOWN PLANT REPRESENTATIVE II	>4 YEARS	P010	\$49.07
60000207	UTILITY PERSON, START	<3 YEARS	P007	\$46.30
60000311	UTILITY PERSON I	3-6 YEARS	P008	\$47.39
60000235	UTILITY PERSON II	>6 YEARS	P010	\$49.07
60000191	WAREHOUSE WORKER, START	<2 YEARS	P006	\$45.15
60000208	WAREHOUSE WORKER I	2-4 YEARS	P007	\$46.30
60000221	WAREHOUSE WORKER II	>4 YEARS	P008	\$47.39

SECTION XX – PHYSICAL PAY SCHEDULE – APRIL 1, 2029

EFFECTIVE APRIL 1, 2029					
Job Code	Job Classification	Progression	Job Code	Job Classification	Progression
<u>Pay Grade P001 - \$30.85</u>			<u>Pay Grade P008 - \$49.05</u>		
60000595	AUTO MECHANIC I*		60000222	BUILDING MAINTENANCE MECHANIC, SR	
60000171	GENERAL LABORER		60000218	COMPRESSOR STATION OPERATOR, 24 HR	
60000172	JANITOR		60000213	CONSTRUCTION INSPECTOR I	<3 YEARS
60000603	MAINTENANACE WORKER, BUILDING		60000216	ELECTRICIAN I	1-2 YEARS
<u>Pay Grade P002 - \$43.07</u>			60000223	HEAVY EQUIPMENT OPERATOR I	3-6 YEARS
60000173	GUARD		60000219	INSULATOR, EXTRACTION PLANT	
60000174	PIPELINE FIELD SPECIALIST I	<3 YEARS	60000204	TOWN PLANT REPRESENTATIVE I	2-4 YEARS
<u>Pay Grade P003 - \$44.78</u>			60000311	UTILITYPERSON I	3-6 YEARS
60000176	CHEMICAL TESTER		60000221	WAREHOUSE WORKER II	>4 YEARS
60000178	COMMUNICATION SPECIALIST, START	<1 YEAR	<u>Pay Grade P009 - \$49.96</u>		
60000177	COMPRESSOR STATION OPERATOR, START	<5 YEARS	60000226	CARPENTER	
60000179	MAINTENANCE WORKER, EXT PLANT		60000596	CONSTRUCTION INSPECTOR II	3-6 YEARS
60000175	PIPELINE FIELD SPECIALIST II	3-6 YEARS	60000211	GAS MEASUREMENT SPECIALIST I	3-6 YEARS
<u>Pay Grade P004 - \$45.27</u>			60000228	GAS PROCESS PLANT OPERATOR II	UP TO 18 MTHS
<u>Pay Grade P005 - \$45.74</u>			60000198	GAS SERVICE SPECIALIST I	2-4 YEARS
60000184	COMPRESSOR STATIONS OPERATOR I	>5 YEARS	60000229	HEAVY EQUIPMENT OPERATOR II	>6 YEARS
60000185	LINE LOCATOR	0-2 YEARS	60000227	REGULATOR SPECIALIST, SR	>4 YEARS
60000182	LOADER, EXTRACTION PLANT		<u>Pay Grade P010 - \$50.79</u>		
60000181	METER READER		60000230	AUTO MECHANIC III	>4 YEARS
<u>Pay Grade P006 - \$46.73</u>			60000236	COMMUNICATIONS SPECIALIST II	>2 YEARS
60000192	AUTO MECHANIC II	2-4 YEARS	60000597	CONSTRUCTION INSPECTOR III	>6 YEARS
60000190	BUILDING MAINTENANCE MECHANIC, START	<2 YEARS	60000237	COMPRESSOR STATION CONTROL SPEC	
60000187	ELECTRICIAN, START	<1 YEAR	60000238	ENGINE COMPRESSOR ANALYST TRAINEE	6 MTHS
60000195	LEAK INSPECTOR		60000231	ENGINE MECHANIC, SR	
60000196	LINE LOCATOR, SR	>2 YEARS	60000233	EXTRACTION PLANT EQUIPMENT MECHANIC	
60000194	MEAS. STATION OPERATOR, MAJOR		60000234	INSTRUMENT SPECIALIST	
60000193	MEDIUM EQUIPMENT OPERATOR		60000239	LIQUIDS PLANT OPERATOR	
60000191	WAREHOUSE WORKER, START	<2 YEARS	60000240	LOADER, SR. EXTRACTION PLANT	
<u>Pay Grade P007 - \$47.92</u>			60000224	TOWN PLANT REPRESENTATIVE II	>4 YEARS
60000215	BUILDING MAINTENANCE MECHANIC I	>2 years	60000235	UTILITYPERSON II	>6 YEARS
60000203	COMMUNICATIONS SPECIALIST I	1-2 YEARS	<u>Pay Grade P011 - \$52.09</u>		
60000197	COMPRESSOR STATION OPERATOR, SR		60000243	ELECTRICIAN II	>2 YEARS
60000199	ENGINE MECHANIC	<3 YEARS	60000246	ENGINE COMPRESSOR ANALYST	
60000200	GAS MEASUREMENT SPECIALIST, START	<3 YEARS	60000232	GAS MEASUREMENT SPECIALIST II	>6 YEARS
60000209	GAS PROCESS PLANT OPERATOR III	UP TO 18 MTHS	60000247	GAS PROCESSING PLANT OPER I	
60000188	GAS SERVICE SPECIALIST, START	<2 YEARS	60000217	GAS SERVICE SPECIALIST II	>4 YEARS
60000214	HEAVY EQUIPMENT OPERATOR, START**	<3 YEARS	60000244	LEADER, REPAIR CREW	
60000201	HEAVY TRUCK DRIVER		<u>Pay Grade P012 - \$53.20</u>		
60000202	PAINT GUN OPERATOR		60000249	ENGINE COMPRESSOR ANALYST, SR	>1.5 YEARS
60000210	PIPELINE FIELD SPECIALIST III	>6 YEARS	60000250	WELDER	
60000205	PRESSURE CONTROL OPERATOR		*Employee will progress to Auto Mechanic II upon receipt of the ASE Certification. **Hazmat and tanker endorsements not required this level only		
60000206	REGULATOR SPECIALIST	<4 YEARS			
60000186	TOWN PLANT REPRESENTATIVE, START	<2 YEARS			
60000207	UTILITYPERSON, START	<3 YEARS			
60000208	WAREHOUSE WORKER I	2-4 YEARS			

SECTION XX - PHYSICAL PAY SCHEDULE – PROGRESSIONS – APRIL 1, 2029

EFFECTIVE APRIL 1, 2029				
Job Code	JOB CLASSIFICATION	PROGRESSION	PAY GRADE	WAGE RATE
60000594	APPRENTICE	<18 MTHS	P000	VARIES
60000171	GENERAL LABORER		P001	\$30.85
60000595	AUTO MECHANIC I	<2 YEARS	P001	\$30.85
60000192	AUTO MECHANIC II	2-4 YEARS	P006	\$46.73
60000230	AUTO MECHANIC III	>4 YEARS	P010	\$50.79
60000190	BUILDING MAINTENANCE MECHANIC, START	<2 YEARS	P006	\$46.73
60000215	BUILDING MAINTENANCE MECHANIC I	>2 YEARS	P007	\$47.92
60000178	COMMUNICATIONS SPECIALIST, START	<1 YEAR	P003	\$44.78
60000203	COMMUNICATIONS SPECIALIST I	1-2 YEARS	P007	\$47.92
60000236	COMMUNICATIONS SPECIALIST II	>2 YEARS	P010	\$50.79
60000177	COMPRESSOR STATION OPERATOR, START	<5 YEARS	P003	\$44.78
60000184	COMPRESSOR STATION OPERATOR I	>5 YEARS	P007	\$47.92
60000213	CONSTRUCTION INSPECTOR I	<3 YEARS	P008	\$49.05
60000596	CONSTRUCTION INSPECTOR II	3-6 YEARS	P009	\$49.96
60000597	CONSTRUCTION INSPECTOR III	>6 YEARS	P010	\$50.79
60000187	ELECTRICIAN, START	<1 YEAR	P006	\$46.73
60000216	ELECTRICIAN I	1-2 YEARS	P008	\$49.05
60000243	ELECTRICIAN II	>2 YEARS	P011	\$52.09
60000238	ENGINE COMPRESSOR ANALYST TRAINEE	6 MTHS	P010	\$50.79
60000246	ENGINE COMPRESSOR ANALYST		P011	\$52.09
60000249	ENGINE COMPRESSOR ANALYST, SR	>1.5 YEARS	P012	\$53.20
60000199	ENGINE MECHANIC	<3 YEARS	P007	\$47.92
60000231	ENGINE MECHANIC, SR		P010	\$50.79
60000200	GAS MEASUREMENT SPECIALIST, START	<3 YEARS	P007	\$47.92
60000211	GAS MEASUREMENT SPECIALIST I	3-6 YEARS	P010	\$50.79
60000232	GAS MEASUREMENT SPECIALIST II	>6 YEARS	P011	\$52.09
60000209	GAS PROCESS PLANT OPERATOR III	UP TO 18 MTHS	P007	\$47.92
60000228	GAS PROCESS PLANT OPERATOR II	UP TO 18 MTHS	P009	\$49.96
60000247	GAS PROCESS PLANT OPERATOR I		P011	\$52.09
60000188	GAS SERVICE SPECIALIST, START	<2 YEARS	P007	\$47.92
60000198	GAS SERVICE SPECIALIST I	2-4 YEARS	P009	\$49.96
60000217	GAS SERVICE SPECIALIST II	>4 YEARS	P011	\$52.09
60000214	HEAVY EQUIPMENT OPERATOR, START	<3 YEARS	P007	\$47.92
60000223	HEAVY EQUIPMENT OPERATOR I	3-6 YEARS	P008	\$49.05
60000229	HEAVY EQUIPMENT OPERATOR II	>6 YEARS	P009	\$49.96
60000185	LINE LOCATOR	<2 YEARS	P005	\$45.74
60000196	LINE LOCATOR, SR	>2 YEARS	P006	\$46.73
60000174	PIPELINE FIELD SPECIALIST I	<3 YEARS	P002	\$43.07
60000175	PIPELINE FIELD SPECIALIST II	3-6 YEARS	P003	\$44.78
60000210	PIPELINE FIELD SPECIALIST III	>6 YEARS	P007	\$47.92
60000206	REGULATOR SPECIALIST	<4 YEARS	P007	\$47.92
60000227	REGULATOR SPECIALIST, SR	>4 YEARS	P009	\$49.96
60000186	TOWN PLANT REPRESENTATIVE, START	<2 YEARS	P007	\$47.92
60000204	TOWN PLANT REPRESENTATIVE I	2-4 YEARS	P008	\$49.05
60000224	TOWN PLANT REPRESENTATIVE II	>4 YEARS	P010	\$50.79
60000207	UTILITY PERSON, START	<3 YEARS	P007	\$47.92
60000311	UTILITY PERSON I	3-6 YEARS	P008	\$49.05
60000235	UTILITY PERSON II	>6 YEARS	P010	\$50.79
60000191	WAREHOUSE WORKER, START	<2 YEARS	P006	\$46.73
60000208	WAREHOUSE WORKER I	2-4 YEARS	P007	\$47.92
60000221	WAREHOUSE WORKER II	>4 YEARS	P008	\$49.05

SECTION XXI – CLERICAL PAY SCHEDULE – JUNE 1, 2026

EFFECTIVE JUNE 1, 2026					
Job Code	Job Classification	Progression	Job Code	Job Classification	Progression
<u>Pay Grade C001 - \$20.06</u>			<u>Pay Grade C007 - \$36.95</u>		
60000251	GENERAL CLERICAL		60000262	DRAFTSPERSON	0-3 YEARS
<u>Pay Grade C002 - \$23.20</u>			60000263	EXTRACTION PLANT CLERK	
60000497	CUSTOMER SERVICE REPRESENTATIVE, START	0-1 YEAR	60000264	PURCHASING CLERK	
<u>Pay Grade C003 - \$26.10</u>			60000265	TRAFFIC CLERK	
60000255	CUSTOMER SERVICE REPRESENTATIVE I	1-2 YEARS	<u>Pay Grade C008 - \$38.65</u>		
<u>Pay Grade C004 - \$30.30</u>			60000266	WORD PROCESSOR, LEADER	
60000268	ACCOUNTING CLERK I	0-3 YEARS	<u>Pay Grade C009 - \$41.41</u>		
60000267	CUSTOMER ACCOUNT CLERK I	0-3 YEARS	60000324	ACCOUNTING CLERK III	>6 YEARS
60000598	CUSTOMER SERVICE REPRESENTATIVE II*	2-4 YEARS	60000322	CUSTOMER ACCOUNT CLERK III	>6 YEARS
60000269	FIELD CLERK I	0-3 YEARS	60000326	FIELD CLERK III	>6 YEARS
60000271	GAS MEASUREMENT CLERK I	0-3 YEARS	60000270	GAS & BY-PRODUCT TESTER, SR	
60000256	MAIL CLERK		60000328	GAS MEASUREMENT CLERK III	>6 YEARS
60000274	PRODUCTION CLERK I	0-3 YEARS	60000272	INSTRUMENT PERSON	
60000254	RECORDS STORAGE CLERK I	0-2 YEARS	60000332	PRODUCTION CLERK III	>6 YEARS
60000273	RENT AND ROYALTIES CLERK I	0-3 YEARS	60000330	RENT AND ROYALTIES CLERK III	>6 YEARS
60000275	STORAGE CLERK I	0-3 YEARS	60000276	SERVICE DISPATCHER	
<u>Pay Grade C005 - \$32.48</u>			60000334	STORAGE CLERK III	>6 YEARS
60000600	RECORDS STORAGE CLERK II	2-4 YEARS	<u>Pay Grade C010 - \$42.99</u>		
<u>Pay Grade C006 - \$34.78</u>			60000277	DRAFTSPERSON, SR.	>3 YEARS
60000323	ACCOUNTING CLERK II	3-6 YEARS	60000278	EXTRACTION PLANT CERK, LEADER	
60000319	CUSTOMER ACCOUNT CLERK II	3-6 YEARS	60000279	FIELD CLERK, LEADER	
60000599	CUSTOMER SERVICE REPRESENTATIVE III*	>4 YEARS	<u>Pay Grade C011 - \$44.38</u>		
60000260	ENGINEERING CLERK		60000280	LEASE OWNERSHIP CLERK	
60000261	ENVIRONMENTAL CLERK		*Must meet time and metric requirements to progress		
60000257	GAS & BY-PRODUCTS TESTER				
60000325	FIELD CLERK II	3-6 YEARS			
60000327	GAS MEASUREMENT CLERK II	3-6 YEARS			
60000331	PRODUCTION CLERK II	3-6 YEARS			
60000594	RECORDS STORAGE CLERK III	>4 YEARS			
60000329	RENT AND ROYALTIES CLERK II	3-6 YEARS			
60000333	STORAGE CLERK II	3-6 YEARS			
60000259	WORD PROCESSOR				

