

EXCUSED ABSENCE/ADMINISTRATIVE LEAVE

Section 1

Excused absences may be granted to Employees desiring to review their official personnel folder. Employees will be permitted to do so by making an appointment through their immediate supervisor and coordination with the servicing personnel office.

Section 2

Administrative leave may be granted in accordance with applicable laws and regulations when the Commander or his/her designated representative authorizes a suspension of operations due to unanticipated conditions such as military necessity, an Act of God, or events beyond the control of the EMPLOYER.

Section 3 - Elections

Employees may be granted administrative leave to vote in governmental elections in accordance with established laws, rules and regulations. Both parties recognize that the need for excused absence / administrative leave due to elections will be extremely rare due to the nature of most polling stations being open early / late enough for employees to accomplish voting outside of duty hours. Requests for such leave must be accompanied by a sufficient reason as determined by the Employer.

Section 4 - Court Leave

Employees shall be granted court leave in accordance with established laws, rules and regulations (such as Title V of the United States Code, Part 6322).

Section 5

Absences of less than 60 minutes may be excused/not excused by the supervisor

Section 6 - Blood Donations

- a. It is agreed by the Parties that the donation of blood is a generous gift on the part of an Employee. An Employee may be granted a reasonable amount of excused absences for reporting to and from the donation site, actual donation, and recuperation to the extent the excused time falls within the Employee's normal hours of work. Employees will make every attempt to schedule blood donations at the end of their work shift.
- b. All requests to donate blood are subject to supervisor approval based upon such things as the number of Employees already approved for leave on the date in question, as well as workload and mission requirements.

Article 22

MILITARY LEAVE

Full cooperation will be extended to all Reserve components of the Armed Forces by granting leave of absence for military training purposes to authorized Employees. Each reservist of the Armed Forces of the United States or member of the National Guard who is entitled to leave of absence from his/her duties will be granted such leave without adverse effect on his/her performance rating, or loss of pay, or charge to annual leave. Military leave will be granted to Employees upon presentation of official orders in accordance with applicable regulations.

Article 23

JOB DESCRIPTION/CLASSIFICATION

Section 1

Each employee in the Unit shall be furnished a copy of his official position description and shall be afforded the opportunity to discuss with his immediate supervisor the contents of such description. When an employee alleges an inequity in his title, series, grade, or pay schedule, the provisions in this section shall apply. He may elect to be represented or assisted by a Union representative or a representative of his choosing in discussing the matter with supervisory, management officials, and the Personnel Office.

- In the event an employee raises concerns regarding the appropriateness of their job description, they can raise the concern to their first level supervisor. The first level supervisor will respond to the employees concern within thirty (30) calendar days.
- In the event an employee is not satisfied with the first level supervisor's response, the employee will elevate the concern to the next level supervisor, who will respond within fifteen (15) calendar days of notification.
- In the event an employee is not satisfied with the second level supervisor's response, the employee will then elevate the concern to the Commander, who will respond within fifteen (15) calendar days of notification.
- In the event an employee is not satisfied with the Commander's decision, the employee shall be furnished with information related to classification appeal rights as set forth in applicable regulations.

Section 2

The Employer agrees to make available, upon request, copies of appropriate classification standards for review by concerned employees and/or their authorized representative, as well as other Union officials where there is a legitimate need on the part of such officials to carry out their representation duties.

Section 3

The Employer will inform the Union when new or revised Classification, Staffing and Benefits Standards are received that pertain to Unit members, prior to implementation and will make them available for review in Classification, Staffing and Benefits Division by all employees or Union representatives.

Section 4

Insofar as possible, management will avoid assigning to employees incidental duties which are inappropriate to their positions and qualifications. Incidental duties may be classified as duties which are normally considered regular and recurring, and in the performance of such would constitute a major duty which may impact the title, series, or grade of the position. Management should consider the capacity and competence of the employee to be assigned, to avoid creating health or safety hazards. Management will provide additional training for incidental duties as required.

