

MUTUAL AGREEMENT  
No. xx

ATTENDANCE CONTROL PROGRAM GUIDELINES  
ABSENTEEISM AND TARDINESS CONTROL  
for  
EMPLOYEES REPRESENTED BY THE  
INTERNATIONAL ASSOCIATION OF MACHINISTS

PREAMBLE:

Keys Regular and punctual attendance are essential to a successful business operations. manufacturing operation at Lockheed Martin Aeronautics Company Fort Worth. While the attendance control program should be flexible enough to afford leadership discretion in the application of this program for employees who have maintained a satisfactory attendance record, employees are expected to be regularly present. Therefore, to the fullest extent possible, unpaid, unexcused full or partial-day absences should be avoided and such absences should not be viewed as an entitlement or employee award. The following shall apply:

- a. ~~That employees fulfill their obligation not to be absent or tardy, and~~
- b. ~~That management recognizes that an absentee and tardiness program that is so inflexible as not to recognize problems of individual employees who have established good attendance records will not be satisfactory. Employees who have not established unsatisfactory patterns of tardiness and absenteeism deserve some flexibility in fulfilling their obligations under the program.~~

PROGRAM GROUND RULES:

1. ~~The absenteeism control program To the extent possible, the Company and the Union must be aspire to the consistent in its application of this attendance control program, treating All employees in a department with similar situations within a department in the same manner. reasons for their absences must be treated the same. However, each employee's case must be reviewed individually considering reasons, amount of time lost, etc. Each manager must oversee the program to insure consistency among the supervisors/general supervisors.~~
2. ~~The eEmployees should be so notified and should be told informed that their regular and punctual attendance must be satisfactory is important to the success of the business and,~~

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therefore, they are expected to maintain a satisfactory attendance record, and that their record is going to be routinely monitored, and appropriate disciplinary action will be administered for unsatisfactory attendance.

3. ~~Section 15: "Proper Notice" in ease of reported~~ reporting an absence shall mean a phone call to the pPlant Absence Reporting System (1-866-371-1323) at least two (2) hours prior to the beginning of the employee's scheduled start time (Absence-Reporting System, 1-866-371-1323), where The recording service will be made available twenty-four (24) hours a day, ~~or a telegram addressed to the Company's Labor Relations Department.~~ The time and date of a recorded phone call ~~or of a telegram~~ shall govern in regard to be used to determine time limits. ~~Note: You Must Have Your LM People Number To~~ An employee shall access the Absence Reporting System with their LM People number.
- 3.4. ~~Efforts should then begin with employees with the worst records in the department working down from there to the other employees.~~ Employee attendance performance which The following absences are excused and will not be counted as discrepancies: paid vacation, paid sick leave, an approved medical leave of absence, paid bereavement leave, jury duty leave, unpaid authorized military leave, Company-initiated unpaid leave, and unpaid authorized Union business.
5. Attendance discrepancies may triggers supervisory review for potential corrective action are as follows:
  - ~~o 12 hours one minute or more in a review period. Includes all lost time not covered by paragraph 5 below.~~
  - OR
  - ~~o Five part-day absences or more in a review period, , the first four of which have not exceeded 12 hours one minute or more hours.~~
  - ~~o If five part-day absences in a review period total less than two hours and no more than one part-day absence in previous review period, no action is taken.~~
- OR
- ~~o A full day absence following four part-day absences the total of which have not exceeded 12 hours one minute or more hours.~~

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**Step 1:** Employees incurring four (4) hours and one (1) minute or more in a review period or three (3) part-day absences or more in a review period are subject to being placed in Step 1 of the program. They shall be counseled by supervisor departmental management and issued ~~The employee will receive a layoff without pay for the remainder of the current day~~ a written warning.

**Step 2:** Employees incurring any attendance discrepancy in a review period while in Step 1 of the program shall be placed in Step 2. They shall be counseled by ~~Second visit to Labor Relations and issued The employee will receive a layoff without pay for the remainder of the current day and the following day~~ a last and final written warning.

**Step 3:** Employees incurring any attendance discrepancy in a review period while in Step 2 of the program shall be placed in Step 3. ~~Third visit to Labor Relations. The employee is discharged.~~

**NOTE:** Review periods are standardized based upon accounting months as identified in the attached addendum **manufacturing day calendar**. In those cases where an employee is placed in a step and subsequently exceeds the provisions of the ACP within the same review period, the employee will be placed in the next appropriate step.

