

**MEMORANDUM OF AGREEMENT – OFFER JUNE 2021
2018-2021 EMRE & ILEU COLLECTIVE BARGAINING NEGOTIATIONS**



June 29, 2021

This will confirm understandings reached during the collective bargaining negotiations between ExxonMobil Research and Engineering Company, hereinafter referred to as “Company” and the Independent Laboratory Employees’ Union, hereinafter referred to as “Union”. In this regard, the Union negotiating committee will present to its membership for ratification the following Agreement in full settlement of all issues in our negotiations.

This tentative Agreement is subject to ratification by the Union membership.

If the Agreement is ratified by the Union, a ratification bonus will be paid as outlined below:

- If the Agreement is ratified by 12:01am on July 1, 2021, a \$2,500 non-benefits bearing bonus will be paid. Bonuses will be paid to all active represented employees as of date of payment.
- If the Agreement is not ratified by 12:01am on July 1, 2021, no bonus will be paid.

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Contract Length

Article II—Duration and Renewal

Section 1—Effective Date

The effective date of this Agreement is **the day, month, and year Agreement is ratified.**

Section 2—Renewal and Termination

This Agreement shall remain in full force and effect until the **June 1, 2024, 12:01am.**, and it shall automatically renew itself year to year thereafter, unless the Company or the Union gives written notice not more than 90 or less than 60 days prior to the termination date or any subsequent annual anniversary date of its desire to terminate, alter, modify, or amend this Agreement.

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Exhibit II- Pay Schedules (Wage Increases)

1.5% Year 1 (2021-2022), 2.0% Year 2 (2022-2023), 2.5% Year3 (2023-2024)

The parties agree to discontinue the practice of United Way Day Off.

U5- update language as shown below:

Article X, Section 4—Determination of an Employee's Pay for Regular Schedule Work

- A. Bi-weekly – An employee's bi-weekly pay is the employee's ~~monthly~~ hourly base pay or any applicable pay increase to which the employee is ~~may be~~ entitled under Section 5 of this Article, together with any applicable shift differential as provided in Section 6 of this Article multiplied by ~~.45996~~ the number of regularly scheduled hours worked during the period.
- B. Daily Pay – A day's pay for an employee is computed by ~~Dividing~~ multiplying the employee's bi-weekly hourly pay by ~~10~~ the number of regularly scheduled hours worked per day.
- C. Hourly Pay – An employee's hourly pay is ~~computed by dividing the employee's daily pay by 8.~~ the rate shown in the pay schedule (Exhibit II)

U8- update language as shown below:

Article X, Section 9-Time Paid Outside of Regular Schedule

- H. An employee ~~called at home~~ contacted away from work to respond to a question regarding work will receive one hour of premium pay for his/her time. Additional calls, texts, or emails within sixty minutes will not be paid.

U9- update language as shown below:

Article IX, Section 3—Probationary Period

The probationary period shall be twelve (12) months, but there is this exception: if, prior to the expiration of such twelve (12) month period, the Company notifies the Union, in writing, that it wishes to extend the probationary period of a particular employee for an additional six (6) month period, it may do so, and the probationary period of that employee shall continue until the expiration of such six (6) additional months.

The probationary period applies to:

- (a) all employees newly hired as regular employees (whether formerly employed by the Company or not),
- (b) all employees transferred to the Company as regular employees from any Exxon Mobil Corporation affiliate, but there is this exception: if the transfer was occasioned by a Company taking over work from such affiliate on which the employee had been working and the employee brings the work with him or her, the employee will be accepted without any probationary period.
- ~~(c) there is also this exception: employees of ECC on the payroll of ECC on 2/28/86 and subsequently transferred to EMRE without a break in employment will be accepted without any probationary period.~~

The twelve (12) and six (6) month periods referred to above are periods of employment during which an employee is actively at work. Therefore in determining the probationary period, absences of any kind whatsoever exceeding five (5) consecutive working days are

excluded, anything in this Agreement to the contrary notwithstanding.