Article 24

PERFORMANCE STANDARDS & EVALUATION

Section 1

- a. The Military Entrance Processing Station will use the Department of Army's civilian performance appraisal system. The current performance appraisal system is the Total Army Performance Evaluation System (TAPES) AR 690-400.
- b. TAPES is a positive based appraisal system, intended to motivate an exceptional workforce, by linking individual performance to Army's goals.
- c. TAPES allows for discussing areas for improvement with "Exceptional Employees" from the latitude provided in the rating system.
- d. The system advocates improved communication and understanding between the Employee and the supervisor on performance expectations.
- e. The system promotes individualized measures or expectations based on the type of assignments generally received and the type of work normally performed in your work unit.
- f. The performance appraisal system will be administered in accordance with applicable rules, laws and regulations.

Section 2

In the interest of providing for objectivity in a supervisory appraisal, an employee must have been on standards for at least 120 calendar days. An employee who is detailed continues to occupy the position from which detailed for official purposes. The supervisor of the employee in the detailed position will provide input (for details less than 120 days) or a special appraisal (for details greater than 120 days) to the employee's rating supervisor of record.

Section 3 - Application:

The evaluation given Employees by their supervisor shall be prepared in accordance with the following:

- a. The supervisor will discuss the Employee's job performance with the Employee discreetly, annually, and on one other occasion, normally mid-term.
- b. If the supervisor has identified shortcomings in the Employee's performance, the Employee shall be notified when the problem is perceived and/or at the mid-term discussion. The supervisor will tell the Employee what is necessary to improve in order to satisfactorily perform duties.
- c. The annual performance evaluation will be in written form. All performance evaluations will be reviewed and approved by the senior rater.

Section 4 – Awards Program

The PARTIES agree that the Employee Suggestion, Incentive and Performance Award Programs promote high employee morale, a sense of well being are beneficial to both the EMPLOYER and Employee.

The PARTIES fully support all applicable Incentive, Recognition, Award, and Suggestion programs. These programs promote high employee morale, mission accomplishment, process improvement, and a sense of well being which are beneficial to both the EMPLOYER and Employee. The awards program will be administered in accordance with applicable laws, rules, and regulations.

Section 5 - Performance

Both parties recognize the importance of addressing performance deficiencies, and both parties support the necessary steps needed to correct the performance, and in the event such steps are unsuccessful, to take appropriate administrative action. Correction of unacceptable performance will be in accordance with applicable laws, regulations, and policies, as outlined in Article 39, Disciplinary and Adverse Actions. In the event that an employee's performance is not meeting satisfactory standards of success, they will be entitled to receive an opportunity to demonstrate improvement, normally not less than 90 days.

Section 6 – Performance Improvement Period

When an employee's performance is unacceptable, and a determination is made by the Supervisor that without further assistance, administrative action is expected, the employee will receive a written Performance Improvement Plan (PIP) that will provide the employee an opportunity to improve their performance. Such identification of performance deficiency does not automatically equate to the need for a PIP. A PIP will normally contain:

1. A notice of unacceptable performance in one or more critical elements of the employees performance standards and a period of at least 90 calendar days to bring his/her performance to an acceptable level. During the improvement period the employee will be given the opportunity to work on those critical elements of the job that are unacceptable while maintaining an acceptable level of performance on all other critical elements.
2. Information as to how the supervisor will assist the employee in becoming successful.
3. Information as to what the employee must do to bring performance to an acceptable level during the improvement period.
4. Periodic evaluation of the employee's performance during the improvement period. Failure to improve performance during the improvement period to a successful level may result in, but is not limited to, removal, demotion or reassignment to another position.
5. If at the end of a performance improvement period the employee is performing at a successful level, the employee will be so notified in writing.

Section 7 – Notice of Proposed Administrative Action

Such administrative action will be taken in accordance with all applicable laws, regulations, and policies, to include (but not limited to):

1. Advance notice of action
2. Employee's status during the notice period

3. A reasonable amount of official time to respond
4. The right to have a representative to assist.
5. The opportunity to address any outside circumstances beyond the employee's control which may have influenced their performance.

Section 8 – Notice of Decision

A written decision shall be rendered by the deciding official indicated in the proposal notice. Normally the deciding official shall be at a higher level in the activity than the proposing official. The notice of decision will:

1. Identify the reasons for which the decision is based.
2. Specify the Employee's appeal rights, including his/her right to appeal the action to the Merit Systems Protection Board or through the Negotiated Grievance Procedure, but not both.
3. Be delivered at least 7 calendar days prior to the effective date of the action

Article 25

MERIT PROMOTION

Section 1 – Purpose

All actions under this article whether identification, qualification, evaluation, or selection of candidates shall be made without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, non-disqualifying physical handicap, or age, and shall be based solely on job-related criteria (5 CFR 335.103(b)(1)).