SECTION XXI – CLERICAL PAY SCHEDULE – PROGRESSIONS - JUNE 1, 2026

EFFECTIVE JUNE 1, 2026				
Job Code	JOB CLASSIFICATION	PROGRESSION	PAY GRADE	WAGE RATE
60000268	ACCOUNTING CLERK I (0-3 years)	<3 YEARS	C004	\$30.30
60000323	ACCOUNTING CLERK II (3-6 years)	3-6 YEARS	C006	\$34.78
60000324	ACCOUNTING CLERK III (>6 years)	>6 YEARS	C009	\$41.41
60000267	CUSTOMER ACCOUNT CLERK I (0-3 years)	<3 YEARS	C004	\$30.30
60000319	CUSTOMER ACCOUNT CLERK II (3-6 years)	3-6 YEARS	C006	\$34.78
60000322	CUSTOMER ACCOUNT CLERK III (>6 years)	>6 YEARS	C009	\$41.41
60000497	CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER, START	0-1 YEAR	C002	\$23.20
60000255	CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER I	1-2 YEARS	C003	\$26.10
60000598	CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER II*	2-4 YEARS	C004	\$30.30
60000599	CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER III*	>4 YEARS	C006	\$34.78
60000262	DRAFTSPERSON	<3 YEARS	C007	\$36.95
60000277	DRAFTSPERSON SR.	>3 YEARS	C010	\$42.99
60000269	FIELD CLERK I (0-3 years)	<3 YEARS	C004	\$30.30
60000325	FIELD CLERK II (3-6 years)	3-6 YEARS	C006	\$34.78
60000326	FIELD CLERK III (>6 years)	>6 YEARS	C009	\$41.41
60000271	GAS MEASUREMENT CLERK I (0-3 years)	<3 YEARS	C004	\$30.30
60000327	GAS MEASUREMENT CLERK II (3-6 years)	3-6 YEARS	C006	\$34.78
60000328	GAS MEASUREMENT CLERK III (6+ years)	>6 YEARS	C009	\$41.41
60000274	PRODUCTION CLERK I (0-3 years)	<3 YEARS	C006	\$34.78
60000331	PRODUCTION CLERK II (3-6 years)	3-6 YEARS	C006	\$34.78
60000332	PRODUCTION CLERK III (6+ years)	>6 YEARS	C009	\$41.41
60000254	RECORDS STORAGE CLERK I	0-2 YEARS	C004	\$30.30
60000600	RECORDS STORAGE CLERK II	2-4 YEARS	C005	\$32.48
60000330	RECORDS STORAGE CLERK III	>4 YEARS	C006	\$34.78
60000273	RENT AND ROYALTIES CLERK I (0-3 years)	<3 YEARS	C004	\$30.30
60000329	RENT AND ROYALTIES CLERK II (3-6 years)	3-6 YEARS	C006	\$34.78
60000330	RENT AND ROYALTIES CLERK III (6+ years)	>6 YEARS	C009	\$41.41
60000275	STORAGE CLERK I (0-3 years)	<3 YEARS	C004	\$30.30
60000333	STORAGE CLERK II (3-6 years)	3-6 YEARS	C006	\$34.78
60000334	STORAGE CLERK III (6+ years)	>6 YEARS	C009	\$41.41

*Must meet time and metric requirements to progress

SECTION XXI – CLERICAL PAY SCHEDULE – APRIL 1, 2027

EFFECTIVE APRIL 1, 2027					
Job Code	Job Classification	Progression	Job Code	Job Classification	Progression
Pay Grade C001 - \$20.86			Pay Grade C007 - \$38.43		
60000251	GENERAL CLERICAL		60000262	DRAFTSPERSON	0-3 YEARS
Pay Grade C002 - \$24.13			60000263	EXTRACTION PLANT CLERK	
60000497	CUSTOMER SERVICE REPRESENTATIVE, START	0-1 YEAR	60000264	PURCHASING CLERK	
Pay Grade C003 - \$27.14			60000265	TRAFFIC CLERK	
60000255	CUSTOMER SERVICE REPRESENTATIVE I	1-2 YEARS	Pay Grade C008 - \$40.20		
Pay Grade C004 - \$31.51			60000266	WORD PROCESSOR, LEADER	
60000268	ACCOUNTING CLERK I	0-3 YEARS	Pay Grade C009 - \$43.07		
60000267	CUSTOMER ACCOUNT CLERK I	0-3 YEARS	60000324	ACCOUNTING CLERK III	>6 YEARS
60000598	CUSTOMER SERVICE REPRESENTATIVE II*	2-4 YEARS	60000322	CUSTOMER ACCOUNT CLERK III	>6 YEARS
60000269	FIELD CLERK I	0-3 YEARS	60000326	FIELD CLERK III	>6 YEARS
60000271	GAS MEASUREMENT CLERK I	0-3 YEARS	60000270	GAS & BY-PRODUCT TESTER, SR	
60000256	MAIL CLERK		60000328	GAS MEASUREMENT CLERK III	>6 YEARS
60000274	PRODUCTION CLERK I	0-3 YEARS	60000272	INSTRUMENT PERSON	
60000254	RECORDS STORAGE CLERK I	0-2 YEARS	60000332	PRODUCTION CLERK III	>6 YEARS
60000273	RENT AND ROYALTIES CLERK I	0-3 YEARS	60000330	RENT AND ROYALTIES CLERK III	>6 YEARS
60000275	STORAGE CLERK I	0-3 YEARS	60000276	SERVICE DISPATCHER	N/A
Pay Grade C005 - \$33.78			60000334	STORAGE CLERK III	>6 YEARS
60000600	RECORDS STORAGE CLERK II	2-4 YEARS	Pay Grade C010 - \$44.71		
Pay Grade C006 - \$36.17			60000277	DRAFTSPERSON, SR.	>3 YEARS
60000323	ACCOUNTING CLERK II	3-6 YEARS	60000278	EXTRACTION PLANT CERK, LEADER	
60000319	CUSTOMER ACCOUNT CLERK II	3-6 YEARS	60000279	FIELD CLERK, LEADER	
60000599	CUSTOMER SERVICE REPRESENTATIVE III*	>4 YEARS	Pay Grade C011 - \$46.16		
60000260	ENGINEERING CLERK		60000280	LEASE OWNERSHIP CLERK	
60000261	ENVIRONMENTAL CLERK		*Must meet time and metric requirements to progress		
60000257	GAS & BY-PRODUCTS TESTER				
60000325	FIELD CLERK II	3-6 YEARS			
60000327	GAS MEASUREMENT CLERK II	3-6 YEARS			
60000331	PRODUCTION CLERK II	3-6 YEARS			
60000594	RECORDS STORAGE CLERK III	>4 YEARS			
60000329	RENT AND ROYALTIES CLERK II	3-6 YEARS			
60000333	STORAGE CLERK II	3-6 YEARS			
60000259	WORD PROCESSOR				

SECTION XXI – CLERICAL PAY SCHEDULE – PROGRESSIONS - APRIL 1, 2027

EFFECTIVE APRIL 1, 2027				
Job Code	JOB CLASSIFICATION	PROGRESSION	PAY GRADE	WAGE RATE
60000268	ACCOUNTING CLERK I (0-3 years)	<3 YEARS	C004	\$31.51
60000323	ACCOUNTING CLERK II (3-6 years)	3-6 YEARS	C006	\$36.17
60000324	ACCOUNTING CLERK III (>6 years)	>6 YEARS	C009	\$43.07
60000267	CUSTOMER ACCOUNT CLERK I (0-3 years)	<3 YEARS	C004	\$31.51
60000319	CUSTOMER ACCOUNT CLERK II (3-6 years)	3-6 YEARS	C006	\$36.17
60000322	CUSTOMER ACCOUNT CLERK III (>6 years)	>6 YEARS	C009	\$43.07
60000497	CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER, START	0-1 YEAR	C002	\$24.13
60000255	CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER I	1-2 YEARS	C003	\$27.14
60000598	CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER II*	2-4 YEARS	C004	\$31.51
60000599	CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER III*	>4 YEARS	C006	\$36.17
60000262	DRAFTSPERSON	<3 YEARS	C007	\$38.43
60000277	DRAFTSPERSON SR.	>3 YEARS	C010	\$44.71
60000269	FIELD CLERK I (0-3 years)	<3 YEARS	C004	\$31.51
60000325	FIELD CLERK II (3-6 years)	3-6 YEARS	C006	\$36.17
60000326	FIELD CLERK III (>6 years)	>6 YEARS	C009	\$43.07
60000271	GAS MEASUREMENT CLERK I (0-3 years)	<3 YEARS	C004	\$31.51
60000327	GAS MEASUREMENT CLERK II (3-6 years)	3-6 YEARS	C006	\$36.17
60000328	GAS MEASUREMENT CLERK III (6+ years)	>6 YEARS	C009	\$43.07
60000274	PRODUCTION CLERK I (0-3 years)	<3 YEARS	C006	\$36.17
60000331	PRODUCTION CLERK II (3-6 years)	3-6 YEARS	C006	\$36.17
60000332	PRODUCTION CLERK III (6+ years)	>6 YEARS	C009	\$43.07
60000254	RECORDS STORAGE CLERK I	0-2 YEARS	C004	\$31.51
60000600	RECORDS STORAGE CLERK II	2-4 YEARS	C005	\$33.78
60000330	RECORDS STORAGE CLERK III	>4 YEARS	C006	\$36.17
60000273	RENT AND ROYALTIES CLERK I (0-3 years)	<3 YEARS	C004	\$31.51
60000329	RENT AND ROYALTIES CLERK II (3-6 years)	3-6 YEARS	C006	\$36.17
60000330	RENT AND ROYALTIES CLERK III (6+ years)	>6 YEARS	C009	\$43.07
60000275	STORAGE CLERK I (0-3 years)	<3 YEARS	C004	\$31.51
60000333	STORAGE CLERK II (3-6 years)	3-6 YEARS	C006	\$36.17
60000334	STORAGE CLERK III (6+ years)	>6 YEARS	C009	\$43.07

*Must meet time and metric requirements to progress

SECTION XXI – CLERICAL PAY SCHEDULE – APRIL 1, 2028

EFFECTIVE APRIL 1, 2028					
Job Code	Job Classification	Progression	Job Code	Job Classification	Progression
Pay Grade C001 - \$21.59			Pay Grade C007 - \$39.78		
60000251	GENERAL CLERICAL		60000262	DRAFTSPERSON	0-3 YEARS
Pay Grade C002 - \$24.97			60000263	EXTRACTION PLANT CLERK	
60000497	CUSTOMER SERVICE REPRESENTATIVE, START	0-1 YEAR	60000264	PURCHASING CLERK	
Pay Grade C003 - \$28.09			60000265	TRAFFIC CLERK	
60000255	CUSTOMER SERVICE REPRESENTATIVE I	1-2 YEARS	Pay Grade C008 - \$41.61		
Pay Grade C004 - \$32.61			60000266	WORD PROCESSOR, LEADER	
60000268	ACCOUNTING CLERK I	0-3 YEARS	Pay Grade C009 - \$44.58		
60000267	CUSTOMER ACCOUNT CLERK I	0-3 YEARS	60000324	ACCOUNTING CLERK III	>6 YEARS
60000598	CUSTOMER SERVICE REPRESENTATIVE II*	2-4 YEARS	60000322	CUSTOMER ACCOUNT CLERK III	>6 YEARS
60000269	FIELD CLERK I	0-3 YEARS	60000326	FIELD CLERK III	>6 YEARS
60000271	GAS MEASUREMENT CLERK I	0-3 YEARS	60000270	GAS & BY-PRODUCT TESTER, SR	
60000256	MAIL CLERK		60000328	GAS MEASUREMENT CLERK III	>6 YEARS
60000274	PRODUCTION CLERK I	0-3 YEARS	60000272	INSTRUMENT PERSON	
60000254	RECORDS STORAGE CLERK I	0-2 YEARS	60000332	PRODUCTION CLERK III	>6 YEARS
60000273	RENT AND ROYALTIES CLERK I	0-3 YEARS	60000330	RENT AND ROYALTIES CLERK III	>6 YEARS
60000275	STORAGE CLERK I	0-3 YEARS	60000276	SERVICE DISPATCHER	N/A
Pay Grade C005 - \$34.96			60000334	STORAGE CLERK III	>6 YEARS
60000600	RECORDS STORAGE CLERK II	2-4 YEARS	Pay Grade C010 - \$46.27		
Pay Grade C006 - \$37.44			60000277	DRAFTSPERSON, SR.	>3 YEARS
60000323	ACCOUNTING CLERK II	3-6 YEARS	60000278	EXTRACTION PLANT CERK, LEADER	
60000319	CUSTOMER ACCOUNT CLERK II	3-6 YEARS	60000279	FIELD CLERK, LEADER	
60000599	CUSTOMER SERVICE REPRESENTATIVE III*	>4 YEARS	Pay Grade C011 - \$47.78		
60000260	ENGINEERING CLERK		60000280	LEASE OWNERSHIP CLERK	
60000261	ENVIRONMENTAL CLERK		*Must meet time and metric requirements to progress		
60000257	GAS & BY-PRODUCTS TESTER				
60000325	FIELD CLERK II	3-6 YEARS			
60000327	GAS MEASUREMENT CLERK II	3-6 YEARS			
60000331	PRODUCTION CLERK II	3-6 YEARS			
60000594	RECORDS STORAGE CLERK III	>4 YEARS			
60000329	RENT AND ROYALTIES CLERK II	3-6 YEARS			
60000333	STORAGE CLERK II	3-6 YEARS			
60000259	WORD PROCESSOR				