6. **Back-Up Steps:** Employees ~~that make a good effort toward correcting~~ **who improve their attendance record** are ~~provided a method to~~ **able to** back out of the program **by one step, provided that in two consecutive review periods worked, they incur no discrepancies as described in paragraph 4.** ~~(including paid time, sick leave, vacation, holiday pay, etc., or authorized full day temporary leave for union business and/or military leave even though unpaid)~~ perfect attendance, he/she will back up one step.
- a. ~~If an employee is in Steps I or II of the program and has one review period worked (including paid time, sick leave, vacation, holiday pay, etc., or authorized full day temporary leave for union business and/or military leave even though unpaid)~~ perfect attendance, he/she will back up one step.
  - b. ~~If an employee is in Steps III or IV of the program and has two review periods worked (including paid time, sick leave, vacation, holiday pay, etc., or authorized full day temporary leave for union business and/or military leave even though unpaid)~~ perfect attendance, he/she will back up one step.
  - c. ~~If an employee misses less than 24 hours during six consecutive months,~~ he/she will back up one step.
  - d. Perfect attendance days worked count starts on the first day of the standardized review

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period after the last infraction **discrepancy** regardless of when supervision moves the employee is **advanced** into a new step.

~~Note: Supervision is encouraged to take action as quickly as possible after last infraction (paragraph 3).~~

~~e- 7. **Pattern Absenteeism:** One aspect of the attendance control program is to identify excessive employee attendance performance that triggers supervisory review for potential corrective action. In some cases, these thresholds provide an opportunity for an employee to take advantage and consistently take time off without penalty. When an employee's is determined by the supervisor to be using attendance record develops a pattern of absenteeism within two (2) consecutive review periods, the following provisions will apply.~~

~~(a) The supervisor will discuss the pattern absenteeism with the employee and the employee's departmental Steward. The supervisor will document the discussion on a Record of Employee Contact and provide a copy to the employee. As appropriate, the employee should be advised will be informed that further disciplinary action would will be necessary issued if the problem unauthorized absenteeism of any kind is not corrected occurs.~~

~~(b) As appropriate, if pattern absenteeism occurs within the next three (3) review periods following the discussion described in paragraph (a) above, the employee will be advanced into the next step (or the next step) of the attendance control program. If the conduct continues, then the employee should be advanced another step and these steps shall continue in this manner until either the employee has corrected their behavior or is discharged as described in paragraph 5.~~

~~4.8. The Company understands that all of us are ill occasionally and must miss work as a result. However, wWhen an employee's overall attendance record is unsatisfactory, there comes a point in time when the employee actually becomes essentially becomes a part-time employee and the reasons for their absences can may no longer be considered or excused. This includes even those absences which the employee claims were due to illness or for which he/she has they have a doctor's excuse. Each case is different and must be treated individually will be evaluated on an individual basis.~~

~~5. Days of absences for which the employee is paid are considered as excused and are not counted as discrepancies under this program. This includes paid vacation, days where the employee is ill and is paid sick leave, paid bereavement leave, and paid jury duty leave. Authorized military leave, and authorized Union business are also excused even though unpaid.~~

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6. Absences while an employee is in the inactive department (Department 999) for reasons of serious illness or surgery are not counted as discrepancies under this program. However, these cases of chronic illness over long periods of time should be treated per paragraph 4 above.
- 7.9. **Holidays when scheduled, and Accepted or scheduled overtime when not worked will be treated like any other day in the application of this program.**
10. **Employees must utilize available paid sick leave in one-hour increments prior to incurring any unpaid unexcused time during an employee's scheduled shift, resulting in an employee's sick leave balance being applied until exhausted. Employees may not use vacation or combine vacation with sick leave to circumvent the application of this provision.**
8. After problem employees are identified, the program should include the following progressive steps in the order shown
- STEP I — The immediate supervisor should counsel with the employee about attendance and should make written records for future reference of the employee's response, reasons given, etc. The employee should be warned that disciplinary action will be necessary if the problem is not corrected.
  - It is recommended that the department Union Committeeman be advised of employees with attendance problems and that his/her assistance in correcting the problems be requested. He/she should be present in each step of the program if requested by the employee.
  - The employee is given a copy of the program. He/she is then sent back to work.
  - STEP II — If the attendance of the employee does not improve, he/she should be counseled with again. At this step, the department general supervisor or his/her alternate must participate in the counseling.
  - If the employee's attendance continues to be unsatisfactory, the next steps involve **PROGRESSIVE DISCIPLINARY ACTION**. Although each case must be evaluated according to the circumstances, the normal steps are:
  - STEP III — First visit to Labor Relations. Counseled by supervisor. The employee will receive a layoff without pay for the remainder of the current day.
  - STEP IV — Second visit to Labor Relations. The employee will receive a layoff without pay for the remainder of the current day and the following day.

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~~STEP V~~ Third visit to Labor Relations. The employee is discharged.

9. ~~Due to the fact that employees are processed at varying times of the day, the actual time lost may be slightly more or less than the stated layoff time.~~

The following conversion chart shall be used for employees in step as of 11 July 2016:

ACP Step as of 7/10/2016	Converts to ACP Step on 7/11/2016
Step 1	Step 1
Step 2	Step 1
Step 3	Step 2
Step 4	Step 2
Step 5 (Discharged)	Step 3 (Discharged)

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