



December 17, 2018

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UA Local 855  
261 East Main Street  
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### **CENTRALIZED HVAC REPLACEMENT BUSINESS**

The following permanent Centralized HVAC Replacement Business agreement shall become effective January 1, 2019, and shall supersede the Centralized HVAC Replacement Business pilot agreement executed on September 12, 2017 and amended on February 23, 2018.

In conjunction with execution of this agreement, the "Suspension/Revocation of Driver's license and/or Ignition Interlock Device Requirement," letter of agreement dated September 12, 2017, shall be amended to become a permanent agreement.

#### **Organization**

For purposes of this agreement only, Local 855 territory shall be divided into 3 Divisions, as listed below, and the 9 districts within the 3 Divisions will be considered "work zones."

All Centralized HVAC employees will be assigned to a Division and to a home-reporting location within the Division, referred to as a "Hub." The Hubs within each Division are identified below with asterisks.

In addition to being assigned to a Division and a "Hub," employees who home base report will be assigned to a work zone for purposes of the travel stipend defined below.

Northern Division: Oakland, Clifton\*, Oradell  
Mid-Central Division: New Brunswick, Plainfield\*, Orange  
Southern Division: Burlington\*, Audubon, Trenton

It is the Company's intent to staff each Centralized HVAC Division as follows:

- (1) 9360/9360H HVAC Coordinator (HBR)
- (3) 9361/9361H HVAC Estimator (HBR)
- (6) 9362/9362H HVAC Lead Installer (HBR)
- (6) 9363 HVAC Installer

The parties agree that candidates will be required to pass the distribution cut score of the Gas Battery test to be deemed eligible for hire into this workgroup until such time that an entry level HVAC written or hands on test has been established.

### **Initial Staffing of Northern and Southern Divisions**

Of the 16 Centralized HVAC positions to be filled per Division, a maximum of 12 positions per Division will be filled internally through interest postings and 4 positions per Division will be immediately posted externally. Positions shall be awarded to qualified applicants based on seniority within the Division. If there is a lack of internal interest for the 12 positions, the remaining vacancies will be posted externally.

To avoid a negative impact to each district as a result of the loss of qualified employees, the following parameters will be enforced when awarding Centralized HVAC positions:

- All employees in an active lock-in period are not eligible to bid on positions in this new workgroup.
- No more than 4 Appliance Service department employees from each district may be awarded positions within the Centralized HVAC workgroup.

### Incumbents and Seniority

Incumbent 9300/9300H Service Inspectors (Working) and 9301/9301H Service Specialists who are awarded 9361/9361H HVAC Estimator (HBR) or 9362/9362H HVAC Lead Installer (HBR) positions in the Centralized HVAC workgroup shall be reclassified to the appropriate Centralized HVAC nomenclature. However, they will maintain their wage rate in effect at the time of transfer. These employees will not be considered safety sensitive, and will therefore be removed from the DOT random drug testing pool.

Incumbents who are awarded a 9360/9360H HVAC Coordinator (HBR) or 9363 HVAC Installer position will be transferred to the new classification and corresponding Schedule "A" wage rate. They will not be considered safety sensitive, and will therefore be removed from the DOT random drug testing pool.

All incumbents who are awarded a position in the Centralized HVAC workgroup during the initial staffing of the workforce will not suffer any loss of seniority.

### District Schedules

During the initial staffing of the Centralized HVAC workgroup, schedules in effect at that time for districts that lose 9300/9300H Service Inspectors (Working) or 9301/9301H Service Specialists to the Centralized HVAC workgroup shall not be increased, except as follows:

- 1) The number of schedules in the affected districts may be revised in accordance with Article III (c) of the Collective Bargaining Agreement once the number of eligible employees in a particular district returns to the number of employees on schedule prior to the initial staffing of the Centralized HVAC workgroup
- 2) There is a Regulatory requirement to perform tariff work.