SECTION XXI – CLERICAL PAY SCHEDULE – PROGRESSIONS - APRIL 1, 2028

EFFECTIVE APRIL 1, 2028				
Job Code	JOB CLASSIFICATION	PROGRESSION	PAY GRADE	WAGE RATE
60000268	ACCOUNTING CLERK I (0-3 years)	<3 YEARS	C004	\$32.61
60000323	ACCOUNTING CLERK II (3-6 years)	3-6 YEARS	C006	\$37.44
60000324	ACCOUNTING CLERK III (>6 years)	>6 YEARS	C009	\$44.58
60000267	CUSTOMER ACCOUNT CLERK I (0-3 years)	<3 YEARS	C004	\$32.61
60000319	CUSTOMER ACCOUNT CLERK II (3-6 years)	3-6 YEARS	C006	\$37.44
60000322	CUSTOMER ACCOUNT CLERK III (>6 years)	>6 YEARS	C009	\$44.58
60000497	CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER, START	0-1 YEAR	C002	\$24.97
60000255	CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER I	1-2 YEARS	C003	\$28.09
60000598	CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER II*	2-4 YEARS	C004	\$32.61
60000599	CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER III*	>4 YEARS	C006	\$37.44
60000262	DRAFTSPERSON	<3 YEARS	C007	\$39.78
60000277	DRAFTSPERSON SR.	>3 YEARS	C010	\$46.27
60000269	FIELD CLERK I (0-3 years)	<3 YEARS	C004	\$32.61
60000325	FIELD CLERK II (3-6 years)	3-6 YEARS	C006	\$37.44
60000326	FIELD CLERK III (>6 years)	>6 YEARS	C009	\$44.58
60000271	GAS MEASUREMENT CLERK I (0-3 years)	<3 YEARS	C004	\$32.61
60000327	GAS MEASUREMENT CLERK II (3-6 years)	3-6 YEARS	C006	\$37.44
60000328	GAS MEASUREMENT CLERK III (6+ years)	>6 YEARS	C009	\$44.58
60000274	PRODUCTION CLERK I (0-3 years)	<3 YEARS	C006	\$37.44
60000331	PRODUCTION CLERK II (3-6 years)	3-6 YEARS	C006	\$37.44
60000332	PRODUCTION CLERK III (6+ years)	>6 YEARS	C009	\$44.58
60000254	RECORDS STORAGE CLERK I	0-2 YEARS	C004	\$32.61
60000600	RECORDS STORAGE CLERK II	2-4 YEARS	C005	\$34.96
60000330	RECORDS STORAGE CLERK III	>4 YEARS	C006	\$37.44
60000273	RENT AND ROYALTIES CLERK I (0-3 years)	<3 YEARS	C004	\$32.61
60000329	RENT AND ROYALTIES CLERK II (3-6 years)	3-6 YEARS	C006	\$37.44
60000330	RENT AND ROYALTIES CLERK III (6+ years)	>6 YEARS	C009	\$44.58
60000275	STORAGE CLERK I (0-3 years)	<3 YEARS	C004	\$32.61
60000333	STORAGE CLERK II (3-6 years)	3-6 YEARS	C006	\$37.44
60000334	STORAGE CLERK III (6+ years)	>6 YEARS	C009	\$44.58

SECTION XXI – CLERICAL PAY SCHEDULE – APRIL 1, 2029

EFFECTIVE APRIL 1, 2029					
Job Code	Job Classification	Progression	Job Code	Job Classification	Progression
<u>Pay Grade C001 - \$22.35</u>			<u>Pay Grade C007 - \$41.17</u>		
60000251	GENERAL CLERICAL		60000262	DRAFTSPERSON	0-3 YEARS
<u>Pay Grade C002 - \$25.84</u>			60000263	EXTRACTION PLANT CLERK	
60000497	CUSTOMER SERVICE REPRESENTATIVE, START	0-1 YEAR	60000264	PURCHASING CLERK	
<u>Pay Grade C003 - \$29.07</u>			60000265	TRAFFIC CLERK	
60000255	CUSTOMER SERVICE REPRESENTATIVE I	1-2 YEARS	<u>Pay Grade C008 - \$43.07</u>		
<u>Pay Grade C004 - \$33.75</u>			60000266	WORD PROCESSOR, LEADER	
60000268	ACCOUNTING CLERK I	0-3 YEARS	<u>Pay Grade C009 - \$46.14</u>		
60000267	CUSTOMER ACCOUNT CLERK I	0-3 YEARS	60000324	ACCOUNTING CLERK III	>6 YEARS
60000598	CUSTOMER SERVICE REPRESENTATIVE II*	2-4 YEARS	60000322	CUSTOMER ACCOUNT CLERK III	>6 YEARS
60000269	FIELD CLERK I	0-3 YEARS	60000326	FIELD CLERK III	>6 YEARS
60000271	GAS MEASUREMENT CLERK I	0-3 YEARS	60000270	GAS & BY-PRODUCT TESTER, SR	
60000256	MAIL CLERK		60000328	GAS MEASUREMENT CLERK III	>6 YEARS
60000274	PRODUCTION CLERK I	0-3 YEARS	60000272	INSTRUMENT PERSON	
60000254	RECORDS STORAGE CLERK I	0-2 YEARS	60000332	PRODUCTION CLERK III	>6 YEARS
60000273	RENT AND ROYALTIES CLERK I	0-3 YEARS	60000330	RENT AND ROYALTIES CLERK III	>6 YEARS
60000275	STORAGE CLERK I	0-3 YEARS	60000276	SERVICE DISPATCHER	N/A
<u>Pay Grade C005 - \$36.18</u>			60000334	STORAGE CLERK III	>6 YEARS
60000600	RECORDS STORAGE CLERK II	2-4 YEARS	<u>Pay Grade C010 - \$47.89</u>		
<u>Pay Grade C006 - \$38.75</u>			60000277	DRAFTSPERSON, SR.	>3 YEARS
60000323	ACCOUNTING CLERK II	3-6 YEARS	60000278	EXTRACTION PLANT CERK, LEADER	
60000319	CUSTOMER ACCOUNT CLERK II	3-6 YEARS	60000279	FIELD CLERK, LEADER	
60000599	CUSTOMER SERVICE REPRESENTATIVE III*	>4 YEARS	<u>Pay Grade C011 - \$49.45</u>		
60000260	ENGINEERING CLERK		60000280	LEASE OWNERSHIP CLERK	
60000261	ENVIRONMENTAL CLERK		*Must meet time and metric requirements to progress		
60000257	GAS & BY-PRODUCTS TESTER				
60000325	FIELD CLERK II	3-6 YEARS			
60000327	GAS MEASUREMENT CLERK II	3-6 YEARS			
60000331	PRODUCTION CLERK II	3-6 YEARS			
60000594	RECORDS STORAGE CLERK III	>4 YEARS			
60000329	RENT AND ROYALTIES CLERK II	3-6 YEARS			
60000333	STORAGE CLERK II	3-6 YEARS			
60000259	WORD PROCESSOR				

SECTION XXI – CLERICAL PAY SCHEDULE – PROGRESSIONS - APRIL 1, 2029

EFFECTIVE APRIL 1, 2029				
Job Code	JOB CLASSIFICATION	PROGRESSION	PAY GRADE	WAGE RATE
60000268	ACCOUNTING CLERK I (0-3 years)	<3 YEARS	C004	\$ 33.75
60000323	ACCOUNTING CLERK II (3-6 years)	3-6 YEARS	C006	\$ 38.75
60000324	ACCOUNTING CLERK III (>6 years)	>6 YEARS	C009	\$ 46.14
60000267	CUSTOMER ACCOUNT CLERK I (0-3 years)	<3 YEARS	C004	\$ 33.75
60000319	CUSTOMER ACCOUNT CLERK II (3-6 years)	3-6 YEARS	C006	\$ 38.75
60000322	CUSTOMER ACCOUNT CLERK III (>6 years)	>6 YEARS	C009	\$ 46.14
60000497	CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER, START	0-1 YEAR	C002	\$ 25.84
60000255	CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER I	1-2 YEARS	C003	\$ 29.07
60000598	CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER II*	2-4 YEARS	C004	\$ 33.75
60000599	CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER III*	>4 YEARS	C006	\$ 38.75
60000262	DRAFTSPERSON	<3 YEARS	C007	\$ 41.17
60000277	DRAFTSPERSON SR.	>3 YEARS	C010	\$ 47.89
60000269	FIELD CLERK I (0-3 years)	<3 YEARS	C004	\$ 33.75
60000325	FIELD CLERK II (3-6 years)	3-6 YEARS	C006	\$ 38.75
60000326	FIELD CLERK III (>6 years)	>6 YEARS	C009	\$ 46.14
60000271	GAS MEASUREMENT CLERK I (0-3 years)	<3 YEARS	C004	\$ 33.75
60000327	GAS MEASUREMENT CLERK II (3-6 years)	3-6 YEARS	C006	\$ 38.75
60000328	GAS MEASUREMENT CLERK III (6+ years)	>6 YEARS	C009	\$ 46.14
60000274	PRODUCTION CLERK I (0-3 years)	<3 YEARS	C006	\$ 38.75
60000331	PRODUCTION CLERK II (3-6 years)	3-6 YEARS	C006	\$ 38.75
60000332	PRODUCTION CLERK III (6+ years)	>6 YEARS	C009	\$ 46.14
60000254	RECORDS STORAGE CLERK I	0-2 YEARS	C004	\$ 33.75
60000600	RECORDS STORAGE CLERK II	2-4 YEARS	C005	\$ 36.18
60000330	RECORDS STORAGE CLERK III	>4 YEARS	C006	\$ 38.75
60000273	RENT AND ROYALTIES CLERK I (0-3 years)	<3 YEARS	C004	\$ 33.75
60000329	RENT AND ROYALTIES CLERK II (3-6 years)	3-6 YEARS	C006	\$ 38.75
60000330	RENT AND ROYALTIES CLERK III (6+ years)	>6 YEARS	C009	\$ 46.14
60000275	STORAGE CLERK I (0-3 years)	<3 YEARS	C004	\$ 33.75
60000333	STORAGE CLERK II (3-6 years)	3-6 YEARS	C006	\$ 38.75
60000334	STORAGE CLERK III (6+ years)	>6 YEARS	C009	\$ 46.14

APPENDIX NO. 1 - CLERICAL BIDDING DEPARTMENTS & GRIEVANCE HEARINGS

BIDDING DEPARTMENTS
Clarksburg
Davisson Run
Fairmont
Gassaway, Summersville, Montgomery
Goshen Road
Grantsville, Spencer
Jane Lew Operational Hub
Madison, Logan
Huntington
Morgantown HQ
Parkersburg, Bens Run, Mason, Pennsboro
Weston Distribution
Weston Gathering

APPENDIX NO. 2 - PHYSICAL BIDDING DEPARTMENTS & GRIEVANCE HEARINGS

BIDDING DEPARTMENTS
Clarksburg
Davisson Run
Fairmont
Gassaway, Summersville, Montgomery
Goshen Road
Grantsville, Spencer
Jane Lew Operational Hub
Madison, Logan
Huntington
Morgantown HQ
Parkersburg, Bens Run, Mason, Pennsboro
Weston Distribution
Weston Gathering

PREP/GREP crews are separate Bidding Departments at each reporting location.

APPENDIX NO. 3 – HOPE GAS PAYROLL LOCATIONS

Bens Run
Davisson Run
Fairmont
Gassaway
Goshen Road
Grantsville
Huntington
Jane Lew Operational Hub
Logan
Madison
Mason
Montgomery
Morgantown HQ
Parkersburg
Pennsboro
Spencer
Summersville
Weston

APPENDIX NO. 4 - INSPECTION

If the Company deems it necessary to assign physical employees to inspect contracted work, the following guidelines will be used:

1. Temporary assignment of qualified employees to work as Inspectors on construction projects will normally be using lower rated employees (e.g. Pipeline Field Specialist) rather than to utilize higher rated employees. Management will not, however, be required to replace lower rated employees with higher rated employees in order to make the lower rated employees available.
2. Temporary assignments as inspectors on construction projects will be rotated among qualified and available employees in an effort to distribute overtime. However, since assignments to work as an inspector can vary considerably in duration, there is no obligation to distribute inspection overtime evenly. Assignment will not normally be rotated during a project.
3. Each payroll location will maintain a list of employees qualified for inspection assignments in seniority order. When another employee's name is added to the list, it will be slotted in according to seniority. As inspection assignments become available, they will be offered to the next person on the list. Should an employee decline an opportunity for inspection, the next person on the list is asked and the employee that turned down the assignment will not be offered another opportunity until the inspection list has gone through one (1) complete cycle and all employees on the list have been offered an opportunity to work on an inspection assignment. Rotation through the list is continual, meaning that assignments are not offered to the senior employee on the list at the beginning of each project or year.
4. When a specific project involves more than one (1) payroll location, the lists from the payroll locations involved will be utilized in selecting employees for assignment.
5. Under certain circumstances, an employee with specific skills or knowledge may be required to provide proper inspection for contracted work. In such cases, the employee may also be assigned other inspection duties. These assignments will also be rotated among those employees in the payroll location with the required skills.

APPENDIX NO. 5 - CLERICAL TESTING

1. In order to qualify to enter any Clerical position, an applicant must demonstrate proper qualifications by passing appropriate aptitude tests.
2. Required Clerical tests are as follows:

Job Title	Clerical Aptitude
Accounting Clerk	X
General Clerk	X
Customer Account Clerk	X
Field Clerk	X
Gas Measurement Clerk	X
Rent & Royalties Clerk	X
Service Dispatcher	X
Customer Service Rep	X
Word Processor	X

* NOTES

1. All other selection testing for clerical employees is outlined in the Union Selection Testing manual distributed to employees.

APPENDIX NO. 6 - PHYSICAL PROGRESSION SCHEDULES

1. The Physical Progression Schedules provide a means for employees to advance through pay grades by successfully completing appropriate training and testing and working a specified time in grade.
2. (a) In order to qualify for selection to enter the Electrician and Communications Specialist Progressions, an applicant must demonstrate proper qualifications by passing appropriate aptitude tests and attending a classroom orientation session and scoring at least 70% on a written test on the material presented. ⁽¹⁾
 (b) In order to qualify for promotion to a higher grade in these Progressions an employee must successfully complete additional classroom training and testing and must work the time in grade as follows: ⁽²⁾

	Grade	Time Required
Electrician:		
Electrician, Start	006	1 Year
Electrician, Level I	008	1 Year
Electrician, Level II	011	
Communications Specialist:		
Communications Specialist. Start	003	1 Year
Communications Specialist, Level I	007	1 Year
Communications Specialist. Level II	010	
Town Plant Representative		
Town Plant Representative-Start	007	2 Years
Town Plant Representative-Level I	008	2 Years
Town Plant Representative-Level II	0010	2 Years

3. (a) In order to qualify for training to enter the Gas Service Specialist, Town Plant Representative, Regulator Specialist or Gas Measurement Specialist Progression, an applicant must demonstrate proper qualifications by passing appropriate aptitude tests and attending a classroom orientation session and scoring at least 70% on a written test on the material presented. ⁽¹⁾
 (b) In order to qualify for selection to enter the Gas Service Specialist, Town Plant Representative, Regulator Specialist or Gas Measurement Specialist Progression an applicant must demonstrate proper qualifications by attending classroom training and scoring at least 70% on a written test on the material presented.
 (c) An employee will enter the Gas Service Specialist Progression as a Gas Service Specialist, Start, Grade 7 and after two (2) years experience in that position, will be promoted to a Gas Service Specialist, Level I, Grade 9 without additional testing. After two (2) years experience in the Grade 9 position, the employee will be promoted to a Gas Service Specialist, Level II, Grade 11 without additional testing. Years of experience in Town Plant Representative position will count toward the Gas Service Specialist progression.