Section 2 – Area of Consideration

1. The Parties recognize that positions may be filled from any appropriate source in accordance with established laws, rules and regulations.
2. The Parties agree that management may use a number of recruitment methods simultaneously in order to reduce the total time to refer candidates.
3. The EMPLOYER agrees that the minimum area of consideration for all positions announced through the merit promotion program will include all current career and career-conditional employees employed at MEPS, Syracuse, NY including those employed at Army activities.

Section 3 – Regional Merit Promotion Plan

The Parties agree to use the Northeast Region Civilian Human Resources Agency (NECHRA), Regional Merit Promotion Plan. The Plan will be provided on MEPS Intranet

Section 4 – Promotion/Selection Records

The UNION recognizes that all Merit Promotion records are maintained electronically by NECHRA. The Union may request information regarding merit promotion, to include announcements, referrals, and selections, and such requests will be responded to in a timely manner.

Article 26

NONCOMPETITIVE ACTIONS

Section 1

The EMPLOYER agrees that Employees assigned to an established higher graded position should be temporarily promoted whenever possible.

To accomplish this, the EMPLOYER agrees that when an Employee is assigned to an established higher graded position for more than 28 calendar days, an RPA will be initiated to temporarily promote, with pay, the Employee for the remainder of the time necessary for the Employee to serve in the established higher graded position, up to a maximum of 120 calendar days.

Should an administrative error occur and the RPA not be initiated in time to compensate the employee as outlined above, the Employer will ensure that appropriate compensation is given in an alternate forum (i.e. award). Additionally, an annotation in the employee's OPF may be made to reflect all true time the employee worked at the higher grade.

This article does not preclude the employee from grieving in accordance with the negotiated grievance procedure (as stated in Article 40, nor does this article supersede any provisions of law, regulation, or policy (such as the Back Pay Act or appropriate OPM or Agency guidelines).

Section 2 - Repromotion Program

Coverage: Permanent employees currently receiving grade and/or pay retention benefits due to an involuntary downgrade that was effected through no fault of their own, i.e. reduction-in-force, reclassification, or medical disqualification. It does not include employees downgraded into upward mobility programs, to correct an error, or voluntary downgrade at the employee's request or for personal cause.

Procedure:

1. All employees receiving grade and or pay retention benefits will be registered in the Repromotion Program for the pay plan and grade lost.
2. If there are multiple entitlements, due to more than one demotion, each entitlement will be considered separately and listed as separate entries for that employee.
3. Specific qualifications possessed by registrants will be determined for each vacancy as it occurs. Individual employee files will be maintained and updated to reflect consideration granted, date granted, position title, series and grade, Full Performance Level (FPL), repromotions received, and declinations.
4. The Repromotion List will be the first source considered in filling all (permanent and temporary) competitive vacancies. Use of the Priority Placement Program may be the only exception to this policy.
5. If the FPL of the vacancy is higher than the grade lost, no repromotion will apply.

Termination of Eligibility:

1. Entitlement under the Repromotion Program will cease when the employee is permanently promoted to the grade lost or higher grade.
2. Declination of a permanent position at the same grade or higher that offers the same working conditions (i.e. work schedule, status, commuting area, same basic pay or higher, etc.) as the position from which downgraded, will result in no further special consideration, as well as the loss of grade/pay entitlements.
3. Eligibility under the Repromotion Program ceases when grade/pay retention entitlements terminate.
4. Early termination of grade retention entitlements at the employee's request will also result in no further special consideration.

Article 27

TRAINING & DEVELOPMENT

Section 1

The Parties recognize that a well trained work force enhances efficiency, quality, employee development and mission readiness. To provide for a well trained and efficient work force and to the extent that such training is consistent with mission needs, as determined by the EMPLOYER, the EMPLOYER agrees to:

- a. Provide adequate training for Employees to meet their performance requirements or standards.
- b. Provide cross-training opportunities to Employees when funding and mission requirements permit.
- c. Endeavor to provide training opportunities on a fair and equitable basis to all Employees.
- d. Consider the UNION/Employee comments to improve opportunities for training.