U13- update licensing requirement:

- Gold seal for Senior Utilities Operator
- Third Grad Refrigeration Engineer's License Blue Seal for Senior Utilities Operator (Chiller Plant)

U14- update language as shown below:

Article XVI, Section 2—Death in the Family

A. The Company will permit any employee, when death occurs in his immediate family, to take as personal time off without loss of time from the employee's regular schedule or from the employee's scheduled vacation period, such number of days as it believes is reasonable.

B. Each case will be considered on its own merits. The number of days not worked which are to be paid for, the number of days of vacation to be granted at a later date and the determination of "immediate family" will be decided by Management on the basis of the facts in each case. Ordinarily, "immediate family" shall include husband, wife, children, parents, brothers and sisters, mother-in-law and father-in-law, brother-in-law and sister-in-law, son-in-law, daughter-in-law, ~~and~~ grandparents, **and grandchildren**. In addition, other relations who were living in the immediate household of the employee will be considered to have been members of the "immediate family."

U15- update language as shown below:

Article XVII, Section 1—Eligibility

A. An employee is eligible for a vacation during a particular calendar year if:

1. In the case of an employee with less than five (5) years of credited service, eligibility will be determined in accordance with Section 2, paragraphs ~~A and B~~.
2. ~~{In the case of any other employee,}~~ ~~the employee is~~ **eligible if the employee was** an active regular employee on December 31st of the preceding year, or at **any time** during the **current** year ~~in question~~.

B. A regular employee is active except when the employee is absent in one of these situations:

1. Absence for disability.
2. Absence for discipline.
3. Absence without leave.
4. Leaves of absence, ~~(except a~~ leave of absence for military, Reserve, and National Guard duty), **or an** ~~and except when the employee is on~~ educational leave of absence ~~(even though the employee may not in fact be absent during a part of such leave because of temporary interruption during periods of vacation from school)~~.

Section 2—Length of Vacation

A. An eligible employee hired before January 1, 1997, is entitled to take one (1) week of vacation after six (6) months' credited service and one (1) week upon completion of one (1) year of credited service. Whether the employee is entitled to more depends upon the amount of the employee's credited service. A vacation day is equal to 8 hours of pay and a vacation week is equal to 40 hours of pay.

B. An eligible employee hired on or after January 1, 1997, will earn one (1) day of vacation for each full month of employment up to a maximum of ten (10) vacation days per calendar year in the hire year. A vacation day is earned only if the employee is actively employed on the first scheduled work day of the month.

C. The length of vacation in the calendar year following that in which an employee entitled to a vacation under this Article shall complete four (4) years of credited service shall be three (3) weeks and shall continue at three (3) weeks for each year of eligibility thereafter until the calendar year following that in which such employee shall complete nine (9) years of credited service, at which time the length of vacation shall be four (4) weeks and shall continue at four (4) weeks for each year of eligibility thereafter until the calendar year following that in which such employee shall complete nineteen (19) years of credited service, at which time the length of vacation shall be five (5) weeks and shall continue at five (5) weeks for each year of eligibility thereafter until the calendar year following that in which such employee shall complete twenty-nine (29) years of credited service, at which time the length of vacation shall be six (6) weeks and shall continue at six (6) weeks for each year of eligibility thereafter.

The length of vacation shall be determined by the chart below:

Years of Vacation Service	Vacation Amount
Hire Year	See Section 2.B.
1-4	2 weeks
5-9	3 weeks
10-19	4 weeks
20-29	5 weeks
30 or higher	6 weeks

D. The amount of vacation due an employee at any given time is the number of weeks to which the employee is then entitled minus the amount the employee has already received, for the year in question, from the Company or any affiliate.

U16- update language as shown below:

Article XXV, Section 2—Meal Allowance

An employee eligible for an overtime meal at Company expense who chooses not to or is unable to obtain this meal in the Company cafeteria will be provided a meal allowance of \$8.00 \$10.00.

U18- update language as shown below:

Article XVII, Section 3—Time of Vacation

A. The vacation period shall ordinarily commence on the employee's first regular schedule day of work on which the employee is absent from work on account of vacation but whenever schedules of work permit, vacations will be scheduled to commence with an employee's first scheduled day of work following the employee's days of rest. It is recognized, however, that this exception will be generally impossible to follow in Divisions operating with a fixed vacation period. The vacation period shall terminate at the end of the 14th, 21st, 28th, 35th, or 42nd consecutive day after it commences, as the case may be, except where an additional day or days are added because of a holiday falling in the vacation period as provided in Section 6 of this Article.