- (d) An employee will enter the Town Plant Representative Progression as a Town Plant Representative, Start, Grade 7 and after two (2) years experience in that position, will be promoted to a Town Plant Representative, Level I, Grade 8 without additional testing. After two (2) years experience in the Grade 8 position, the employee will be promoted to a Town Plant Representative, Level II, Grade 10 without additional testing.[Up to two (2) years upgrade to Town Plant Representative Reserve can be counted in the years required to progress to Town Plant Representative, Level I.] ⁽⁶⁾
 - (e) An employee will enter the Regulator Specialist Progression as a Regulator Specialist, Grade 7 and after four (4) years experience in that position, will be promoted to a Regulator Specialist, Sr., Grade 9, without additional testing.
 - (f) An employee will enter the Gas Measurement Specialist Progression as a Gas Measurement Specialist, Grade 7 and after three (3) years experience in that position, will be promoted to a Gas Measurement Specialist Level I, Grade 9 without additional testing. After three (3) years experience in that position, will be promoted to a Gas Measurement Specialist Level II., Grade 11, without additional testing. [Up to two (2) years upgrade to Gas Measurement Specialist Reserve can be counted in the years required to progress to Gas Measurement Specialist, Level I.]
4. (a) In order to qualify for training to enter the Warehouse Worker Progression Schedule, an employee must pass appropriate aptitude tests. Employees selected for training to enter the Warehouse Worker Progression Schedule will attend classroom or one-on-one training and four (4) weeks of on-the-job training working with a classified Warehouse Worker. Trainees will be tested on both the classroom training or one-on-one training and the on-the-job training. In order to qualify for selection as a Warehouse Worker, the trainee must attain a score of seventy percent (70%) on this test. ⁽¹⁾
 - (b) Employees selected to enter the Warehouse Worker Progression Schedule will work as a Warehouse Worker, Start, Grade 6, for two (2) years and will be promoted to Warehouse Worker, Level I, Grade 7, without additional testing. After working two (2) years as a Warehouse Worker, Level I, they will be promoted to Level II, Grade 8, without additional testing.
 5. In order to qualify to enter the Engine Mechanic progression, an employee must first pass appropriate written and hands on tests. Once an employee enters the 3-year Engine Mechanic progression, the employee must successfully pass the Engine Mechanic Sr. Hands On testing and the Electronic Engine shutdown testing during the 3-years from entering the progression to progress to Engine Mechanic Sr. ⁽⁵⁾
 6. When an opening occurs in a Physical Progression Schedule, selection for orientation and testing to enter the progression will be handled in accordance with Section XV, Article I, Employee Selection. The senior applicant will be given an opportunity to take the orientation and testing to qualify to enter the progression unless a training opportunity for a reserve position was posted Bidding Unit-wide. If a training opportunity for a reserve position was posted Bidding Unit-wide and if a reserve applies, the senior reserve will be awarded the job and it will not be necessary to provide orientation and testing to the senior applicant. If an employee leaves a progression and reenters the same progression, they will reenter at the same grade they previously held. At the time the employee reenters the progression, the Company

will give the employee the appropriate diagnostic tests to determine any training necessary to update the employee's skills. Any accumulated time worked in this Progression will count toward the next level entrance or promotion. ⁽³⁾

7. Any employee entering a Physical Progression Schedule will be expected to progress to the highest level of that Progression. Should any such employee twice fail to qualify for progression at any level after two (2) separate classroom training periods, he or she will be red circled in rate, removed from the progression and assigned other work, if available. ⁽⁴⁾
8. An employee who is being trained in a progression or as a backup for a progression job will not be allowed to receive training in another progression job.
9. Any employee permanently classified within a Progression Schedule may be assigned any of those duties which he or she is capable of performing. Any employee temporarily assigned duties within the progression may be required to perform any duties which he or she is capable of performing but will be considered to be at the Start Level or lowest level for pay purposes.

FOOTNOTE:

- ⁽¹⁾ The score required to pass an aptitude test will in no case exceed seventy percent (70%).
- ⁽²⁾ An Electrician, Start will undergo a six (6) month structured training program consisting of classroom and "on-the-job" training. The six (6) month training program may or may not be consecutive.
- ⁽³⁾ An employee selected to receive a training opportunity to fill a Reserve Electrician position shall undergo a six (6) month structured training program consisting of classroom and "on-the-job" training. The six (6) month training program may or may not be consecutive.
- ⁽⁴⁾ An employee who has undergone the six (6) month training and fails the test to progress to Grade 8 will be given a second opportunity to take and pass this test within sixty (60) days after his/her first attempt.
- ⁽⁵⁾ Employees get two (2) opportunities to complete the Engine Mechanic Sr. training. If they are not successful, they remain as a Grade 7 Engine Mechanic. As of 4/1/2020, existing Engine Mechanic Sr.'s who have not successfully passed the electronic Engine Shutdown testing, are also expected to pass that training by 12/31/2023. They also get two (2) opportunities to pass the electronic engine shutdown training.
- ⁽⁶⁾ An employee selected to receive a training opportunity to fill a Reserve Town Plant Representative position shall undergo a structured training program consisting of classroom and "on-the-job" training. Testing may include hands on-demonstration and/or a written test. The training program may or may not be consecutive.

APPENDIX NO. 7 - PHYSICAL PAY SCHEDULES

The Physical Pay Schedules provide a means for employees to advance to higher levels of pay by working the specified time in classification. An employee enters a Pay Schedule at the lowest rate of pay, unless he/she has previously been classified in that particular Pay Schedule, in which case, prior time in classification will be credited. ^(1.)

Pipeline Field Specialist Level I (0-3 years)	Grade 2
Pipeline Field Specialist Level II (3-6 years)	Grade 3
Pipeline Field Specialist Level III (>6 years)	Grade 7
Compressor Station Operator- Start (<5 years)	Grade 3
Compressor Station Operator I (>5 years)	Grade 5
Utilityperson – Start (<3 years)	Grade 7
Utilityperson I (3-6 years)	Grade 8
Utilityperson II (>6 years)	Grade 10
Gas Processing Plant Operator III (up to 18 months)	Grade 7
Gas Processing Plant Operator II (up to 18 months)	Grade 9
Gas Processing Plant Operator I	Grade 11
Heavy Equipment Operator – Start (<3 years)	Grade 7
Heavy Equipment Operator I (3-6 years)	Grade 8
Heavy Equipment Operator II (>6 years)	Grade 9

An employee will enter the Gas Processing Plant Operator position as a Gas Processing Plant Operator III, Grade 7.

There are three steps to be a fully qualified GPP operator.

GPP Operator -3 is responsible for understanding and maintaining the slug catcher area and the HECS. (Grade 7). GPP Operator - 2 is responsible for understanding and maintaining the fractionation and cold plant. (Grade 9). GPP Operator - 1 is fully qualified operator and is responsible for operation of the plant through the HMI, also known as board operator. (Grade 11). In order to progress through Operator 3, 2, and 1, the employee will be expected to successfully complete Process Safety Management (PSM) requirements. The process to advance to the higher-grade operator will be through the PSM process of training and employees written and hands on demonstration of knowledge of each area. This process should take no more than 18 months. If it is mutually determined by the parties that an employee is not able to progress to GPP Operator -1 within 18 months due to circumstances controlled by the company, the employee will automatically progress to Gr. 11 after 18 months.

(1.) For employees bidding into the new Pipeline Field Specialist position after 6/1/2023: Employees with no experience in a physical classification under the contract enter at the start rate of the position.

Employees with experience in a physical classification under the contract: Every 2 years of physical service equates to 1- year of TIP for Pipeline Field Specialist (PFS), up to 12 years. For example, CSO with 10 years experience = 5 years TIP and would enter the PFS as Level II.

APPENDIX NO. 7A - CLERICAL PAY SCHEDULES/PROGRESSIONS

The Clerical Pay Schedules provide a means for employees to advance to higher levels of pay by working the specified time in classification. An employee enters a Pay Schedule at the lowest rate of pay, unless he/she has previously been classified in that particular Pay Schedule, in which case, prior time in classification will be credited.¹

JOB CLASSIFICATION	PROGRESSION	PAY GRADE
ACCOUNTING CLERK I (0-3 years)	<3 YEARS	C004
ACCOUNTING CLERK II (3-6 years)	3-6 YEARS	C006
ACCOUNTING CLERK III (>6 years)	>6 YEARS	C009
CUSTOMER ACCOUNT CLERK I (0-3 years)	<3 YEARS	C004
CUSTOMER ACCOUNT CLERK II (3-6 years)	3-6 YEARS	C006
CUSTOMER ACCOUNT CLERK III (>6 years)	>6 YEARS	C009
CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER, START	0-1 YEAR	C002
CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER I	1-2 YEARS	C003
CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER II**	2-4 YEARS	C004
CUSTOMER SERVICE REPRESENTATIVE, CALL CENTER III**	>4 YEARS	C006
DRAFTSPERSON	<3 YEARS	C007
DRAFTSPERSON SR.	>3 YEARS	C010
FIELD CLERK I (0-3 years)	<3 YEARS	C004
FIELD CLERK II (3-6 years)	3-6 YEARS	C006
FIELD CLERK III (>6 years)	>6 YEARS	C009
GAS MEASUREMENT CLERK I (0-3 years)	<3 YEARS	C004
GAS MEASUREMENT CLERK II (3-6 years)	3-6 YEARS	C006
GAS MEASUREMENT CLERK III (6+ years)	>6 YEARS	C009
PRODUCTION CLERK I (0-3 years)	<3 YEARS	C006
PRODUCTION CLERK II (3-6 years)	3-6 YEARS	C006
PRODUCTION CLERK III (6+ years)	>6 YEARS	C009
RECORDS STORAGE CLERK I	0-2 YEARS	C004
RECORDS STORAGE CLERK II	2-4 YEARS	C005
RECORDS STORAGE CLERK III	>4 YEARS	C006
RENT AND ROYALTIES CLERK I (0-3 years)	<3 YEARS	C004
RENT AND ROYALTIES CLERK II (3-6 years)	3-6 YEARS	C006
RENT AND ROYALTIES CLERK III (6+ years)	>6 YEARS	C009
STORAGE CLERK I (0-3 years)	<3 YEARS	C004
STORAGE CLERK II (3-6 years)	3-6 YEARS	C006
STORAGE CLERK III (6+ years)	>6 YEARS	C009

*No employee will be downgraded in pay, each employee will remain in grade or increase to appropriate level.

**Must meet time and metric requirements to progress

¹ For employees bidding into a new Clerical position after 6/1/2026: Employees with no experience in a clerical classification under the contract enter at the start rate of the position. Employees with experience in a clerical classification under the contract: Every 2 years of clerical service equates to 1 year of service in the new classification's progression, up to 12 years. For example, Field Clerk with 10 years experience = 5 years Customer Account Clerk and would enter the Customer Account Clerk as Grade 6.

APPENDIX NO. 8 - TIE IN SENIORITY

In the event of a tie in seniority for a specific selection the following will be used to determine seniority:

1. Credited service (seniority); if that is equal then
2. The first hired; if that is equal then
3. The employee whose birth date occurs closest to July 1; if that is equal then
4. A method determined by mutual agreement of the tied employees.

Any such settling of a tie in seniority will be valid only for the instant situation and will have no bearing on any subsequent cases.

APPENDIX NO. 9 - EMPLOYEE SELECTION PHYSICAL

Under Section XV, Article 1, Employee Selection, Paragraph 2, of this Agreement, selection testing for physical positions may include practical hands-on technical assessments, written knowledge-based tests, and physical requirements per the negotiated job descriptions required to perform the essential duties of the role. These assessments are designed to ensure all candidates possess the necessary skills and physical abilities to perform the job safely and effectively. All such assessments will be reviewed by the Union prior to implementation to ensure they are fair, job-related, and consistent with the terms of the Collective Bargaining Agreement.

If tests are not available, employees will demonstrate their abilities by meeting the criteria identified in Paragraphs 1, 2, or 3 below.

1. Performance of the duties of the job to be filled while employed by the Company; or
2. Performance of the duties of the job to be filled while employed outside the Company.
3. If no employees have demonstrated their ability and fitness under Numbers 1 and 2 above, then consideration will be given to employees who have performed related and similar work.

NOTE: The duties of the job as defined in the job description of the classification shall normally be the criteria for selection. However, the Union recognizes that occasionally certain jobs have unique or critical duties which require demonstrated ability under Paragraph 1 above on the part of the employee to be selected.

Employees who desire consideration based on employment outside the Company will provide written evidence of demonstrated ability from previous employer(s) within twenty-five (25) days of the time the job is posted. In such cases, Management may delay selection of the employee to fill the opening until twenty-eight (28) days from the time the job is posted.

APPENDIX NO. 10 – DISCIPLINARY ACTION

1. Disciplinary Demotion Physical

When an employee is demoted for disciplinary reasons, the Company will assign him or her to an appropriate job in a lower pay grade. If under this provision the employee is assigned to a Pipeline Field Specialist Start Worker job he/she shall be paid the appropriate rate based on his or her credited service in classification and will be allowed the normal progression thereafter.

2. Disciplinary Demotion Clerical

When an employee is demoted for disciplinary reasons, the Company will assign him or her to an appropriate job in a lower pay grade. The demotion will not result in a rate of pay below the employee's current rate or the rate of Grade 3, whichever is lower.

3. Disciplinary Record Retention

All reference to disciplinary action will not be used as the basis for any other disciplinary action if no additional disciplinary action is taken against the employee within four (4) years.

APPENDIX NO. 10A - LOSS OF DRIVING PRIVILEGES

If an employee whose job requires the possession of a valid driver's license fails to maintain his/her driving privileges, the following actions will be taken:

First Incident:

- A. An employee who fails to maintain driving privileges, must notify his/her immediate supervisor within ten (10) calendar days of the loss of his/her driving privileges. Failure by the employee to provide notice within the ten (10) calendar days will subject the employee to disciplinary action.
- B. Upon notification, commencing the effective date of the loss of his/her driving privileges and for a period not to exceed twelve (12) months, in those instances where the employee would otherwise be required as part of his/her duties to drive a Company vehicle, the employee will be temporarily assigned other duties within or outside his/her respective work location.
 - (1) The employee will be compensated for any temporary assignments at the classified rate of the job (s)he is assigned which could be lower than his/her classified rate.
 - (2) Employees temporarily assigned due to loss of driving privileges shall not be entitled to any travel time or mileage to their respective payroll location or temporary reporting location.
- C. An employee whose driving privileges have been suspended, as described above, who is involved in a reduction in force or involuntary transfer, may select a job that requires a driver's license if the employee can provide proof that his/her driving privileges will be reinstated within the 12-month period commencing the effective date of the loss of his/her driving privileges.
- D. Upon submitting proof, during the 12-month period described above, that (s)he has regained his/her driving privileges, the employee will be permitted to resume the operation of a company vehicle as part of his/her regular duties.
- E. If, at the end of the 12-month period described above, the employee has not regained his/her driving privileges, the employee will be removed from his/her job and the job will be filled through the provisions of Section XV of this Agreement. If there is a resulting vacancy for which the employee is qualified (s)he will be assigned to that job and his/her rate of pay will be adjusted to the classified rate of the new job. Otherwise, the employee will be terminated.