Section 2

Should, after extensive recruitment efforts been made, the EMPLOYER determines a position hard to fill, it will, to the maximum extent practicable, publicize any training opportunity available. Such provisions may not apply to all positions (i.e. Career Program and / or Professional series occupations). The method of selection for developmental/intern positions, approved by the Office of Personnel Management or the EMPLOYER, will be in accordance with the Merit Promotion Program, unless selectee has previously held the full performance level of the developmental/intern position.

Section 3

The EMPLOYER will endeavor to support the provisions of training agreements as they relate to time frames, progress reports and promotions, consistent with regulations and applicable laws.

Section 4

The EMPLOYER will make a reasonable effort to encourage enrollment of Employees in universities/colleges or other approved courses consistent with operational requirements and budgetary restraints.

Section 5

Payment of fees associated with training and employee development will be consistent with regulations and applicable laws.

Article 28

REDUCTION IN FORCE

Section 1

All Reduction In Force (RIF) actions will be in accordance with all applicable laws, rules, regulations, and policies and this Article.

Section 2

A RIF action is defined as any action taken by the EMPLOYER to release a competing Employee from his/her competitive level by furlough of more than 30 calendar days, separation, demotion, or reassignment requiring displacement, when such action is required because of lack of work, shortage of funds, insufficient personnel ceiling, reorganization, an individual's exercise of reemployment rights or restoration rights, or reclassification due to erosion of duties when such erosion occurs within 180 calendar days of a formally announced RIF in the competitive area.

Section 3

Specific notices to affected Employees will be issued at least 120 calendar days prior to the effective date of the RIF.

Section 4

The employee's last three performance appraisals on record will be utilized to determine the employee's retention standing.

Section 5

The EMPLOYER will provide the UNION a copy of the computerized retention register. In the event of an actual RIF, the EMPLOYER agrees to brief the UNION on the RIF's process, to include the use of the retention register.

Section 6

The EMPLOYER agrees to take all appropriate actions deemed necessary to minimize the adverse effects of a RIF on Unit Employees.

In the event of a RIF, existing vacancies that management has decided to fill during the RIF, will be used to the maximum extent possible to place Employees in continuing positions in order to minimize adverse actions and reduce separations during a reduction in force. Such placements are subject to the provisions of Title V and OPM policies and procedures.

Section 7

An Employee whose assignment to a lower grade position, or whose separation is proposed, has a right to review all of the records pertaining to the action and to see a copy of the applicable regulations pertaining to RIF. This includes the retention register for his/her competitive level and those for other positions for which he/she believes he/she is qualified down to and including those in the same or

equivalent grade as the position, if any, which constitutes the best offer, or if separation is proposed, all positions equal to and below the grade of his/her current position within his/her assignment rights.

Section 8

Any career or career-conditional Employee who is separated as a result of RIF, and who has not declined placement equal in grade to the position held, will be placed on the Reemployment Priority List, and such Employee shall be given preference for reemployment in accordance with applicable regulations.

Section 9

The displacing and retreat rights of Employees affected by RIF shall be governed by applicable statutes, regulations, and directives.

Section 10

In any case where an Employee accepts a demotion in lieu of separation by a reduction in force action, the Employee must meet the established qualification requirements of the lower grade position to which he/she is to be assigned unless otherwise waived by appropriate authority. (Definition of appropriate authority is position management officer/Commander, or designee).

Section 11

RIF actions which are appealable to the Merit Systems Protection Board (MSPB) will not be subject to grievances under the negotiated grievance procedure.

Section 12

The EMPLOYER agrees to offer opportunities to Employees adversely affected by a RIF to return to employment based on and in accordance with their registration on the re-promotion, reemployment priority list, and priority placement program in conjunction with the Employee meeting the qualifications of the temporary or permanent position to be filled.

Section 13

The Employer will notify all employees at least 20 work days prior to the cutoff date by which the employees must have all information updated/verified in their Official Personnel File (OPF) that may affect the employees' placement rights. The Employer and the Union jointly recognize the importance of an accurate updated OPF for RIF purposes. The Employer agrees to offer training during non-duty time concerning supplemental experience statements and other pertinent information regarding employees' OPF for RIF purposes.

Section 14

The UNION will work with the personnel office in the Out-Placement program for the duration of the RIF.

Section 15

When a temporary position exists, qualified MEPS Employees who are displaced as a result of a

RIF, will be offered the available temporary position based on seniority in accordance with Employees' adjusted service computation date and veteran status.