B. Vacations must be taken in the calendar year for which they are earned except:

1. The initial vacation which is earned at the end of the first year of credited service may be taken even though it extends beyond the end of that calendar year.

2. Deferred vacations, as provided in Section 7 of this Article.

C. Vacation periods may be scheduled throughout the entire calendar year. Preference of an employee will be given consideration when the Company believes it reasonable. However, vacations must be taken at a time which, in the judgment of the Company, makes for efficient operation of the unit concerned. Procedures for setting vacation schedules are established by the Managements of the Divisions, Laboratories or other administrative groups of the Company according to the needs of the unit concerned. These procedures vary between Divisions, Laboratories and other administrative groups.

D. Vacations shall be scheduled for a single period, except where Company interest calls for it or an employee desires it and it does not interfere with operations, vacations may be taken in periods of single weeks. Periods of less than a week ~~will~~ **may be granted at supervisor discretion and such authorization will not be withheld absent business justification.** ~~only because of circumstances the Company thinks extenuating.~~

U19- update language as shown below:

Article XVI, Section 8—Nondiscrimination

The Company and the Union agree that, in accordance with the provisions of federal and state laws, there shall be no discrimination against any employee in the bargaining unit because of race, color, religion, sex, national origin, **citizenship status, age, genetic information, physical or mental disability, veteran status, sexual orientation, gender identity or other legally protected status.** ~~handicap, Vietnam-era veterans or liability for service in the Armed Forces of the United States.~~

U20- incorporate Travel Pay Side Letter into agreement

Article X, Section 15—Travel Pay (new)

- a) Employees will be permitted to schedule their own travel arrangements subject to Company guidelines.
- b) Employees will be paid up to eight hours of compensable time (or twelve hours where an employee's regularly scheduled work day is 12 hours) for each leg of a trip (home to hotel), except where applicable state or federal law requires additional pay. On international trips, covered employees will be paid up to twelve hours of compensable time for each leg of a trip (home to hotel), except where applicable state or federal law requires additional pay.

C1- addition of new side letter of agreement:

This Letter sets forth the Side Agreement between the Company and the Union for a 12 hour, non-standard shift.

The non-standard shift will be utilized at the Clinton facility in support of Engine Test Stands and Industrial Test Rigs.

The 12 hour non-standard shift will be as follows:

Shift	Start	End
D	6:00am-9:00am	6:00pm-9:00pm
E	6:00pm-9:00pm	6:00am-9:00am

The normal work week for this shift will alternate between thirty-six (36) hours and forty-eight (48) hours. The Union will be notified of all schedules prior to implementation.

All schedules will require the following:

At least 48 hours off when switching between D and E shifts.

At least 48 hours of rest for shift scheduled days off.

Two out of every four weekends will be scheduled days off.

No more than 3 switches between D and E shifts every 4 weeks.

The Company will designate which time period(s) will be worked as a non-standard shift.

Employees assigned to this shift for one or more days shall be paid their base pay or applicable temporary pay increase plus six percent (6%).

Vacation, absence for temporary disability, or any other authorized absence shall be charged at a rate of 12 hours. Holidays shall be charged at a rate consistent with Article X, Section 9e.

In the event of any inconsistencies between the provisions of this Side Agreement and the Collective Bargaining Agreement, this Side Agreement shall control.

This Agreement shall remain in effect until 12:01 am on June 1, 2024 and may not be modified without the mutual consent of the parties hereto.

C2- addition of new side letter of agreement:

The Company may, across all job families, utilize contractors to staff relative to projects, work fluctuations, and other short term or discrete business needs. For the duration of this agreement, the Company may also continue any contracting of work and/or positions done prior to the date of this letter and the Company is not obligated during the term of this side agreement to replace those contractors with employees. The Company may contract any job families, for which it has proposed to permanently contract, without objection from the Union for the length of this side agreement. Those job families are: Mechanics, Material & Services Coordinator, Maintenance & Operations, Audio Visual, Graphics Design, Senior Repro Tech, Repro Services Tech Asst., Services Trainee, Sr. Admin. Tech, and Tech/Asst. All employees currently in these positions will retain their jobs until they retire, are promoted, are terminated according to the provisions of Articles XXVI or XXVII, or leave on their own accord. The provisions of Article XVIII pertaining to demotions, layoffs, repromotions, and recalling of employees remain in effect.