Second Incident:

- A. An employee who fails for a second time to maintain his/her driving privileges, as described above, must notify his/her immediate supervisor within ten (10) calendar days of the loss of his/her driving privileges. Failure to provide notice within the ten (10) calendar days will be considered to be just cause for dismissal.
- B. Upon notification, the employee will be removed from his/her job and the job will be filled through the provisions of Section XV of this Agreement. If there is a resulting vacancy for which the employee is qualified (s)he will be assigned to that job and his/her rate of pay will be adjusted to the classified rate of the new job. Otherwise, the employee will be terminated.

APPENDIX NO. 11 - FMLA ABSENCES

1. Use any available paid leave* before taking any unpaid leave for FMLA absences.
 2. Use FMLA leave concurrently with any available paid leave. *
- * Exception: Employees may keep up to eighty (80) hours of earned vacation or paid time off for use later in the year. Management must approve the scheduling of vacation time.

APPENDIX NO. 12 - OVERTIME

Scheduled Overtime

The time that an employee works when overtime is assigned while the employee is on the job.

Unscheduled Overtime

The time that an employee works when overtime is assigned after the employee has left the job following the completion of his or her workday or workweek. The employee is not ordered to report immediately.

Call Out Time

The time that an employee works after being ordered to report immediately from off the job following the completion of his or her workday or workweek.

APPENDIX NO. 13 - ENGINE COMPRESSOR ANALYST PROGRESSION

Title	Grade	Classification
Engine Compressor Analyst Trainee	010	6 Months
Engine Compressor Analyst	011	1 Year
Engine Compressor Analyst, Sr.	012	

Employees will be selected to enter the Engine Compressor Analyst Progression using the following procedure. Openings for positions within the progression as deemed necessary by the Company will be posted throughout the Company. First priority will be given to senior qualified and eligible employees from within the Bidding Unit. If no selection from within the Bidding Unit is made, second priority will be given to senior qualified and eligible employees within the Bidding Division. If a selection is not made from within the Bidding Division, third priority will be given to senior qualified and eligible employees from other Bidding Divisions and Departments. Applicants will be determined to be qualified if they have successfully completed the test required to enter the Grade 11 Engine Compressor Analyst position. The selected employee will enter the progression at the Grade 11 level.

Opportunities for back-up positions will be posted within the bidding unit. First priority will be given to the senior, qualified and eligible employee within the unit.

If no qualified employee is selected, the senior employee who bid on the position will be given a series of written tests. The senior applicant who has successfully completed the tests will be selected for entry into the Progression, unless a training opportunity for a back-up was posted bidding unit wide. If a training opportunity for a back-up position was posted bidding unit wide and if a back-up applies, the senior back-up will be awarded the job and it will not be necessary to provide a series of written tests to the senior applicant.

Employees selected to enter the Engine Compressor Analyst Progression as a Trainee will work at the Trainee level for a period of six (6) months. At the end of the six (6) months the employee will be required to take an advancement test. Employees passing the test will be promoted to the Engine Compressor Analyst level. Employees failing this test will be given one additional opportunity to pass the test within sixty (60) days after the first attempt.

Employees will work at the Engine Compressor Analyst level for a period of one (1) year. After working at this level for six (6) months, the employee will be required to take and pass a progress test in order to remain in the progression. Employees failing the test will be given one (1) additional opportunity to pass the test within sixty (60) days after the first attempt. After working at this level for one (1) year, the employee will be required to take an advancement test. Employees passing this test will be promoted to Engine Compressor Analyst, Sr. Employees failing this test will be given two (2) additional opportunities to pass the test within one-hundred and twenty (120) days after the first attempt.

Employees must attain a score of seventy percent (70%) on each segment of the advancement tests and progress test in order to pass. The Union will be provided an opportunity to review the training program and materials. The tests will consist of oral and written questions as well as hands-on demonstrations. The employee will receive on-the-job training directly related to the test he or she will take for a particular level. Employees who fail the first attempt will be

coached in their areas of deficiency.

Any employee entering the Engine Compressor Analyst Progression will be expected to progress to Engine Compressor Analyst, Sr. Should any such employee fail to qualify for progression at any level after the maximum number of tests allowed, he or she will be red circled in rate, removed from the progression, and assigned other work.

Any employee permanently classified within this Progression Schedule may be assigned any of those duties which he or she is capable of performing. Any employee temporarily assigned duties within the progression may be required to perform any duties which he or she is capable of performing but will be considered to be at the Trainee Level for pay purposes.

Any employee who is classified as an Engine Compressor Performance Specialist on or before October 1, 1993, who takes the classroom training and fails the test twice will be permitted to continue working as an Engine Compressor Analyst at the level they have attained and receive all negotiated raises and will be allowed to take the training and testing every thirty-six (36) months if the employee desires. Any Grandfathered employee that does not desire to take the tests, will not be required to and they will remain at the level they have attained and will receive all negotiated raises.

APPENDIX NO. 14 - COMMERCIAL DRIVER'S LICENSE

Regular Job Vacancies:

When job vacancies occur which require possession of a Commercial Driver's License ("CDL") with appropriate Hazmat and Tanker endorsements (i.e. Heavy Equipment Operators), the employee must possess the required CDL and required endorsements in order to be considered as a qualified bidder for the job posting.

Reserve Heavy Equipment Operators:

Management will determine the number of Reserve Heavy Equipment Operators needed at each location. If a sufficient number of fully-qualified reserves are not available, a Reserve Heavy Equipment Operator job will be posted and a CDL training opportunity offered.²

The successful bidder for the job will be required to obtain their CDL permit and medical certification within thirty (30) days of being awarded the job.

Upon completion of the CDL Training, a road test will be required. If the employee passes the training and testing, (s)he will be assigned a CDL by the state's Department of Transportation. Employees who receive their CDL through the Company's training program are required to maintain all required certifications for the duration of their employment. With the following exception: When an employee has a medical condition which prohibits them from maintaining a CDL.

If the employee does not pass a portion of the training or testing, they will be allowed to go through the training program one additional time upon availability of the CDL training. If the employee does not pass the training or testing the second time, they must obtain the qualifications on their own to be considered a qualified bidder.

² If a Reserve Heavy Equipment Operator bids into a new location without a Reserve Heavy Equipment Operator the company shall/will post a new reserve position before allowing the current employee to work in the Reserve position at the new location.

APPENDIX NO. 14A - DRIVER'S LICENSE

The following jobs require the incumbent job holder or the successful bidder for such job to possess and maintain a valid driver's license:

Clerical Jobs

Division Draftsperson	Mail Clerk
Extraction Plant Clerk	Messenger
Extraction Plant Clerk, Leader	Records Storage Clerk
Field Clerk	
Field Clerk, Leader	
Instrument Person	

Physical Jobs

Auto Mechanic	Insulator, Extraction Plant
Auto Mechanic, Sr.	Leader, General Office Garage
Chemical Tester	Leader, Repair Crew
Collector	Leak Inspector
Communications Specialist	Liquids Plant Operator
Compressor Station Control Specialist	Loader, Extraction Plant
Compressor Station Operator	Loader, Sr., Extraction Plant
Compressor Station Operator, Sr.	Maintenance Mechanic Building, Sr.
Compressor Station Operator-24 Hr.	Maintenance Worker, Building
Electrician	Maintenance Worker, Extraction Plant
Engine Compressor Analyst	Measuring Station Operator (Major)
Engine Mechanic	Medium Equipment Operator
Engine Mechanic, Sr.	Meter Reader
Extraction Plant Equipment Mechanic	Painter
Extraction Plant Operator	Paint Gun Operator
Extraction Plant Turbine Operator	Pressure Control Operator
Pipeline Field Specialist	Regulator Specialist
Gas Service Specialist	Shift Leader
Gas Measurement Specialist	Shift Leader, Extraction Plant
Gas Processing Plant Operator	Town Plant Representative
Heavy Equipment Operator	Utility person
Heavy Truck Operator	Utility person Field
Heavy Truck Driver	Warehouse Worker
Inspector	Welder
Instrument Specialist	Well Tender

NOTE: Where a job is identified as a single classification, it does include all the levels.

APPENDIX NO. 15 – HOPE GAS EMERGENCY CALL OUT PROGRAM

Purpose

To effectively respond to emergencies to ensure our customers, property and assets are safe and maintain essential operations.

Timeframe

The program will run quarterly.

- January 1-March 31
- April 1-June 30
- July 1-September 30
- October 1-December 31

For 2026, the program will start July 1.

Eligibility

- All union employees are eligible to participate in the program.
- Employees are eligible to volunteer for their current job classification only. Employees who are not in the listed job classifications below and who meet the qualifications for Helper may volunteer for the Helper classification.
- The volunteer classifications will be:
 - Town Plant Representative
 - Gas Measurement Specialist
 - Heavy Equipment Operator
 - Utilityperson
 - Helper
- All employees who volunteer in the Town Plant Representative, Gas Measurement Specialist, Heavy Equipment Operator or Utilityperson job classifications will be accepted into the Program.
- Any qualified participant who volunteers for Town Plant Representative, Gas Measurement Specialist, Heavy Equipment Operator or Utilityperson may upon notification to their supervisor remove themselves from the Helper list in priority #2.
- The number of Helper volunteers will be subject to a minimum requirement of five (5) participants; however, staffing may be fewer based on available qualified workers per Call Out Group. The pool of voluntary participants for the Helper classification will be

chosen by seniority based from highest service to least amount of service for the qualified workers signing up for the program.

Procedure

Call outs will be run in the following priority order:

1. Volunteers by Call Out Group where the emergency exists.
2. All qualified employees by seniority within the Call Out Group where the emergency exists, including PREP/GREP teams as appropriate.
 - a. Call outs will be run by seniority on a rotational basis for priorities 1 and 2.
3. Proximity of the entire qualified workforce to the emergency.
 - a. Proximity is determined based on the employee's company vehicle GPS location to the emergency.
 - b. Seniority will be used in the event multiple employees are the same distance from the emergency.

Call Out Groups	
Bens Run	Madison
Clarksburg	Mason
Davisson Run	Montgomery
Fairmont	Morgantown HQ
Goshen Road	Parkersburg
Gassaway	Pennsboro
Grantsville	Spencer
Huntington	Summersville
Jane Lew Operational Hub	Weston Distribution
Logan	Weston Gathering

If a location has PREP/GREP teams - PREP teams will be grouped with Distribution and GREP teams will be grouped with Gathering.

- Each member of the program is required to respond to thirty percent (30%) of the emergency calls offered each month or lose their participation in the program for the remainder of the quarter. Employees that are removed from the program are not eligible to volunteer for the following quarter. If an employee is removed from the program three (3) times, they are no longer eligible to participate in the program through the end of the contract term.
- In the event the call out is not accepted by an employee participating in the Volunteer Program, the call out process will be followed. Call outs will be run by seniority on a rotational basis. A monthly seventy percent (70%) call out acceptance rate must be maintained within the Call Out Group by each classification.
- If the monthly call out response rate within a classification falls below seventy percent (70%) from the process listed above, the specific classification may transition to shift

work per Section XII – Working Conditions, Article I., with the exception of the volunteers who are successfully performing in the program. The Company retains the right to use shift work outside of this program.

- Employees must notify their supervisor in advance of a qualifying absence (Vacation/FMLA, etc.). If approved, the Supervisor will remove the employee from the Emergency Call Out program for that time period without penalty.
- In the event of an emergency or Company operational need, that would warrant extensive hours, supervisors may remove the employee from the Emergency Call Out program for that time period without penalty.
- A call out acceptance report will be provided to Supervisors and the Union Secretary. The report will be posted at each payroll location each month for the previous month and will include acceptance rate and response time.
- Employees should talk with their supervisor regarding any call out questions. Call out logs may be provided to the Union upon request.

Compensation

- Each qualified employee who participates in the Volunteer Program is paid a weekly stipend of one-hundred dollars (\$100) which will be included in the employee's bi-weekly pay.
- All overtime rules regarding emergency call out including overtime pay, meal allowances and any mileage reimbursement will still apply to each call out event.
- All overtime and stipends are considered income and are factored into the pension and AIP.
- Each employee who satisfies the Annual Incentive criteria will be entitled to receive the annual incentive payment in the amount of eight hundred dollars (\$800). Payment shall be made on or before January 31st of the following calendar year. The January 2027 annual incentive will be pro-rated for the period of July 1, 2026-December 31, 2026.

Annual Incentive

All employees are eligible for the annual call out incentive.

To qualify for the annual call out incentive, each qualified employee must adhere to the following standards:

- Initial Responders: Must arrive on scene in sixty (60) minutes or less for at least ninety-two percent (92%) of all accepted emergency calls.

- Secondary Responders: All other personnel must maintain a response time of one hundred and twenty (120) minutes or less for at least ninety-two (92%) of all accepted emergency calls.
- Maintain a seventy percent (70%) annual call out acceptance rate.

Proximity call outs will not be factored into the annual incentive.

Definitions

- Initial Responders: Any qualified employee required to be first on scene.
- Secondary Responders: Any qualified employee who may be required to respond for emergency work as deemed necessary.
- Emergency Calls: an unplanned condition involving the natural gas system that poses a risk to public safety, employee safety, property, system integrity, or continuous gas service, and requires prompt action. This includes but is not limited to:
 - Reported or suspected natural gas leaks
 - Fire, explosion, or carbon monoxide incidents involving gas facilities
 - Loss of pressure/over pressure, outages, or system failures affecting customer service
 - Damaged gas facilities due to accidents, weather events, or third-party excavation
 - Regulatory or first-responder requests requiring immediate utility response
 - Any condition requiring urgent repair or securing of gas infrastructure

APPENDIX NO. 16 - PURCHASE PLAN

Purpose

To enable employees to purchase new natural gas appliances and equipment by providing an employee discount.

To familiarize employees with the characteristics of natural gas appliances and equipment and enable them to discuss the benefits with the public.

Eligibility

All active Hope Gas employees.

General Plan

Natural Gas-Using Appliances and Equipment Features:

1. Purchasers will not be permitted to buy another appliance within the same category less than three (3) years after prior purchase of that type of appliance through the plan (except for a gas furnace and/or gas air conditioner, which may be purchased every five (5) years).
2. Purchases of multiple appliance units are allowed, however the total discount per employee will not exceed \$2000 annually.
3. The Company reserves the right to inspect the appliances installed in the primary residence of the purchaser and to contact the appliance dealer concerning the appliance transaction.
4. The Plan Administrator has the right to request any information or documentation necessary to ensure compliance with all provisions of the plan and applicable regulation.
5. For each purchase made under the plan, the purchaser's actual cost will be seventy-five percent (75%) of the total appliance price including dealer's delivery, installation, and sales tax (subject to maximum purchase limitations). The discount, as provided by the addendum, will be treated as income to the purchaser.