In the above-instances, the number of schedules in the districts may be modified.

The terms of this specific provision ("District Schedules") shall expire on December 31, 2020. Effective January 1, 2021, the terms set forth in Article III (c) of the Agreement will be in full force without any exceptions or limitations.

#### 9360/9360H HVAC Coordinator (HBR)

The Company conditionally agrees to post a second 9360/9360H HVAC Coordinator (HBR) position in the Northern and Southern Divisions once the Division's workgroup is staffed at 80%, and the Division's year-to-date revenue targets are achieved. These specific positions will be posted simultaneously throughout the work zones in the respective Centralized HVAC Division. The applicant pool will be combined into one list, and these specific positions shall be awarded to qualified applicants based on seniority.

#### **Future Posting Process for all Divisions**

The process for filling future non-entry level Centralized HVAC positions (9360/9360H HVAC Coordinator (HBR)) shall be as follows:

- Qualified applicants within the Centralized HVAC Division shall first be offered positions based on seniority.
- If no qualified applications are received from within the Centralized HVAC Division where the vacancy exists, qualified applicants from Field Operations within the Division shall be offered the position based on seniority.
- If no qualified applications are received from within the Centralized HVAC Division or Field Operations within the Division where the vacancy exists, qualified applicants from all other Local 855 locations shall be offered the position based on seniority.
- If there are not enough qualified applicants from all other Local 855 locations, the vacancies shall be posted externally on Empower.

All entry level job openings (9363 HVAC Installer, 9362/9362H HVAC Lead Installer (HBR), and 9361/9361H HVAC Estimator (HBR)) shall be posted simultaneously in all Local 855 locations for a period of ten days and then posted to Empower if the vacancy is not filled internally.

Anyone accepting an entry level position from outside the Centralized HVAC workgroup shall be required to sign a letter agreeing to waive their accumulated seniority for all purposes and assume a new seniority date effective the date of their transfer. Employees who refuse to sign the letter shall have their offer to the Centralized HVAC workgroup revoked.

#### **Entry Level Positions & Lock-In Periods**

Article IV of the Collective Bargaining Agreement and the "Entering Level Positions – 5 Year Lock-In Period" Letter of Agreement dated June 30, 2016, shall be amended to include the following entry level positions: 9363 HVAC Installer, 9362/9362H HVAC Lead Installer (HBR), and 9361/9361H HVAC Estimator (HBR). New hires and transfers to Local 855 who accept one of these entry level positions shall be locked into the Centralized HVAC workgroup, and Division, as defined above, for a period of five years. Locked-in employees will be precluded from bidding on any positions outside of the Centralized HVAC workgroup, and Division, with only the following exception: Locked-in Centralized HVAC employees may bid on any MAST position.

Compensation for new hires and transfers into UA Local 855 who accept an 9363 HVAC Installer position shall begin with the second pay step of the respective Schedule "A" wage progression, thus

bypassing pay step one. Compensation for new hires and transfers into UA Local 855 who accept an 9362/9362H HVAC Lead Installer or 9361/9361H HVAC Estimator position shall begin with the first pay step of the respective Schedule "A" wage progression.

### **Home Base Reporting (HBR) & Travel Stipend**

Home base reporting is a requirement for the 9360/9360H HVAC Coordinator (HBR), 9362/9362H HVAC Lead Installer (HBR), and 9361/9361H HVAC Estimator (HBR) positions. However, there are two exceptions to this requirement:

1. In the event an employee's license has been suspended or revoked, and/or an ignition interlock device requirement has been imposed, the terms and conditions set forth in the agreement titled "Suspension/Revocation of Driver's License and/or Ignition Interlock Device Requirement" dated September 12, 2017 shall apply. The employee shall be reclassified to the equivalent non-HBR position and commensurate non-HBR pay rate until such time that his/her driving privileges are restored.
2. If an employee engages in misconduct in violation of the Home Base Reporting agreement dated January 27, 2011, the employee shall be reclassified to the equivalent non-HBR position and commensurate non-HBR pay rate until such time that the discipline is deactivated.