Notwithstanding the above paragraph or Article XVIII of the CBA, the Company has the right, without limitation, to have any work of a type customarily performed by bargaining unit employees performed offsite by third parties.

The notification amount in under Article XVIII has been changed to \$250,000 for the length of this agreement.

To the extent there is a dispute between this side agreement and any other provisions of the CBA, this side letter shall govern.

Any arbitrator ruling regarding what positions may be contracted and/or the duration of contracting (e.g., temporary or permanent) shall be limited to the express terms of this letter and Article XVIII. Any arbitrator ruling on these contracting matters shall not consider prior arbitration awards, custom, prior practice, industry standards, or any other provision of the CBA.

This agreement will remain in effect until the expiration of the CBA, and it may be modified with the mutual consent of the parties hereto.

C3- update language as shown below:

**Article VII—Grievances
Section 3**

All grievances shall be submitted on a grievance form. The grievant or the Union shall give concisely and precisely the information called for on such form. If the grievance is not satisfactorily adjusted at the preceding step, the form shall also contain an explicit statement of the reasons for the objections of the Union to the decision of the Company representative at the preceding step.

Unless a grievance is submitted in writing on the grievance form by either the grievant(s) or the Union within ~~30 working days~~ **90 calendar days** after the grievant(s) or the Union has knowledge that a dispute or question

**MEMORANDUM OF AGREEMENT – OFFER JUNE 2021
2018-2021 EMRE & ILEU COLLECTIVE BARGAINING NEGOTIATIONS**



described in Section 1 of this Article has occurred **date of the occurrence**, it shall not be considered under the grievance procedure, nor shall it be subject to arbitration under the provisions of this Agreement.

C4- update language as shown below:

Article IV—Union Dues

Section 1

Upon receipt by the Company's Human Resources Department of an authorization to withhold Union dues signed by an employee covered by this Agreement, the Company will withhold from such an employee's earnings his regular dues in the Union in accordance with the provisions of such authorization. Such deduction will be made half on the first payday and half on the second payday in each calendar month commencing with the first payday following the week in which such authorization is received and providing the employee has been in the Company's employ for the entire pay period from which the deduction is to be withheld. The Company will forward such sums before the 15th of the following month to the Union. The form of the authorization shall be mutually acceptable to the Company and the Union and consistent with the provisions of this Article. In the event the Union changes the amount of regular monthly dues, it shall present to the Company a letter certifying as to the new amount of regular monthly Union dues. On the first payday falling 30 days after the receipt of such letter, the Company will make withholdings of Union dues in the new amount as certified by the Union, but the Company shall not be required to honor changes in regular monthly Union dues more frequently than ~~one~~ **twice** during any calendar year. The Union agrees to save the Company harmless for all dues deduction made in accordance with this Agreement.

Section 2

Such authorization will be honored by the Company as long as (a) the authorization remains in effect, (b) the employee remains covered by this Agreement, and (c) the Union remains the representative of the employee for the purpose of statutory collective bargaining.

Any employee who has executed an authorization to withhold Union dues may revoke it by giving the Company **and the Union** written notice of his intent to do so. Such revocation shall be effective on the ~~next or any~~ anniversary of the date of the employee's authorization, or the end of the term of the Agreement, whichever is sooner.

Section 3

In order that monthly deductions for Union dues may be handled on a uniform basis, the Union will deliver the authorizations to Human Resources by the 15th of each month.

Section 4

No deductions for Union dues under any authorization heretofore or hereafter signed shall be made from an employee's bi-weekly earnings when by reason of illness or disability the employee's biweekly earnings are less than the pay which the employee would

**MEMORANDUM OF AGREEMENT – OFFER JUNE 2021
2018-2021 EMRE & ILEU COLLECTIVE BARGAINING NEGOTIATIONS**



receive under this Agreement if the employee were to work.