Qualifying Purchases

New natural gas appliances and equipment, as detailed in Addendum I and certified by a recognized testing facility and under full warranty, may be purchased and installed under the plan.

Covered Expenditures

For each purchase made under the plan, covered expenditures shall include the purchaser's actual cost including delivery, installation, and sales tax. Reimbursement for installation charges will be made only as part of the purchase order for the

qualifying purchase. Employees must negotiate their own purchase price from any established dealer, manufacturer, distributor, or wholesale outlet. Qualifying discount amounts and total cost limitations applicable to emergency purchases for natural gas-using equipment shall be based on the policy and administered by the Plan Administrator.

Purchases under this plan should be made through established appliance or heating dealers, manufacturers, distributors, builders, or wholesale outlets. This plan covers appliances for new home construction if purchased as outlined above. The extraction of these appliance costs from the purchase price of the home must be documented (i.e., receipts) and provided by the employee to the Plan Administrator.

Gas furnaces and water heaters are considered emergency items. In an emergency, these items can be purchased without prior approval; however, eligibility for the loan and qualification for a discount will be determined as outlined in this Plan Procedure

Hope Gas shall designate the Administrator for the plan. The Administrator shall be responsible for ensuring that all purchases comply with all plan provisions and procedures.

The Administrator will maintain a written record of the plan activity.

Payment by the Company to the employee will not be made until the original receipt(s) is provided to the Company by the employee as proof of purchase.

The Administrator shall have the discretionary authority to make such determinations as are required to implement and administer the plan, and such determinations shall be final and binding on the Company and the employee.

Service/Installation

The purchaser is responsible for coordinating installation. The dealer is responsible for in-warranty and other normal services. The Company shall not be responsible in any manner for the installation, repair, or service of any item purchased under the plan nor for expressed and/or implied warranties.

Restrictions

The Company reserves the right to verify any item purchase under this plan.

Withholdings

Any discount received by the employee is subject to all applicable federal, FICA, state, and local income taxes. The amount of the discount will be included in the employee's paycheck as taxable income. Applicable taxes will be withheld from the employee's wages by the Payroll Department on the first paycheck following the first of the month after the employee receives reimbursement.

Plan Abuse

Abuse of the plan may result in all outstanding plan balances and/or discounts becoming due and payable immediately. In addition, the employee may be subject to disciplinary action, including possible termination of employment and cancellation of all purchase plan privileges.

Process for Employee Purchases

Action by	Action
1. Employee	Contact Human Resources Department to initiate the process,
2. Plan Administrator	Receives application and determines eligibility for purchases of desired appliance. Notifies employee if application is approved or not.
3. Employee	Return original receipts to Plan Administrator within sixty (60) calendar days.
4. Plan Administrator	If employee is requesting twenty-five percent (25%) discount only - Initiates necessary paperwork to reimburse twenty-five percent (25%) of the purchase price. Total annual reimbursement is not to exceed \$2000 total annually per employee. Applicable taxes will apply.
5. Employee	Submits all applicable paperwork to the Plan Administrator.
6. Plan Administrator	Initiates necessary paperwork to reimburse twenty-five percent (25%) of the purchase price, employee discount, in the employee's next paycheck. The twenty-five percent (25%) discount is an addition to the employee's income and the applicable taxes will apply. Establishes accounts for billing and payroll deductions. Returns copies of documents to employee as necessary.

ADDENDUM I
Qualifying Appliances, Percent Discount, and
Maximum Amount Allowed For A Purchase
(Including Delivery, Installation And Applicable Sales Tax)

List of Qualifying Appliances/Equipment and Related Discounts

	January 1, 2024	Discount Percent	Maximum Reimbursement
1.	Gas dryer or washer/gas dryer combination (C)	25%	\$750/gas dryer Or \$1,500 pr.
2.	Gas range and accessories	25%	\$1,500
3.	Gas water heater	25%	\$1,000
4.	Vented or unvented gas space heater	25%	\$2,000
5.	Gas outdoor cooking grill and associated equipment (B)	25%	\$1,000
6.	Gas logs and gas fireplace	25%	\$2,000
7.	Gas outdoor light	25%	\$500
8.	Gas heating system and associated equipment	25%	\$4,000
9.	Gas air conditioner and associated equipment	25%	\$5,500
10.	Gas heating system, electric/gas air conditioning, and associated equipment when purchased at the same time (B, C)	25%	\$8,000
11.	Unvented infrared garage heater	25%	\$800
12.	Patio heater	25%	\$1,500
13.	Generator/Fuel Cell	25%	\$8,000

	A. Maximum purchase price (including delivery, installation and sales tax) subject to discount per appliance/equipment. Employee is eligible for twenty-five percent (25%) discount for each appliance up to a maximum of \$2,000 annually during the fiscal year starting January 1, 2024. B. To be eligible for discount and/or payroll deduction, associated equipment, such as ductwork, humidifiers, air cleaners, and rotisseries, which are integral to the appliance must be purchased at the same time as the original appliance purchase and installation and from the same dealer. C. Electric washers and electric air conditioning equipment must be purchased in conjunction with a gas dryer and gas furnace, respectively.
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APPENDIX NO. 17 - C.O.P.E. DEDUCTION

The employer agrees to deduct and transmit to U.W.U.A. C.O.P.E., \$_____per pay, from the wages of those employees who voluntarily authorize such contributions on the forms provided and mutually agreed to by Company and Union. These transmittals shall occur for each pay and shall be accompanied by a list of the names of those employees for whom such deductions have been made and the amount deducted for each such employee.

NOTE: When three (3) pay periods occur in the same month, no deduction will be taken in the third pay.

APPENDIX NO. 18 – REST PAY

Scope

All Bargaining Unit Employees

Eligibility

- Employees who work sixteen (16) consecutive hours or more within a twenty-four (24) hour period, are entitled to an eight (8) hour rest period.
- Employees who work emergency overtime and have worked four (4) hours or more between the hours of 11:00p.m. and 5:00a.m. are entitled to an eight (8) hour rest period.

Program Guidelines

- The Company is committed to providing rest periods as outlined whenever possible. In rare or unforeseen situations, operational needs may require an employee to continue working. In such cases, the Company will make every reasonable effort to provide appropriate rest time as soon as practicable.
- Rest pay shall not extend beyond the end of the employee's regularly scheduled shift.
- If a rest period ends during an employee's regularly scheduled shift, the employee shall report to their regularly scheduled shift at the end of the rest period.

Compensation for Rest Periods "Rest Pay"

- Employees will be paid their regular rate of pay for rest time during their regularly scheduled shift.
- If the employee's daily or weekly schedule is changed to allow adequate rest time, the employee is not eligible for rest pay but will be paid for hours worked. If an employee opts to work rather than have a rest period, they will be paid for hours worked rather than rest pay. If the employee's leader has safety concerns, the supervisor may require the employee to utilize rest time rather than continue working.

Examples

Example 1:

- Employee works emergency overtime from 11:00pm to 4:30am.
- The employee's normal shift begins at 7:30am.
- The employee is eligible for eight (8) hours of rest and will report to work at 12:30pm.
- The employee will be paid rest pay for their normally scheduled shift 7:30am – 12:30pm.

Example 2:

- Employee works overtime starting at 3:00am.
- Employee is still working on the emergency at the start of their shift.
- Emergency work is completed at 11:00am.
- Employee may choose to finish their regularly scheduled shift or utilize Rest Pay through the end of their regularly scheduled shift.

Example 3:

- Employee works their regularly scheduled shift and works emergency overtime from 6:00pm to 2:00am.
- Employee is entitled to an eight (8) hour rest period (2:00am-10:00am).
- Employee will receive rest pay from the start of their shift 7:30am to 10:00am.

APPENDIX NO. 19 - TAPPING AND STOPPING

1. The Hope Gas Tapping & Stopping employees will report to a Construction Oversight Supervisor and will be internal pipe crews and will also perform Stopple Duties and other duties as assigned.
2. Company fully retains all its rights to contract work as outlined in the current CBA between the parties. However, for the purposes of this program only, Company is committing NOT to use a Contractor to provide operational support during any prolonged absence by a member of the Hope Gas Tapping & Stopping employees, during their Tapping & Stopping training.
3. The Company will utilize existing manpower to provide any necessary support. Company will continue to share/review the Tapping & Stopping training and work schedule report with Local leadership which also allows both parties a review of ongoing training and workload.
4. Stopple crew will be eligible for a three dollar (\$3) per hour premium when performing stopple duties and/ or training.
5. All qualified Tapping and Stopping employees must maintain all applicable certifications and qualifications.
6. The Stopple Crew will consist of six (6) employees. The classifications will be determined by the company.
7. Crew members must stay in the position for twenty-four (24) months.

APPENDIX NO. 20 - JOB SECURITY

1. Regular employees who have been declared surplus will be handled in accordance with the provisions of Section XV, Article 3, Reduction in the Work Force.
2. However, during the term of this Agreement only, no surplus regular employee will be terminated under the provisions of Section XV, Article 3, Reduction in the Work Force, unless the employee refuses an offer of a regular position, for which he/she is qualified, which may or may not require relocation, or unless the employee refuses a temporary assignment, which may or may not require working away from home.
If a surplus regular employee self-terminates by refusing the offer of a regular position during the term of this Agreement, that same position will not be offered to another surplus regular employee absent mutual agreement of the parties.
3. The Company intends to eliminate positions by declaring positions surplus or by marking off vacant positions pursuant to Section XV, Changes in the Work Force, Article 3, Reduction in the Work Force.
4. It is understood that the Job Security provisions in this Appendix are subject to the following conditions:
 - (a) They do not apply to any employees except regular employees;
 - (b) They do apply in the event of a sale, transfer or other disposition of assets to a subsidiary or a corporate affiliate of Hope Gas, Inc.;
 - (c) They do not apply in the event of a sale, transfer or other disposition of all or a substantial portion of the assets of Hope Gas, Inc. to an unaffiliated third-party entity. In that event, federal labor law shall apply and Hope Gas, Inc. shall bargain in good faith regarding the effects of any such sale, transfer or other disposition upon the members of the bargaining unit.
 - (d) They do apply for the term of this agreement.

APPENDIX NO. 21 - SUCCESSORSHIP CLAUSE

1. The Company and Union agree that should the Company during the term of this Agreement sell, lease, assign, or transfer all or a substantial portion of the assets of Hope Gas, Inc. which are covered by this Agreement, the Company will inform the purchaser, lessee, assignee, or transferee (hereinafter "Buyer") of the exact terms of this Agreement, and shall make the sale, lease, assignment, or transfer conditional upon the Buyer's assumption of all the obligations of the Agreement until its expiration date, except for those exclusions and exceptions contained in this Article.
2. Notwithstanding the provisions of this Agreement, including but not limited to provisions relating to Changes in the Work Force, Involuntary Transfer, or Modified Bumping, employees at payroll locations affected by a sale, lease, assignment, or transfer of Company assets who are offered employment by the Buyer shall have no right to bump or displace employees at payroll locations not affected by the sale, lease, assignment, or transfer, and shall not be entitled to severance pay or a job or temporary position in a part of the Company unaffected by the sale, lease, assignment or transfer.

APPENDIX NO. 22 – WELFARE CONTRIBUTION RATES MONTHLY CONTRIBUTION SCHEDULE

Employee contribution rates for medical and dental insurance will be professionally assessed and determined and will not increase by more than the same percentage incurred by the company. The increases will also be subject to the following-yearly cap:

- 2027: 13% cap
- 2028: 12% cap
- 2029: 10% cap

Employee contribution rates for vision insurance will be professionally assessed and determined and will not increase by more than the same percentage incurred by the company. The increases will also be subject to a yearly 5% cap.

At least thirty (30) days prior to open enrollment the company shall provide the union with full and detailed documentation supporting such increase for benefit (medical, dental, vision) premiums. This documentation shall include, but not be limited to:

- Carrier rate renewal summaries
- The breakdown of cost-sharing between the employer and employee based on the proposed new rate for the prior year.
- The calculation showing the percentage increase for the employee contribution.

Long-Term Disability

Long-term disability (LTD) coverage provides an income if you are out of work for 180 consecutive days due to an approved disability. You automatically receive LTD coverage equal to 60% of your annual base pay up to \$15,000 a month at no cost to you. You have the option to decide how you would like this benefit to be taxed. You have the option to be taxed on the premium paid on your behalf, as income, and then you would receive a tax free disability benefit should you ever go out on leave.

LTD Monthly Max:	\$15,000	Benefit Amount received if you pre-paid the tax	Benefit Received if paying taxes at time of benefit
Percentage of Monthly Income Replacement:	60.00%		
Annual Income	Monthly Income		
\$25,000	\$2,083	\$1,250	\$900
\$50,000	\$4,167	\$2,500	\$1,800
\$75,000	\$6,250	\$3,750	\$2,700
\$100,000	\$8,333	\$5,000	\$3,600

Mutual of Omaha Employee Life Insurance

(Per pay cost, after-tax)

Basic	Per \$1,000 of Coverage
1x Pay (Company-paid)	\$0.00
Supplemental	1-10x Per \$1,000 of Coverage
Employee's Age on January 1, 2024	
<25	\$0.066
25-29	\$0.066
30-34	\$0.074
35-39	\$0.089
40-44	\$0.139
45-49	\$0.238
50-54	\$0.336
55-59	\$0.606
60-64	\$0.856
65-69	\$1.576
70-74	\$2.836
75-79	\$5.029
80-84	\$10.238
85-89	\$10.238
90-100	\$10.238

Sample Calculation of Employee Life Insurance Contribution

- Employee is 28 years old as of January 1 of the current plan year.
- Annual base pay is \$34,100. Pay adjusted to the next \$1,000 is \$35,000.

Employee Life Insurance Calculation Example Table		
Basic		
1x	\$35,000	No contribution (company-paid)
Supplemental		
1x	$(\$35,000 \times \$0.066) / \$1,000$	= \$1.07 per pay
2x	$(\$70,000 \times \$0.066) / \$1,000$	= \$2.13 per pay
3x	$(\$105,000 \times \$0.066) / \$1,000$	= \$3.20 per pay
4x	$(\$140,000 \times \$0.066) / \$1,000$	= \$4.26 per pay
5x	$(\$175,000 \times \$0.066) / \$1,000$	= \$5.33 per pay
6x	$(\$210,000 \times \$0.066) / \$1,000$	= \$6.40 per pay
7x	$(\$245,000 \times \$0.066) / \$1,000$	= \$7.46 per pay

Note: Maximum Basic and Supplemental Life Insurance combined coverage is 11 times annual base pay.