Employees who home base report and are required to report to a first job outside of their assigned work zone will receive a \$15 daily travel stipend. However, no travel stipend shall be paid for the day when home base report employees are required to report to their assigned Hub at the beginning of the shift (for a meeting, training, etc.).

Non-HBR employees will be assigned a Hub. Non-HBR employees will be compensated in accordance with Article V (h) of the Collective Bargaining Agreement when required to report to a location other than their assigned Hub at the beginning of the shift. Non-HBR employees who are required to report to the Edison Training Center for training will receive a remote reporting allowance in accordance with the Collective Bargaining Agreement.

### **Hours of Work**

The normal hours of work will be between 8:00 AM and 4:30 PM, except for those whose work requires that they start within one hour before or one hour after 8:00 AM. The workweek shall be Monday through Friday.

### **Required Overtime**

All Centralized HVAC employees within a Division will be considered one workgroup for purposes of required overtime. Assignments shall be made in order of low overtime once all volunteers have been exhausted. Equitable distribution of overtime will be amongst this workgroup and will not include District employees.

District employees will be expected to support the Centralized HVAC workgroup. However, when support is required due to a full district requirement, it will be restricted to one crew per District. District employees assigned may stay up to 2 hours past the end of their shift, or can call for relief. District employees can only be forced to stay and finish a job past 2 hours if there are no other HVAC crews available to relieve them.

### **Vacation Selection**

All Centralized HVAC employees per Division will be considered one workgroup, a separate pool of employees, for purposes of seniority as it relates to vacation selections.

### **Automotive, Materials Management, and Clerical Support**

Vehicles utilized by the Centralized HVAC workgroup may be serviced by any of the districts within that Division, including emergency road calls.

Materials required by the HVAC workgroup may be sourced, provided, delivered, etc., by any Local 855 represented storeroom location within the Division.

Clerical support will be provided by the Field Operations clerical staff within each Division. However, if the following two conditions are met, dedicated clerical support shall be added to the Centralized HVAC workgroup in the future: 1) the business grows, and 2) a business need is identified, as determined by the Company. Upon such determination being made, the initial posting shall be for one 9373 Senior Clerk position in the Division(s) in which the need exists. These specific positions shall initially be awarded to qualified applicants from Field Operations based on regional seniority, and will not be posted within the Centralized HVAC workgroup. Future clerical postings shall follow the posting procedure for future positions above.

### **General**

Upon obtaining a Type II or Universal EPA 608 certification, 9363 HVAC Installers shall be reimbursed for the cost of the certification test, up to \$200, and shall receive two hours pay at the rate of time and one half for time spent to obtain the certification.

Sheet metal work performed by the Centralized HVAC workgroup and the Appliance Service Department in the districts shall not be subcontracted after June 1, 2020.

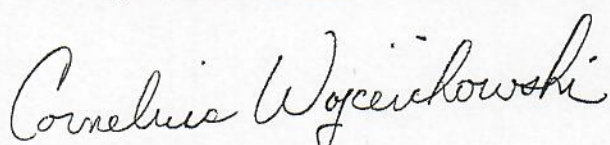
HVAC permitting work will be performed by the bargaining unit.

The Company hereby agrees to maintain a minimum number of 9300/9300H Service Inspector (Working) positions. This minimum headcount shall be computed as a district-specific ratio. For every fifteen (15) 9305/9305H Service Apprentices and 9301/9301H Service Specialists combined per district, the Company will maintain one (1) 9300/9300H Service Inspector (Working) position in that district.

In the event the Centralized HVAC workgroup is disbanded in the future, the curtailment language in Article IV of the parties' Collective Bargaining Agreement shall apply.

Unless otherwise specified, all other aspects of the parties' Collective Bargaining Agreement shall apply.