Existing Contract Work Side Letter (\$250k notice requirement)

Eliminate

Pre-bargaining Clean-up item- update language as shown below:

Article XV—Hours, Section 10

Section 10—Holidays

A. The Company will recognize ten (10) holidays as follows:

- (1) New Year's Day, Labor Day, Memorial Day, Thanksgiving Day, July 4 (Independence Day), Christmas Day,
- (2) The day after Thanksgiving Day, and
- (3) Effective January 1, 1980, three (3) other days chosen to be celebrated by the employee. If the employee is a newly hired regular employee whose period of employment began after June 30 of the current calendar year, only two (2) such days shall be chosen. Adequate advance notice shall be given to Management of the day(s) chosen to be celebrated. The employee is guaranteed the day if notice is given to Management of his or her selection at least thirty (30) calendar days in advance of the day(s) chosen to be celebrated. If the employee gives notice to Management of his or her selection less than thirty (30) calendar days in advance of the day(s) chosen to be celebrated, the day(s) will be granted if, in the judgment of Management, operations will permit the employee to celebrate the selected day(s). Management may allow employees to postpone selected holidays within the thirty (30) days' advance period if extenuating circumstances exist and operations permit.
- ~~(4) Washington's Birthday will be recognized as an eleventh holiday only during 2002.~~

B. Holidays will be recognized and celebrated by taking the day off for all employees assigned to jobs on a day basis and to shift jobs working the B shift starting at 5:00 p.m.

C. For Employees Who Celebrate Holidays

- (1) When a holiday falls on an employee's first day of rest, the preceding day only shall be celebrated by the employee as the holiday.
- (2) When a holiday falls on an employee's second day of rest, the following day only shall be celebrated by the employee as the holiday.

Pre-bargaining Clean-up item- update language as shown below:

Article XVI—Other Working Conditions, Section 7

Section 7—Medical/Dental Plan Contributions

The Company agrees to maintain its medical and dental

**MEMORANDUM OF AGREEMENT – OFFER JUNE 2021
2018-2021 EMRE & ILEU COLLECTIVE BARGAINING NEGOTIATIONS**



contributions to Company sponsored medical and dental plans for employees of the ExxonMobil Research & Engineering Company offices and laboratories in Clinton and Florham Park, New Jersey represented by the Independent Laboratory Employees' Union, Inc. equal to the Company medical and dental contributions provided to non-Represented employees in the same classes of coverage for the same plan. Similarly, when contribution rates are changed in the future, employees covered by this Agreement will receive the same Company contributions to Company sponsored medical and dental plans as Non-Represented employees at the ExxonMobil Research & Engineering Company offices and laboratories in Clinton and Florham Park, New Jersey, in the same classes of coverage for the same plan.

This Agreement concerning medical/dental plan contributions

Section 9 – Parental Paid Time Off

Parental Paid Time Off – 5 days

Employees working an 8-hour schedule will receive up to 40 hours (may be taken in 4 hour increments).

Employees working a 12-hour shift will receive up to 60 hours (taken in 12 hour increments).

This section does not waive the applicability of leave granted through either federal or state laws enacted before or after the signing of this agreement to the extent that the laws enacted apply to entities covered by a collective bargaining agreement.

Section 10 – Other Programs

Employees are eligible to participate in the plans and programs below according and subject to the terms, conditions, and provisions of these plans and programs. The Company at its sole discretion may change these plans and programs, and any such changes will automatically apply to employees, including employees covered by this Agreement.

- a) Health Dependent Care Leave of Absence
- b) Educational Refund Program

The Educational Refund Program is suspended.

As part of this Memorandum of Agreement (no modifications to current CBA language), the Company agrees to distribute a joint communication with the ILEU to all ILEU represented employees to educate the bargaining unit regarding the 2016 EXWP notice which delineates the circumstances in which the Company may grant personal time to ILEU represented employees.

Pre-bargaining Clean-up item and U4- update language as shown below:

Article XIX—Company Benefit Plans, Section 1

**MEMORANDUM OF AGREEMENT – OFFER JUNE 2021
2018-2021 EMRE & ILEU COLLECTIVE BARGAINING NEGOTIATIONS**



Section 1

Nothing in this Agreement shall affect:

- a) Employees' Thrift Savings Plan
- b) Disability Benefit Plan
- c) Group Insurance for Employees and Annuitants
- d) Survivor Benefit Plan and Insurance for Employees and Annuitants
- e) Annuity Plan
- f) Annuity Trust
- g) Retirement Annuity Plan or the administration thereof.