Dependent Life Insurance

(Per pay cost, after-tax)

Spouse or Domestic Partner**	Per \$1,000 of Coverage
Employee's Age on January 1, 2024	
<25	\$0.066
25-29	\$0.066
30-34	\$0.074
35-39	\$0.089
40-44	\$0.139
45-49	\$0.238
50-54	\$0.336
55-59	\$0.606
60-64	\$0.856
65-69	\$1.576
70-74	\$2.836
75-79	\$5.029
80-84	\$10.238
85-89	\$10.238
90-100	\$10.238
Coverage Amount for Child(ren)***	Flat Rate
Child rate is \$0.170 per \$1,000 of coverage	

** Coverage cannot exceed 100% of the life insurance amount

*** Covers all eligible dependent children.

Sample Calculation of Dependent Life Insurance Contribution

Spouse Calculation of Dependent Life Insurance Example Table		
The rate used to calculate the spouse election is based on the employee's age, which is 28 years old in this example. • \$50,000 of coverage is selected.	$(\$50,000 \times \$0.066) / \$1,000$	= \$3.30 per month

APPENDIX NO. 23 – CALL OUT/OVERTIME SYSTEM

If the Call out/Overtime software is altered, the Company agrees to communicate to Union Leadership.

When a Union Employee starts a new position and/or at a new location the Supervisor will provide the employee with a printout of the active status the employee could be receiving a call-out for. Union Employees are responsible to ensure that their information is accurate.

When a Union Employee finds there is an issue with their information (Contact information, Job Class based on OQ's, etc.) they are to notify the Supervisor the same day the problem is found if during normal business hours, if not, they would notify at the start of the next business day. The Supervisor will provide a screenshot showing that the revision/addition was made.

When a call out is incorrectly processed due to a proven software malfunction, the company will immediately notify the Union

Supervisors will confirm monthly that ARCOS overtime hours match payroll overtime hours and will adjust accordingly on the first of each month or as soon as administratively possible

Union employees are responsible for putting themselves on Extended Day and releasing themselves.

In the event the employee inadvertently does not update the Call out/Overtime system, the employee can submit a correction form.

APPENDIX NO. 24 – HOPE GAS SAFETY EYEWEAR PROGRAM

Overview:

The Hope Gas, Inc. Safety Eyewear Program (Program) is intended to provide employees of Hope Gas, Inc. prescription safety glasses to employees at no or reduced costs.

Eligibility:

All employees of assigned to perform work requiring safety eyewear are eligible for the Program.

Program

The Program is administered through the Company's designated vendor. Eyewear purchased outside the Company's designated vendor program will not be paid for or reimbursed by the Company. The Company's Safety Department will provide the order form and the list of providers to be utilized per the Program.

Prescription safety glasses will be replaced, if needed, every two (2) years or when the employee obtains a new vision correction prescription.

Only industrial safety eyewear complying with the current ANSI Z 87.1 standard, with fixed side shields can be purchased.

Employees are not to alter the safety eyewear purchased.

What The Program Covers:

The Program provides coverage for:

- Safety lenses, and
- Safety frames with fixed side shields; and
- Dispensing/Fitting fee.

Eligible employees select from a wide variety of safety eyewear frames and lenses as listed on the Program order form. Upgrades are available under the Program at the expense of the employee in the form of a co-pay. Purchase and co-pay information are available on the Program order form. Employees are responsible for any co-pays listed on the Program order form at the time glasses are ordered.

If the vendor does not have the specific frame you would like, they can order it.

Process:

Employee must furnish their prescription and completed order form to the vendor.

Employee provides co-payment to vendor according to Program procedure when glasses are ordered.

What the Program Does Not Cover:

The Program does not include examinations or medical care for eyes, such as for an eye infection or injury. Such services may be covered by the employee's Vision or Medical Plan.

Purchasing Procedure:

All purchases will be through a network optician designated by the vendor under contract to Hope Gas, Inc. Purchases will be transacted using the designated Program order form. The Company will provide payment to the vendor, minus co-pay. Employees will provide co-payment amount directly to the vendor when glasses are ordered.

Administration and Recordkeeping:

The Program is administered by the Company's designated vendor. Copies of purchase information including issue date; and employee's prescription form will be maintained by the Company's Safety Department.

Hope Gas, Inc. Prescription Safety Glass Program

Obtain Supervisor approval for purchase**Down load prescription safety glass form from the following link:**

<https://extranet.aosafetysrx.com/pdf/5288836.pdf>

Make sure all requested information is filled out clearly and completely, including:

- Card Holder's signature and phone number must be placed below special instructions at bottom of prescription safety glass form.
- Procurement card number and expiration date online in Bill to Box, which is located on the left hand side, three (3) inches from the top of the form.
- Name of employee in space provided below "Ship To" information.
- Approving Supervisor's signature.

Select an eyecare professional

- Select only those participating eyecare professionals listed on the following link. (<http://www.aosafetysrx.com/aosafetysrx.com/>)
- We recommend making an appointment with chosen eyecare professional.
- Only these participating doctors will have the approved safety frame kits for your frame selection.
- As an added benefit, the professional eyecare facilities who participate in our program participate in many vision insurance programs which could reduce the cost of a prescription, and they also have a large selection of reasonably priced dress eyewear that you may personally purchase.

Your Standard Frames Options

- Refer to safety glass form for company paid and employee paid options.
- Solid tints and photogray lenses are provided at no cost to you.
- The tints authorized are: Rose 1 & 2 for inside Gray 3 for outside.

Note: Photogray lenses are NOT authorized for use indoors; they are authorized for outside work forces only as sunglasses. Please be advised that photogray lenses are available only in glass and weigh twice as much as plastic lenses. This extra weight may cause the wearer some discomfort.

Receiving your safety glasses

- The eyecare professional will process your order.
- Your participating doctor will notify you when he/she has received the completed safety glasses. Take your packing slip and your glasses to your supervisor for documentation.

APPENDIX NO. 25 – G&P WELL COMPRESSOR MAINTENANCE

Employees assigned to the operation, maintenance and repair of well compressor engines will receive upgrade to the Grade 7 – Compressor Station Operator Sr. rate for each hour worked. The hours upgraded to Compressor Station Operator Sr. will not be counted towards the 1040 hours contained in Section XV, Article 7, Paragraph 3 – Upgrade.

APPENDIX NO. 26 – ANNUAL INCENTIVE PLAN (AIP)

In each year of the contract all active Local 69 employees will be eligible for the Hope Gas, Inc. Annual Incentive Plan (AIP) effective January 1, 2010. Details of the Plan are as follows:

During the term of this Agreement, all active, full-time regular and part-time employees (who work at least 1,000 hours in the calendar year) as of December 31 of each year, will be eligible to share in the Company's success as participants under the guidelines of the Hope Gas, Inc. Annual Incentive Plan (AIP). The specific goals, metrics and performance factors will be determined by the Company at the beginning of each performance (calendar) year and reviewed with the Local 69 Executive Board. The goals, metrics and performance factors for bargaining unit employees covered by this Agreement will be comparable in definition, measure and achievement as those used in the incentive plan for non-union, non-management employees of the Company.

Upon achievement of goals, employees will be awarded up to three percent (3%) of Qualified Earnings (the sum of base pay and overtime). Payment will be provided to the employees' no later than March 15 following the performance year.

Incentive awards will be prorated for new hires, and for employees who retire or are on disability during the year. Incentive awards are subject to all applicable taxes, and are not considered compensation for benefits purposes, or for computing base pay, Savings Plan contributions or Pension Plan calculations.

APPENDIX NO. 27 – RETIREMENT NOTICE PAYMENT

Retirement Payment

Bargaining Unit Employees who provide a written three (3) month notice to the Company of their expected retirement date within the Election Window above, and who retire on the date they provide in their three (3) month written notice, shall be eligible for a one-time, lump sum payment of one-thousand dollars (\$1000). The aforementioned payment will be included in their final paycheck. Such payment is taxable to the recipient.

Employee's written notice must include their retirement effective date (must be the 1st of a month), employee signature and date signed. The notice should be submitted to Human Resources and Labor Relations and must be received no later than three (3) months prior to their effective retirement date. (ex. August 1 for a November 1 retirement) Employees may only utilize this notice provision one time during the Election Window date. If the employee elects not to retire on the date provided in their written notice above, he/she are no longer eligible to receive the one-time lump sum payment.

APPENDIX NO. 28 - PARENTAL LEAVE

Parental Leave

Intent

To provide paid time off that gives parents bonding time related to the care and well-being of a newborn or newly adopted child. This benefit is in addition to any Leave benefits including Disability Benefit Plan, FMLA and the Adoption process, if applicable.

Applies To:

This policy applies to UWUA Local 69 union represented employees who are:

- Full time
- Part-time scheduled to work one-thousand (1,000) hours or more in a calendar year

Definitions

Parental Leave: A period of leave of absence that gives parents additional flexibility to bond with their newborn or newly adopted child. This leave does not reduce an employee's balance of any other paid leave such as vacation nor does it reduce the employee's sick leave benefit.

Eligible Employee: Part-time scheduled to work one-thousand (1,000) hours or more and full-time UWUA Local 69 union represented employees of Hope Gas, Inc. are eligible for Parental Leave upon hire.

Eligible Children: Newborn and adoptive children (children who are under the age of eighteen (18) and not the biological child of either parent).

Birth Mother: The parent who gave birth to the eligible child(ren)

Non-Birth Parent: A biological parent who did not give birth to the child; a domestic partner of the biological parent; an adoptive mother or father of an eligible child; a domestic partner of an adoptive mother or father of an eligible child.

Domestic Partner- Any individual of the same or opposite sex as an eligible employee who (1) is at least age eighteen (18) or older; (2) has resided with an eligible employee for at least six (6) months and intends for the relationship to be of indefinite duration; (3) is not married to anyone else or involved in another domestic partner relationship; (4) shares financial responsibilities for a residence through joint ownership or lease responsibilities, and/or has named the eligible employee as beneficiary under life insurance policies or wills; (5) is not related by blood to such a degree that marriage would be prohibited under applicable law (without regard to gender); and (6) is competent to make contracts (i.e., is not considered incompetent because of

physical or mental disability).

Guidelines

All eligible full-time employees will receive up to one-hundred twenty (120) hours of paid Parental Leave at 100% of their base salary to bond with their newborn or with a newly adopted child, and all eligible part-time employees will receive up to sixty (60) hours of paid parental leave. Leave must be used consecutively and cannot be used intermittently.

This leave begins as follows:

- Birth Mother--This leave must be taken within a 4-month period beginning on the date of birth.
 - Non-Birth Parent--This leave must be taken within a 4-month period beginning on the date of birth or placement in the home.
1. If eligible, leave under the Family Medical Leave or applicable state law will run concurrently with Parental Leave. It is the employee's responsibility to contact UNUM (Hope Gas, Inc. Leave Administrator) for FMLA paperwork and comply with all requirements
 2. If not eligible for leave under the FMLA or applicable state laws, an employee may still be eligible for Parental Leave. Employee must contact Unum to apply for Leave.
 3. If both parents are employees of Hope Gas, Inc. both employees are eligible to take the full amount of Parental Leave. For both parents to receive this benefit, each must apply separately to Unum.

Request for Leave

An employee should notify his or her immediate supervisor of the need for Parental Leave.

- If the need is foreseeable, employees should give at least thirty (30) day's notice.
- If the need is not foreseeable, employees are expected to notify their supervisor as soon as possible.

The employee must contact UNUM to apply for Leave (1-866-245-2857)

APPENDIX NO. 29 - DEPENDENT CARE

Dependent Care

Employees may use up to forty (40) hours of sickness/disability benefits during each calendar year to care for a sick immediate family member and/or any medical appointments. (Use of Dependent Care does not reset the employee's sickness refresh date.) Dependent Care hours are deducted from employee's sick hours-if you do not have a sickness balance, you cannot use Dependent Care.

Definition of Immediate Family Member

For the purposes of this policy, immediate family member is defined as the employee's:

- Spouse
- Child
- Parent or stepparent, or a person who stood in the place of a parent when the employee was a child under eighteen (18).

Note: This does not include parent-in-law.

APPENDIX NO. 30 - SERVICE AND RETIREMENT AWARD RECOGNITION PROGRAM

Intent

To recognize an employee's service to Hope Gas at specific intervals and upon retirement by presenting him/her with an Award and an Appreciation payment .

Applies To

Service Awards – Applies to all UWUA Local 69 represented employees.

Retirement Awards – Applies to all UWUA Local 69 represented employees.

Service Awards for Veterans - Applies to all UWUA Local 69 represented employees with prior military service.

Guidelines

Service Awards Guidelines

Service Awards recognize an employee's service at five (5) year intervals and include an Award and an Appreciation payment.

Years of Service with Hope Gas are based on the employee's Service Date.

Service Awards will be sent to the employee's home.

Appreciation payments are able to be used for merchandise and services, and therefore, are taxable to the recipient. The payment amount will be reflected on the employee's paycheck as imputed income.

Employees with prior military service shall be eligible for the Service Appreciation Program upon verification of prior service in the United States Armed Forces and separation under either an Honorable Discharge or a General Discharge (Under Honorable Conditions), with acceptable documentation.

The amount of the Appreciation payment is based on the employee's years of service. Below are the payment amounts:

Years of Service	Service Appreciation Payment Amount*	Service Appreciation Payment Amount for Veterans
5	\$100	\$200
10	\$150	\$250
15	\$200	\$300
20	\$300	\$400
25	\$400	\$500
30	\$500	\$600
35	\$500	\$600
40+	\$500	\$600

* The award amount will be included in the employee's taxable income and applicable taxes will be deducted from the employee's paycheck.

Retirement Award Guidelines

Retirement Awards recognize an employee's years of service.

Employees of age 58 or older with three (3) years of service when he/she terminates employment will be deemed to have "retired" for purposes of receiving a Retirement Recognition payment equivalent to fifty dollars (\$50) for each year of service with Hope Gas, with a maximum payment of one-thousand dollars (\$1,000),

The Retirement Recognition payments are able to be used for merchandise and services, and therefore, are taxable to the recipient. The Recognition payment will be reflected on the employee's paycheck as imputed income

If an employee is eligible to receive a Service and Retirement Award within the same month, the payments will be issued separately.

Additional Information

If the employee does not receive an award as outlined, he/she should contact the Human Resources Department.

APPENDIX NO. 31 - SAFETY PAYS PROGRAM

(Effective July 1, 2026)

The Safety Pays Program outlined in the 2023-2026 Collective Bargaining Agreement (CBA) between UGWU and Hope Gas Inc. will remain in effect through June 30, 2026.

Eligibility

For employees to be eligible, they must be listed as a Hope Gas employee and work from a Hope location per the HR report.