Either party may request a Newark level meeting to discuss any aspect of this Agreement.



Cornelius Wojceichowski  
Business Manager  
UA Local 855



Patrick Doonan  
Labor Relations Manager

## JOB SPECIFICATION

### 9360/9360H HVAC COORDINATOR (HBR)

Serves as a supervisor upon occasion when the work warrants it, but otherwise performs the necessary work. Analyzes jobsites to ensure installation will meet all Company, manufacturer, and applicable codes (Construction, Electrical, Plumbing, Fire, etc.) when complete. May troubleshoot and repair new installation equipment installed by the HVAC workgroup. Coordinates crews, materials, necessary paperwork (including permits), and schedules the HVAC work.

### QUALIFICATIONS

Must have at least two years of experience as Service Specialist, HVAC Estimator, HVAC Lead Installer or the equivalent;

Must have an extensive knowledge of all types of HVAC systems: Central heating, mini splits, heat pumps, air conditioning, boilers and all associated equipment;

Must be able to interact with the general public, such as customers, contractors, and plumbers, and satisfactorily dispose of questions regarding HVAC installations;

Must possess superb communications and customer relations skills;

Must possess extensive knowledge of HVAC and ancillary equipment product lines;

Must possess knowledge of Manufacturer and applicable Construction Codes (Construction, Electrical, Plumbing, Fire, etc.);

Must be able to understand and work from diagrams and specifications, read schematics, and make sketches of HVAC, Boiler and piping installations;

Must possess a Type II or Universal EPA 608 certificate;

Must be proficient in computer systems applicable to the Company's HVAC business; and

Must possess and maintain a valid driver's license with a safe and satisfactory driver history.

### Schedule "A" – effective 1/1/19 (based on 5/1/18 General Wage Increase)

	6 Mo.	6 Mo.	6 Mo.	Max.
9360H HVAC Coord. (HBR)	43.978	44.945	45.927	46.898
9360 HVAC Coordinator	40.057	43.978	44.945	45.927

## JOB SPECIFICATION

### 9361/9361H HVAC ESTIMATOR (HBR)

Effectively communicates all of the Company's HVAC products and services: Central heating, mini splits, heat pumps, air conditioning, boilers and all associated equipment in residential and small business applications. Proficiently determines the scope of work required and prepares cost estimates consistent with plan for HVAC unit installations. Discusses estimates with customers. Performs all related duties associated with providing an estimate (e.g. Manual J Survey, rebates, creditworthiness, etc.). Closes the sale by focusing on customer concerns and consistently moving the customer towards commitment. Meets required sales volume and sales margin. Minimizes risk and maintains the lowest estimated cost. Minimizes estimate deviations by working with resources within the Centralized HVAC workgroup. Presents key selling points, features, and benefits while focusing message on customer needs and expectations. Analyzes jobsites to ensure installation will meet all Company, manufacturer and applicable codes (Construction, Electrical, Plumbing, Fire, etc.) when complete. May pick up, deliver and prepare materials for next day's installations.

### QUALIFICATIONS

Must possess all of the qualifications of a HVAC Lead Installer, with a minimum of 1 year experience or equivalent;

Must have extensive knowledge of HVAC and ancillary equipment product lines;

Must have knowledge of Manufacturer and applicable construction codes (Construction, Electrical, Plumbing, Fire etc.);

Must be able to understand and work from diagrams, specifications, and-schematics, and make sketches of HVAC, boiler and piping installations;

Must be able to interact with the general public, such as customers, contractors, and plumbers, and satisfactorily dispose of questions regarding HVAC installations;

Must possess superb communications and customer relations skills;

Must possess a Type II or Universal EPA 608 certificate;

Must be proficient in the computer systems applicable to the Company's HVAC business; and

Must possess and maintain a valid driver's license with a safe and satisfactory driver history.