Article 29

Appropriate Dress

Section 1

The parties mutually support the dress initiatives associated with the customer service nature of the MEPS. The parties also support the positive and professional image of the Syracuse MEPS and is consistent with assigned positions and tasks. The guidelines contained within this article are established to assist management and civilian and military personnel to determine acceptable dress and apparel that serves to maintain and ensure a safe, healthful, productive, positive and professional work environment.

Section 2

Employees who report for duty inappropriately dressed for the requirement of their job and/or who fail to comply or adhere to the safety requirements of their position, or other applicable safety regulations, may be placed on annual leave and/or be subject to appropriate counseling and/or disciplinary action in accordance with Army Regulation 690-700, Chapter 751

Section 3

All employees of the Syracuse MEPS are encouraged to dress in a casual manner that offers maximum comfort and convenience while maintaining a safe, healthful, productive, professional and positive work environment.

Generally, the minimum casual dress requirements shall include appropriate length pants or skirts and a collared shirt and or blouse is preferred. Attire will be appropriate to the employee's work location, duties and customer expectations. Items of clothing worn should offer an appropriate balance between personal comfort and professionalism in the workplace.

All personnel are required to wear clothing that is neat and clean, and will practice positive hygienic habits. Personnel shall maintain a clean and well-groomed appearance as much as the requirements of the job permit.

In an effort to improve customer service and professionalism, personnel who regularly interface with customers will wear a MEPS-provided identification tag on an area of their person visible to the customer without causing damage to their clothing. All costs associated with this will be incurred by the Employer.

Personnel working in industrial, office and other applicable areas will conform to applicable safety regulations for their area and job, and all medical requirements regarding proper attire, etc., to fulfill the duties of the position. Issued garments which are exposed to potentially dangerously hazardous material will be laundered at the Employer's expense.

Footwear that is appropriate for work location, duties and customer expectations shall be worn by all employees. Shoes that can potentially subject an employee to safety hazards will be identified and discouraged on a case by case basis.

Personnel required by applicable law, regulation, directive and/or policy to wear a particular type of clothing and/or other attire as a safety precaution or requirement shall do so. Accordingly, where

applicable by law, rule, regulation, or policy, the employer will furnish personal protective clothing and equipment when necessary, required and authorized to such employees.

Section 4 - Unacceptable Standards of Appearance and Dress

The following are not considered appropriate attire for civilian employees or military personnel of the Syracuse MEPS in the official performance of their duties:

- a. Cutoffs and excessively short shorts.
- b. Pants, shorts or skirts worn below the waistline and that expose the midriff and/or undergarments.
- c. Upper garments that do not, as a minimum, reach to the bottom piece of clothing, or that allow any midriff exposure.
- d. Dresses and skirts, divided skirts, skorts or skirts with unreasonably high slits or that are excessively tight.
- e. Halter tops, tube tops, crop tops, off-shoulder tops, exercise wear, tank tops, spaghetti straps, A-shirts, T-shirts, swim/beach wear, jogging suits, gym suits or shorts, cotton or nylon sweat pants, spandex shorts or pants, revealing or excessively low-cut shirts or tops, or "see through" clothing.
- f. Exposed undergarments.
- g. Bare feet (i.e., no shoes), bare chests and/or bare stomachs.
- h. "Flip-flops," or beach or shower footwear.
- i. Hair in curlers (covered or uncovered).
- j. Items of external apparel, accessories or grooming that may impair the employee's safety in performing required duties (e.g., sun hats, untied long hair around equipment, jewelry around machinery, etc.).
- k. Conspicuous facial piercing jewelry, other than earrings.
- l. An unkempt or unclean appearance, garments, accessories or other attire that impact the safety, health, hygiene, morale and/or productivity of that person or of other personnel.
- m. Shirts, articles of clothing, accessories, attire and tattoos with logos, symbols or wordings that are considered profane, obscene, offensive, provocative, or can be construed to be sexually or otherwise harassing in nature or potentially disruptive to the workplace, are unacceptable and shall not be worn or displayed.
- n. Ragged or torn garments are not appropriate. All work clothes should be in good repair. Dress requirements for special occasions (e.g., office/shop picnics or parties, Employee Appreciation Day, dress down days, etc.), are relaxed to conform to the normal and accepted attire for such events. However, all safety regulations for areas and/or occupations that require certain clothing as a safety precaution shall still apply.