Effective October 1, 2020, the company match contribution to the Employees' Savings Plan will be suspended. Company decisions regarding reinstatement of the company match contribution will apply uniformly to all employees covered by the Employees' Savings Plan.

The parties agree that to the extent ExxonMobil provides, as a result of negotiations or otherwise, bargaining unit employees of another plant a different arrangement regarding the company match contribution for the U.S. ExxonMobil Savings Plan, the ILEU may demand to bargain that the arrangement be applied/implemented for the ILEU-represented employees at Clinton.

At the request of the ILEU, the Company commits to have ongoing discussions with ILEU regarding Savings Plan match reinstatement, if any, following the suspension of the Savings Plan match in October. These ongoing discussions will be included at regularly scheduled meetings.

SL 96- extend date to reflect new contract term

SL 97- update language as shown below:

Effective **XXX, 2021**, employees required by the Company to wear safety shoes will be provided an annual maximum subsidy of **\$175.00** towards the purchase of shoes. There will be no credit retained by the employee for any unused portion of the annual **\$175.00** subsidy.

Effective **XXX, 2021**, the Company will provide to those employees who are not required by the Company to wear safety shoes a onetime subsidy of \$50.00 towards the purchase of safety shoes. This onetime subsidy can be used anytime between **XXX, 2021** and **XXX, 2024**.

Safety shoes will need to meet the ANSI standard for impact and compression, and may be purchased from the Company-approved vendor or an outside retailer selling ANSI-approved safety shoes.

This Agreement shall remain in effect until 12:01 a.m. on **June 1, 2024**, and may not be modified without the mutual consent of the parties hereto.

SL 98- extend date to reflect new contract term

SL 100- extend date to reflect new contract term

C5 Item 5- update language as shown below:

Article XIII—Promotions, Section 4

Section 4—Earned Promotion—Guide

The following is the guide to the application of performance appraisals to earned promotions on or after June 1, 1996.

A. Earned Promotion in the Minimum Time—A designation of “will be eligible for earned promotion in the minimum time” for a consecutive period of twenty four (24) months after reaching the top of progression in Section V, “Eligibility for Earned Promotion,” on the Performance Appraisal Form, means that the employee will earn promotion to the next higher level of job classification in twenty four (24) months after reaching the top of progression.

B. Earned Promotion But Not in the Minimum Time—A designation of “will be eligible for earned promotion but not in the minimum time,” for a consecutive period of thirty six (36) months after reaching the top of progression, in Section V, “Eligibility for Earned Promotion,” on the Performance Appraisal Form, means that the employee will earn promotion to the next higher level of job classification at the end of the 36-month period if a candidate for advancement to Grade 1. Employees will not be eligible for advancement to Senior Grade unless they meet the requirements of Paragraph A which requires an employee to be rated outstanding for twenty four (24) consecutive months.

C. Not Eligible for Earned Promotion—A designation of “will not be eligible for earned promotion in the foreseeable future,” in Section V, “Eligibility for Earned Promotion,” on the Performance Appraisal Form, means that the employee will not earn promotion to the next higher level until the progress and development improves.

D. Performance Change—If an employee’s rate of progress and development has changed such that it does not appear that the employee is eligible for advancement in the time period indicated during the last performance appraisal(s), it is urged that a current appraisal be provided as soon as practical after identifying the changed rate of progress and development. ~~with an appropriately modified designation in Section V on the Performance Appraisal Form.~~ Such a change in the rate of progress and development should be brought to the employee’s attention via a performance appraisal at least three (3) months before the expected date of earned promotion based upon the prior appraisal(s).

