

Stewards/What you will need for new hire orientation:

- 1 – New hire orientation Checklist
- 2 – New hire employee sign up card
- 3 – Business card with your contact information
- 4 – Job Bid card/print out
- 5 – Weingarten card
- 6 – Copy of current contract
- 7 – Copy of SPD's
- 8 – Copy of By-laws
- 9 – Union T-shirt
- 10 -Take photo with new hire and send to Craig and Jason

NEW HIRE ORIENTATION

INTRODUCTIONS

Contact Information - Introduce yourself and **provide them with your business card.**

Welcome the new Union member. Provide your contact information.

Explain the Sign-Up Process and give them a sign up card to be filled out on both sides.

BASIC INFORMATION

The Name of the Union is the UGWU (United Gas Workers Union) Local 69

Provide them a copy of the By-Laws

The structure of our Union - 4 Executive Officers / President, VP, Secretary, and Treasurer, 6 Directors by region and 38 Stewards. (show area section of by-laws pg 4-5).

Provide New Hire his/her Region # and District #

CONTRACT INFORMATION

The **expiration date** of the current contract is April 1, 2020.

Give them a copy of our Contract Book and provide a **BRIEF** explanation of numerous topics included such as Grievances, Wages, Holidays, Vacations, **(new)** Dependent care (hours deducted from sick time hours but not against 6 month reset date, etc.

The Union enforces this contract by way of a Grievance Process.

GRIEVANCE PROCEDURE

The **Grievance Process** is explained in Section VII, starting on page 3 of this Contract. A

grievance is a dispute or claim involving the meaning, interpretation, or application of any of the provisions of the Contract. Any member should contact his/her Union Steward if they feel their rights have been or are being violated. There are up to 4 steps in a grievance process as explained in detail in your contract book.

JOB BIDDING

Provide new hire with a Bid Card and explain job bidding process.

Jobs will be posted by Labor Relations and placed in the mail to be posted in each area. Show the new hire the bulletin board where postings are located. You have 15 days from the date of posting to put in your bid card to be considered for this position. It is very important that you get your bid card in before the deadline.

****Unless the employee pulls their job bid during the 15-day bidding period, the job will automatically be yours (no offering) based on seniority and if applicable, any testing.**

NEGOTIATED RIGHTS

Medical Benefits – You must sign up for your benefits within the **first 31 days of employment**. Coverage will start on your employment date. If you do not enroll within this **31 day period** following your employment day, then you will not be able to enroll in a medical plan until the next annual open enrollment date, unless you experience a Qualifying Life Event (Marriage, birth of a child, etc.). Your Medical carrier is Blue Cross/ Blue Shield and you can choose from the different plans A-C.

Other benefits include Dental, Vision, Life Insurance, Long Term Disability, etc. This information was provided by the HR Dept. **Please note - Some benefits are for Regular employees only, (medical benefits, vacation, VEBA payments, etc.)**

VEBA – stands for the Voluntary Employee Beneficiary Association. This fund was originally established to help Retirees with their insurance premiums. It was later discovered that the Union could help Regular Employees with their insurance premiums as well. Your present premium would be considerably higher without the contribution of the VEBA fund. The Company contributes to the VEBA account 1.5% of monthly gross pay for each active regular employee as well as, each Local 69 member contributes the same amount to the VEBA fund.

****Explain Lock-out of Sept. 7, 2016 (NEVER FORGET)**

Elimination of retiree medical insurance for newly hired employees

NEW HIRE VEBA:

- In addition to the regular VEBA, a new VEBA was created to assist in supplementing all new hires retiree medical insurance
- This VEBA will be administered through the UWUA Health and Welfare fund
- A percentage of ALL employee's wages will be deferred into a new VEBA beginning 4/1/2017:
 - *4/1/17 - .25% of wages

*4/1/18 - .25% of wages

*4/1/19 - .25% of wages

- Within 30 days of the end of each calendar year, beginning with 2017, the company shall pay the sum of \$1,000 for each new employee hired in that year to be placed into the new hire VEBA

Wellness Program – 90 days to sign up for this program. Employees must timely complete a biometric screening and health assessment each year and must be eligible for and enroll in a Dominion Medical Plan option for the subsequent year. Employees have 3 options to complete this screening: on-site locations for the screening will be emailed to employees, at a lab designated by Dominion’s Wellness vendor , Staywell or at a physician’s office. This must be completed by July 31st of each year thereafter.

Cash Balance Retirement Fund – Information on your Retirement can be made by calling 1-877-434-6996 or <http://resources.hewitt.com/dominion/>. You will have to ask for a pin number and one will be sent to you in the mail. When this is established you can then go online to access your account information.

NEW HIRE CASH BALANCE AND ENHANCED 401K:

- **CASH BALANCE**
 - 0-4 years - 4% of base wages
 - 5-14 years – 5% of base wages
 - 15-24 years – 6% of base wages
 - 25+ years – 7% of base wages
- **ENHANCED 401K**
 - 0-4 years - match 4% of base wages
 - 5-14 years – match 5% of base wages
 - 15-24 years – match 6% of base wages
 - 25+ years – match 7% of base wages

**Again, explain the lockout 2016 and how this differs from previous Local 69 members, pointing out the benefits of the cash balance being a lump sum disbursement upon retirement and the increased benefit of the 401K enhancement vs. previous 401K for past Local 69 members.

AIP – (Appendix – pg. 115) Annual Incentive Plan – All active full-time Regular employees and part-time employees (who work at least 1,000 hours in the calendar year) as of December 31st of each year, will be eligible to share in the Company’s success under the guidelines of the plan. Specific goals are determined by the Company and reviewed with Local 69 Executive Board. Upon the achievement of these goals, employees will receive up to 3% of Qualified Earnings (the sum of base pay and OT). Payment will be included in the employees’ first paycheck in March.

Job Security – As long as Dominion has a Contractor working somewhere within our operating area no regular employee can be laid off or offered less than 40 hours per week.

UNION MEMBERSHIP

Stewards are responsible for holding quarterly **membership meetings**. It is very important as a Union member to remain informed on the latest information. For the Union to be successful it takes every individual member to stand up and participate.

Voting Rights – Whenever there is a reason for the Union to contact the membership about voting for the contract or for election of officers or whatever the circumstance might be you as a newly hire employee of one day's service or of one month's service have the ability to cast your ballot alongside a Union employee who has 30 years of service. Your service does not matter but your vote does. It is very important that you cast your vote so that your opinion will be heard.

Union Dues - All new employees shall pay a one-time \$25.00 initiation fee preferably by payroll deduction and \$29.00 per pay period per member. 10% of the Union dues shall be invested in a separate strike fund.

Weingarten Rights – Provide new hire with a Weingarten card and give an explanation as to what these rights are.

The **Union Web Page** is located at www.ugwulocal69.com. The contract and SPDs are online along with forms and other information that will prove very useful to them.

Union Facebook page (UGWU Local 69) tells you about current events, president's schedule, union tour meetings, and other useful information. This page was established for the Good of the Union and to communicate to the members of Local 69. Please visit the rules section before commenting or engaging in any topic posted.

Provide a copy of the SPD Book – Summary Plan Description of all of your medical benefits.

Union Directory – is on the Web page under Membership. If you click on this excel spreadsheet you will see a list of contact information for all Officers, Directors and Stewards.

Union Steward – Please don't hesitate to call me if you have any issues that arise or any questions regarding the Contract, benefits, or any question in general.

TAKE A PICTURE WITH THE NEW HIRE AND SEND TO CRAIG AND JASON

Complete the employee sign up card and give the new hire a Union T-shirt