VOLUNTARY WITHHOLDING OF UNION DUES

Section 1

Any Employee officially assigned to the Unit who is a member in good standing of the UNION, may authorize an allotment for the payment of dues for such membership provided:

- a. The Employee is employed in the unit for which exclusive recognition has been granted.
- b. The Employee has voluntarily completed a request (SF 1187) for such allotment of pay.
- c. The Employee regularly receives pay on the regularly scheduled payday which is sufficient, after all other legal deductions, to cover the full amount of the allotment.

Section 2

The UNION is responsible for procuring the prescribed allotment form (SF 1187), distributing the form to its members, certifying as to the amount of its dues, and informing and educating its members on the program for allotments for payment of dues, and the use and availability of the SF 1187.

Section 3

An allotment may be submitted to the payroll representative at any time. Allotments received in the payroll representative before Wednesday preceding the beginning of a pay period, will be effective at the start of the first full pay period following receipt of the SF 1187.

Section 4

An allotment shall be terminated when the Employee leaves the Unit as a result of any type of separation, transfer, or other personnel action; upon loss of exclusive recognition by the UNION; when the Agreement providing for dues withholding is suspended or terminated by an appropriate authority outside Department of Defense; or when the Employee has been suspended or expelled from the UNION.

Section 5

The UNION will promptly notify the payroll representative when an Employee with a current authorization ceases to be a member of the UNION in good standing.

Section 6

Employees wishing to stop their allotment of dues will notify the Employer payroll representative in writing (SF 1188 or other written notification). The Employer will notify the Union President of the notification to stop dues by February 1st. Such revocation of dues withholding may only be made during the first full pay period in January of each calendar year. Dues revocation will be processed effective the next full pay period.

In order for an Employee to stop their allotment of dues, they must have been a dues paying member for at least twelve (12) months. After that twelve (12) month period, dues revocation shall be handled

in accordance with this section. The EMPLOYER agrees to furnish a copy of the (SF 1188) when processed.

Section 7

Allotted dues will be withheld on a bi-weekly basis. The amount to be withheld shall be the amount of the regular dues of the member, exclusive of initiation fees, assessments, back dues, fines, and similar charges and fees. If the amount of regular dues is changed by the Local, the Defense Accounting Office will be notified in writing by the President of the Local of the rate and effective date of the amended dues structure. The amended amount will be withheld effective with the next full pay period provided the notice has been received in MEPS Payroll Section on Wednesday preceding the beginning of the deduction period covered by that payroll, unless a later date is specified by the Local. New authorization forms are not required. Only one (1) such change may be made in any period of twelve (12) consecutive months.

Section 8

Employees who wish to have dues withheld will provide an SF 1187 to the Union. The Union will forward a copy of the SF 1187 to the payroll representative for processing within the next full pay period.

The Defense Finance and Accounting Section (DFAS) will send to the appropriate Union official the remittance of dues withheld after each payroll period for which deductions are made and a listing of names, amounts withheld, and identification of the individuals dropped. The Union will be furnished a copy of the submission.

Section 9

The UNION shall indemnify and save the EMPLOYER against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken or not taken by the EMPLOYER for the purpose of complying with any of the provisions of this Article.

Article 31

SAFETY & INDUSTRIAL HYGIENE

Section 1

The EMPLOYER will exert every reasonable effort to provide and maintain safe working conditions for the Employees, using applicable laws, rules, regulations, and policies as a guide. The UNION will cooperate to that end and encourage all Employees to work in a safe manner. All Employees shall bring unsafe conditions to the attention of the immediate supervisor; and if satisfactory resolution is not obtained at that level, the conditions shall then be brought to the attention of the local Commander and the UNION for prompt investigation. The Employer assures that there will be no restraint or reprisal as a result of an Employee's reporting an unsafe act or condition.

Section 2

The EMPLOYER will continue to provide emergency medical support for Employees in accordance with applicable laws, rules and regulations.

Section 3

All Employees are encouraged to call to the attention of the immediate supervisor and UNION, conditions in a work area which tend to become a hazard to the health or safety of the Employees. Health hazards needing further review should be promptly brought to the attention of the Commander for evaluation.

Section 4

The EMPLOYER agrees to provide and maintain adequate and clean restroom facilities as near to the work site as reasonably possible. Employees shall make every effort to retain restroom facilities in a reasonably clean condition.