Exhibit II

The following changes will be made to the Job Families/Positions in Exhibit II:

Add: Auto Technician

Remove: Sr. Systems Tech, Systems Tech/Asst., Accounting, Sr. Medical Lab Tech, Medical Lab Tech, X-Ray Tech

Exhibit III—Dictionary

Promotional Group—

As of this date, there are five (5) Promotional Groups of jobs as follows:

1. Visual Communications Group

**MEMORANDUM OF AGREEMENT – OFFER JUNE 2021
2018-2021 EMRE & ILEU COLLECTIVE BARGAINING NEGOTIATIONS**



2. Information and Resource Systems Group **Administrative Support Group**
3. Facilities Maintenance and Operations Group
4. Technical Support Group
5. Medical Group
6. ~~Prowl Group~~ **LPS Group**

The jobs in any Promotional Group are those shown on the Pay Schedule.

Exhibit III—Dictionary

Job Family –The following are job families: AudioVisual, Graphics Design, Senior Repro Tech, Repro Services Tech/Asst., Sr. Admin. Tech, Admin. Tech/Asst., ~~Sr. Systems Tech, Systems Tech/Asst., Accounting~~, Sr. Info Tech, Info Tech/Asst., Material & Services Coordinator, Sr. Wastewater Treatment Operator, Wastewater Treatment Operator, Sr. Utilities Operator, Utilities Operator, Mechanic, Electronics, Research, Maintenance & Operations, ~~Sr. Medical Lab Tech, Medical Lab Tech, X-Ray Tech~~, Sr. LPS Coordinator, LPS Coordinator, **Automotive Technician**, and Services Trainee.

Eliminate jobs from Exhibit II – Pay Schedules for jobs listed below and revise pay schedules to reflect hourly pay rates

"Accounting Assistant", "Accountant", "Senior Accountant", "X-Ray Technician", "Medical Lab Technician", "Senior Medical Lab Technician", "Systems Assistant", "Systems Technician", "Senior Systems Technician"

Eliminate job description sheets for jobs that no longer exist listed below:

"Accounting Assistant", "Accountant", "Senior Accountant", "X-Ray Technician", "Medical Lab Technician", "Senior Medical Lab Technician", "Systems Assistant", "Systems Technician", "Senior Systems Technician"

Exhibit I- Letter to New Employees

Eliminate job groups for jobs that no longer exist:

As an employee of ExxonMobil Research and Engineering Company in the job in which you have been employed, you will be represented by the Independent Laboratory Employees' Union, Inc. This Union has been certified by the National Labor Relations Board and has been recognized by the Company as the exclusive representative for purposes of collective bargaining, of employees in the Visual Communications, Administrative Support, Facilities Maintenance and Operations, Technical Support, **and LPS and Medical promotional** groups.

As such, the Union bargains with the Company on many subjects of importance to employees. Among these are salaries, wages, hours of employment, overtime compensation, service rules, grievance procedure, and others. All such matters are covered by a contract negotiated through collective bargaining between the Company and the Union, and the Company is unable to bargain on those matters with individuals or with other groups.

Membership in any organization is not a condition of employment nor will it affect your advancement. However, since the Union plays such an important part in establishing your conditions of employment, you will undoubtedly wish to consider what your relationship to the Union should be.

Job Descriptions - Add for Automotive Technician

Technician

Duties

Under general supervision, performs mechanical and/or operational tasks involving all disciplines of engines, industrial and commercial equipment. Required to build, install, overhaul, maintain, repair and/or operate test engines, test vehicles or other related test equipment.

Operate and monitor various automotive, commercial and industrial equipment in a testing lab and/or in the field. May be required to attend training on test rig or engine assembly/disassembly, diagnostics and operating protocols. Responsible for setting appropriate operating conditions, calibrating, running and preparing samples for evaluation and analysis, and reporting data.

Must be able to physically perform the work including lifting and moving of objects including, but not limited to, containers of oil, engine parts, test stand equipment, assembled engines on appropriate carts, test pallets, manipulation of full 55 gallon drums and other containers. Maintains supplies, files and sample inventory and performs general housekeeping duties. May be called upon to assist lower or higher classified personnel and perform any assignment for which the individual is trained and has the resources to do safely. Responsible for the safety and security of the area.