### Schedule "A" – effective 1/1/19 (based on 5/1/18 General Wage Increase)

	6 Mo.	6 Mo.	6 Mo.	6 Mo.	Max.
9361H HVAC Est. (HBR)	31.416	35.254	37.173	39.096	40.057
9361 HVAC Estimator	29.498	31.416	35.254	37.173	39.096

## JOB SPECIFICATION

### 9362/9362H LEAD INSTALLER (HBR)

Leads the crew on all aspects of installs and repairs of HVAC installations: Central heating, mini splits, heat pumps, air conditioning, boilers and all associated equipment in residential and small business applications.

Checks all work for leaks, code compliance and proper installation per manufacturer's instructions.

Performs maintenance of HVAC systems (e.g., filter changes, skimming steam boilers, spring/fall start up, etc.). Assembles and fabricates all types of HVAC equipment. Makes sketches of piping and equipment layout on customers' premises.

### QUALIFICATIONS

Must possess all of the qualifications of a HVAC Installer, with a minimum of 1 year experience or equivalent;

Must possess extensive skills in all HVAC installations including, but not limited to, bending and constructing sheet metal duct work; sweat and braze copper pipe; cut and thread black pipe; install, repair and replace wiring; installing or replacing gas piping on customer's premises; gassing out and lighting all appliance pilots; acquiring and interpreting U-gauge and Micron gauge pressure readings, determine adequacy of piping, perform pressure tests on both gas and refrigerant piping systems;

Extensive knowledge of HVAC and ancillary equipment product lines;

Must possess knowledge of Manufacturer and applicable construction codes (Construction, Electrical, Plumbing, Fire, etc.);

Must be able to understand and work from diagrams and specifications, read schematics, and make sketches of HVAC, boiler and piping installations;

Must possess a Type II or Universal EPA 608 certificate;

Must be able to interact with the general public, such as customers, contractors, and plumbers, and satisfactorily dispose of questions regarding HVAC installations;

Must possess superb communications and customer relations skills; and

Must possess and maintain a valid driver's license with a safe and satisfactory driver history.

### Schedule "A" – effective 1/1/19 (based on 5/1/18 General Wage Increase)

	6 Mo.	6 Mo.	6 Mo.	Max.
9362H Lead Installer (HBR)	31.416	35.254	37.173	39.096
9362 Lead Installer	29.498	31.416	35.254	37.173



## JOB SPECIFICATION

### 9363 HVAC INSTALLER

Assists the Lead Installer in the installation and repair of all aspects of HVAC installations: Central heating, mini splits, heat pumps, air conditioning, boilers and all associated equipment in residential and small business applications.

Assembles and fabricates all types of HVAC equipment which has been partially dismantled for shipping; delivering HVAC equipment, materials, supplies and tools; gassing out and lighting all appliance pilots. Checks all work for proper installation and leaks.

Assists in all aspects of HVAC installation and associated processes.

### QUALIFICATIONS

Must have a minimum of 3 months experience in HVAC related work;

Must possess skill in all aspects of HVAC installation including, but not limited to, bending and constructing sheet metal duct work, sweat and braze copper pipe, cut and thread black pipe, install, repair and replace wiring, installing or replacing gas piping on customer's premises associated with installations, checking completed work for tightness;

Must be able to understand and work from diagrams, specifications, and basic schematics;

Must have a thorough knowledge of the care and use of tools and other equipment used in the work;

Must possess superb communications and customer relations skills; and

Must possess and maintain a valid driver's license with a safe and satisfactory driver history.

#### Schedule "A" – effective 1/1/19 (based on 5/1/18 General Wage Increase)

		6 Mo.	6 Mo.	6 Mo.	6 Mo.	6 Mo.	Max.
9363	HVAC Installer	20.680	21.856	23.801	25.753	29.178	29.498
9363*	HVAC Installer *CFC Certified	21.856	23.801	25.753	29.178	29.498	31.416