Term & Payout

This program will follow a quarterly term and pay out four times per year (January-March, April-June, July-September, and October-December).

Each payout will be one-hundred dollars (\$100) and will be issued via a Wal-Mart gift card. Eligibility will be based on employee's location and employment status as of last day of the term.

Bonus

For those who have completed the year safely, meaning no accidents or incidents to themselves, they will be eligible for a year-end bonus. The bonus will be awarded the following January and leadership will determine the bonus.

Requirements

If an individual has one Preventable Motor Vehicle Accident (PMVA) in a term, then that individual (and that individual only), will no longer be eligible during the respective term in which the accident occurred.

If a group has two (2) or more PMVA's in the same term that entire group will be disqualified for the Safety Pays reward for that term. .

Program

Safety Training will be delivered via the learning management system (LMS) to employees on a predetermined number of topics. 95% completion rate must be achieved before the last day of the quarter. The only excused absences are those that are covered by approved Family Medical Leave (FMLA), Short-Term Disability, Long-Term Disability, Military Leave, approved ADA leave, approved Union Business, and Worker's Compensation leave.

- Written reminders will be sent to employees that have not completed the LMS training.
- Safety Stand-downs will occur once per quarter at each shop location, and each group must maintain a ninety percent (90%) attendance rate. The only excused absences are those that are covered by approved Family Medical Leave (FMLA), Short-Term Disability, Long-Term Disability, Military Leave, approved ADA leave, approved Union Business, and Worker's Compensation leave.
 - There will be one (1) in-depth, interactive safety training delivered at this session.

- Good catches and near misses will be highlighted for all employees
- There will be an active safety discussion with the employees in the room to cover the following:
 - What are your current safety concerns?
 - What have we done proactively to work safely?
 - What is preventing us from working safely?
 - Any relevant safety moments from the employees.
- A formal recap of everything discussed with follow-up action items will be completed by the safety chairs and shared with all at the location via email. At the next Safety Stand-down, an update will be given on those takeaways and action items addressed at the prior quarter's meeting.
- Safety performance metrics will be reviewed during each stand-down.
- The Q3 stand-down will coincide with Fire School and take place at the Training Facility or Parkersburg City Plant, dependent on travel distance for the Training.
- All employees that are not designated as remote workers must attend an in-person Safety Stand-down.
- Remote workers will take part in a facilitated discussion via Teams.
- Safety chairs will be responsible for collecting a paper roster at each session and entering the attendees into the LMS.
- Regularly scheduled stand-downs will take place during the first two months of the quarter.
- Make-up sessions will be held during the third month of each quarter at the following locations:
 - Jane Lew Operational Hub
 - Madison City Plant
 - Morgantown – HQ
 - Parkersburg City Plant
 - There will be two back-to-back sessions for Morgantown HQ to allow coverage for critical teams.

Expectations

Supervisors are expected to make time for their employees to attend their safety committee meetings. Safety Chairs are expected to document attendance, distribute notes, coordinate meetings, and assist in the stand-downs.

APPENDIX NO. 32 - CALL CENTER

Section 1: General Provisions

Hours of Operation: The base operational hours for the Call Center are 8:00am to 5:00pm, Monday through Friday.

Flexible Work: Due to the nature of real-time customer service requirements, flextime is not available for this classification.

Section 2: Classifications and Progression

Initial Classification, Customer Service Representative (Start):

All new hires shall be classified as CSR Start (Grade 2)¹

Progression, Customer Service Representative I:

Upon completion of twelve (12) months in the CSR Start position , a CSR Start shall automatically progress to CSR Level I (Grade 3)².

Progression, Customer Service Representative II:

Upon completion of twelve (12) months in the CSR I position and successfully meeting the metric requirements, a CSR Level I shall progress to CSR Level II (Grade 4).

Final Progression, Customer Service Representative III:

Upon completion of twenty-four (24) months in the CSR II position, and successfully meeting the metric requirements, a CSR Level II shall reach the top progression rate of CSR Level III (Grade 6).

Customer Service Representatives I and II must meet established call metrics in addition to the years in the job classification to progress to the next level.

- CSR II – Must have an average handle time of eight (8) minutes or less and– an average Quality Score of eighty (80) or higher over the last rolling calendar year that includes the last full month preceding the employee’s potential progression date.
- CSR III – Must have an average handle time of seven (7) minutes or less and– an average Quality Score of ninety (90) or higher over the last rolling calendar year that includes the last full month preceding the employee’s potential progression date.

Progression/Grade changes will be effective 6/1/2026 and will be processed as soon as administratively possible, but no later than sixty (60) calendar days after the date of ratification.

Section 3: Shift Assignments & Scheduling

To meet West Virginia regulatory compliance regarding Disconnection for Non-Payment (DNP) call-backs, the following fixed shifts are established:

Shift A (Early): 8:00am to 4:30pm

Shift B (Mid): 8:30am to 5:00pm

Modification: Every Monday and the first business day following a recognized Company holiday, Shift B employees will work Shift A hours (8:00am to 4:30pm) to accommodate peak volume.

Shift C (Late): 10:00am to 6:30pm

This shift provides mandatory coverage for the 6:00pm DNP call-out window required by law.

Section 4: Workday Definitions

Clerical Window: For clerical and administrative purposes, the expanded workday for the unit is defined as 6:00am to 7:00pm.

Meal/Rest Periods: All shifts include a thirty (30) minute unpaid meal period.

Shift Assignments: Shifts will be selected by seniority and priority given to union eligible employees unless otherwise agreed upon by the Union and Management.

Section 5: Bidding Rights

After ten (10) months in the Customer Service Representative (Start) classification, employees may bid on other positions. This provision shall apply to employees hired on or after June 1, 2026.

Section 6: Performance/Conduct

1. Performance Monitoring

Customer Service Representatives will receive regular evaluations at established intervals (at least every sixty (60) days), reviewing the following:

- Average Handle Times
- Quality Score
- Evaluations will be documented and shared with the Customer Service Representatives.
- If metrics are not met, additional training and support will be provided.

- (1) Clerical Grade 2 will be increased by \$0.91 effective June 1, 2026.
- (2) Clerical Grade 3 will be increased by \$1.03 effective June 1, 2026.

APPENDIX NO. 33 – APPRENTICESHIP PROGRAM

Occupation: Apprentice

Industry: Natural Gas Distribution, Gathering & Transmission

Union Partner: United Gas Workers Union Local 69

Purpose

The Apprenticeship provides structured training and mentorship to develop employee skills to safely operate, maintain, repair and extend natural gas distribution, gathering, and transmission systems. Apprentices learn through a combination of classroom instruction, lab-style, hands-on, and supervised on-the-job training (OJT) under qualified union mentors approved by the company to include a tour of duty with various Local 69 field classifications to learn all aspects of the organization.

Program Overview

Component	Description
Length of Program	18 months
Related Technical Instruction (RTI)	May include classroom, online, lab/field-based courses along with field visits.
Sponsor	Hope Gas
Union Partner	United Gas Workers Union Local 69
Supervision	Apprentices perform work activities with Instructor, Supervisor, Trainers, and/or Mentors.

Selection Process

- The Apprentice position is an entry level Union job opportunity for external candidates that has a defined application and selection process.
- Candidates will complete an employment application through the applicant tracking system. Selection for the Program will be based on company discretion with consideration of secondary and post-secondary education programs, aptitude, and relevant work experience.
- Representatives from the Talent and Technical teams will review applications and assess the following requirements:
 - Minimum age of eighteen (18)
 - A high school diploma or equivalent.
 - Valid Driver's license (required as driving is a job-related task). Must have the ability to travel to multiple Hope facility locations as needed.
 - Demonstrate the desire to grow in the applicable apprenticeship track.
 - Additional competencies or experience relevant to the apprenticeship track.

- Physical Requirements - The ideal candidate must be able to meet the following physical requirements of the job with or without reasonable accommodation:
 - Ability to lift, carry, and move equipment per agreed upon standards.
 - Ability to walk, stand, bend, squat, kneel, and/or crouch for extended periods of time, at times in confined spaces and/or awkward positions.
 - Ability to climb ladders, stairs, etc. and appropriately maintain balance.
 - Ability to navigate uneven, rough, or sloped terrain in all types of outdoor environments and conditions. (e.g., construction sites, fields, roadside, etc. with exposure to dust/dirt, insects, heat, cold, rain, snow, etc.).
 - Visual acuity to read site plans, maps, drawings, etc.
 - Adequate hearing to respond to traffic and other job site hazards.
 - Ability to operate a company vehicle safely in accordance with safe driving principles and frequently get in and out of a vehicle throughout the workday.
 - Ability to properly utilize all required Personal Protective Equipment (PPE), including but not limited to safety glasses, gloves, hard hats, hearing protection, protective clothing, etc. and perform duties for extended periods of time utilizing appropriate PPE.
- Program Administrators will evaluate, interview, and select candidates for hire into the Apprenticeship Program.
- All successful candidates must pass a drug screening and background check in accordance with company policies.
- This is considered a safety-sensitive job and is subject to random drug testing as required by the U.S. Department of Transportation (D.O.T.).
- Upon hire into the Apprenticeship Program, Apprentices will be required to sign the Hope Apprenticeship Agreement, acknowledging program requirements.

Seniority/Bidding Rights

Seniority will be based on the Apprentice hire date.

The Apprentice will be considered, for any union ‘no-bid’ position within their designated bidding unit, priority will be given to senior apprentices first, barring no negative evaluations or unmet expectations while in the Apprenticeship Program. However, they will not be awarded or transferred into the position until they have completed eight (8) months (or when job shadowing begins) in the Apprenticeship Program.

The Apprentice may transition between bidding units upon mutual written agreement of both the employee and the company. Such transfers shall be evaluated based on the operational needs of the Company or the personal requirements of the member. Agreements made under this provision shall allow, upon transfer, the apprentice to retain and carry over all previously accrued seniority to the new unit. Priority will be given to senior apprentices first, barring no negative evaluations or unmet expectations while in the apprenticeship program.

Wage Progression

A progressively increasing schedule of wages shall be paid to the Apprentice based on the entry level rate of the General Laborer classification as outlined in the Collective Bargaining Agreement (CBA).

Time in the Program	Percentage of Established Base Rate	4/1/26-3/31/27	4/1/27-3/31/28	4/1/28-3/31/29	4/1/29-5/31/29
Upon Hire	80%	\$22.15	\$23.04	\$23.85	\$24.68
6 months	85%	\$23.54	\$24.48	\$25.34	\$26.22
12 months	90%	\$24.92	\$25.92	\$26.83	\$27.77
18 months	100%	\$27.69	\$28.80	\$29.81	\$30.85

*Rates will be based on the new CBA rate for that year.

Benefits

The Apprentice will be eligible for all health and welfare benefits as outlined in the CBA.

Overtime Eligibility

The Apprentice will not be added to the call-out rotation.

Limited overtime will be available to the Apprentice. If an Apprentice is shadowing or working with another union employee in the field that is on extended/scheduled overtime, the Apprentice will be permitted to finish the current work order.

After successful completion of the Apprenticeship Program the employee will be available for overtime as outlined in the CBA.

Fire Resistant Clothing

Upon entering the Apprenticeship Program, the Apprentice will be eligible for fire resistant clothing/safety boots in accordance with the current CBA.

On-the-Job Training

Current Bargaining Unit employees may:

- Volunteer as on-the-job trainers and mentors. Employees who are interested in volunteering will contact the Apprenticeship Team. Volunteers will be reviewed and selected by the Apprenticeship Team.
- Provide performance information of their Apprentice to the Apprenticeship Team.
- Apprenticeship Team may assign on-the-job trainers and mentors as needed.

Performance/Conduct

1. Performance Monitoring

Apprentices will receive regular evaluations at established intervals (at least every sixty (60) days), reviewing the following:

- Technical proficiency
- Safety compliance
- Teamwork and communication
- Attendance and reliability
- Progress in classroom and on-the-job training
- Evaluations will be documented and shared with the Apprentice.

2. Student Success Plan

If an Apprentice has not met training or behavioral expectations:

- A written Student Success Plan will be issued.

- The plan will outline specific concerns, expected improvements, and a timeline (typically 30–60 days).
- Additional coaching, training, and support will be provided.
- The student may be removed from the program if the Student Success Plan expectations are not met.

Removal from the Program

The goal of the Apprenticeship Program is to support skill development, professional growth, and long-term success. However, failure to meet expectations of the Apprenticeship Program may result in removal from the Program.

Upon removal from the Program:

- The Company will notify Union leadership of any Apprentice that is removed from the Program. All correspondence concerning removal from the program or a Student Success Plan will be emailed to the Union President, Vice President, and appropriate region Director and Union Secretary.
- **Separation for Cause**
Apprentices are expected to adhere to all program standards, including but not limited to academic performance, on-the-job training requirements, Apprentice Expectations, and workplace behavior policies. The Apprenticeship Committee may separate an apprentice from the program for “just cause” which includes but is not limited to; negative performance evaluations, failure to meet academic standards, absenteeism, Student Success Plan or violation of company work rules/policies/expectations.
- **Limited Recourse to the Grievance Procedure**
In the event of a separation the Apprentice and the Union acknowledge that the normal grievance process is limited during the Apprenticeship Program (eighteen (18) months or the conclusion of the Apprenticeship Program). The sole recourse for the Union through the grievance and settlement section of this Collective Bargaining Agreement shall be to contest whether the apprentice actually violated the specific work rule, policy, or program standard/expectation that resulted in their discharge.
- **Limitation on Arbitrator Authority**
If a grievance reaches binding arbitration, the arbitrator’s authority is limited strictly to determining whether the alleged violation of the work rule, policy, program standards/expectations, or condition occurred. The arbitrator shall have no authority to modify the penalty, substitute their judgement for that of the Program Administrators regarding the adequacy of performance, or reinstate the Apprentice, unless the union proves the alleged violation did not occur.

Completion Credentials

Upon completion, Apprentices will earn the *Certificate of Completion of the Hope Apprenticeship Program* and will be qualified as a Hope Gas General Laborer.

Completion of Apprenticeship Program

After successful completion of the Apprenticeship Program, the Apprentice will be placed into a General Laborer position at the assigned city plant location with applicable bidding rights per the CBA.

FOR THE UNION:

Signed By:

Derek Metz,
Chief Negotiator, President
United Gas Workers' Union
Local No. 69, UWUA, AFL-CIO

Date _____

FOR THE COMPANY:

Signed By:

Jonell Carver
Chief Negotiator, SVP & CAO
Hope Gas, Inc.

Date _____

Company:
Jonell Carver (Chief Spokesperson)
Christopher Hendrick
Crystal Bennett

Union:
Derek Metz (Chief Spokesman)
Kevin Cunningham
Jan Butcher-Tennant
Brittany Stire
J.R. Groves
Christopher Jones