Requirements for Entering

Must be a high school graduate or possess a high school equivalence certificate. Must have a formal automotive and/or medium/heavy duty truck ASE-certified training courses or equivalent certification. Must have two (2) years experience as an automotive/diesel mechanic or repairing and overhauling hydraulic pumps, motors and compressors. Must be able to follow detailed instructions and complex procedures for assembly and operation of test equipment. Demonstrated knowledge and experience in the diagnosis of all types of engine operating problems, particularly in the area of electronic fuel and ignition systems. Must be physically able to perform the work.

Automotive Technician

Duties

Under limited supervision, performs advanced mechanical and/or operational tasks involving all disciplines of engines, industrial and commercial equipment. Required to build, install, overhaul, maintain, repair and/or operate test engines, test vehicles or other related test equipment. Operate and monitor various automotive, commercial and industrial equipment in a testing lab and/or in the field. May be required to attend training on test rig or engine assembly/disassembly, diagnostics and operating protocols. Responsible for setting appropriate operating conditions, calibrating, running and preparing samples for evaluation and analysis, and reporting data. Most duties follow established procedures, schedules and routines, in others may be required to draw on resources, develop procedures and interpret information.

Must be able to physically perform the work including lifting and moving of objects including, but not limited to, containers of oil, engine parts, test stand equipment, assembled engines on appropriate carts, test pallets, manipulation of full 55 gallon drums and other containers. Maintains supplies, files and sample inventory and performs general housekeeping duties. Uses computer interfaces with laboratory instrumentation and pilot units. May train and/or work direct lower classified personnel. May be called upon to assist lower or higher classified personnel and perform any assignment for which the individual is trained and has the resources to do safely. Responsible for safety and security of work area.

Requirements for Entering

Must be a high school graduate or possess a high school equivalence certificate. Must have a formal automotive and/or medium/heavy duty truck ASE-certified training courses or equivalent certification. Must have five (5) years experience as an automotive/diesel mechanic or repairing and overhauling hydraulic pumps, motors and compressors or demonstrate an equivalent level of knowledge, skills and abilities. Must be able to follow detailed instructions and complex procedures for assembly and operation of test equipment. Demonstrated knowledge and experience in the diagnosis of all types of engine operating problems, particularly in the area of electronic fuel and ignition systems. Must have met all the promotional criteria for entry into job, or have had the equivalent experience. Must demonstrate the capability to learn full scope of the job. Must be physically able to perform the work.

Senior Automotive Technician

Duties

Under minimal supervision, performs complex mechanical and/or operational tasks involving all disciplines of engines, industrial and commercial equipment to retain accurate and reliable data. Required to build, install, overhaul, maintain, repair and/or operate test engines, test vehicles or other related test equipment. Operate and monitor various automotive, commercial and industrial equipment in a testing lab and/or in the field. May be required to attend training on test rig or engine assembly/disassembly, diagnostics and operating protocols. Responsible for setting appropriate operating conditions, calibrating, running and preparing samples for evaluation and analysis, and reporting data. Most duties follow established procedures, schedules and routines, in others may be required to draw on resources, develop procedures and interpret information.

Must be able to physically perform the work including lifting and moving of objects including, but not limited to, containers of oil, engine parts, test stand equipment, assembled engines on appropriate carts, test pallets, manipulation of full 55 gallon drums and other containers. Maintains supplies, files and sample inventory and performs general housekeeping duties. Uses computer interfaces with laboratory instrumentation and pilot units. May be called upon to coordinate and schedule research activities. May train and/or work direct lower classified personnel. Responsible for safety and security of work area. May be called upon to assist lower or higher classified personnel and perform any assignment for which the individual is trained and has the resources to do safely.

Requirements for Entering

Must be a high school graduate or possess a high school equivalence certificate. Must have a formal automotive and/or medium/heavy duty truck ASE-certified training courses or equivalent certification. Must have eight (8) years experience as an automotive/diesel mechanic or repairing and overhauling hydraulic pumps, motors and compressors or demonstrate an equivalent level of knowledge, skills and abilities. Must be able to follow detailed instructions and complex procedures for assembly and operation of test equipment. Demonstrated knowledge and experience in the diagnosis of all types of engine operating problems, particularly in the area of electronic fuel and ignition systems. Must have met all the promotional criteria for entry into job, or have had the equivalent experience. Must demonstrate the capability to learn full scope of the job. Must be physically able to perform the work.

