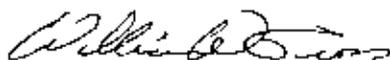


REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210



William W. Gross
Director

Division of
Wage Determinations

Wage Determination No.: 1998-0475
Revision No.: 3
Date of Last Revision: 09/28/2000

States: Ohio, Tennessee

Area: Ohio Counties of Cuyahoga, Fairfield, Franklin, Greene, Lucas, Mahoning, Montgomery, Stark,
Summit, Trumbull
Tennessee Counties of Davidson, Madison, Shelby

Employed on U.S. Department of Justice contracts for court security officers at 6th Judicial Court.

Collective Bargaining Agreement between Akal Security, Incorporated and The United Government Security Officers of America Local 56 - Northern District of Ohio, Local 68 - Western District of Tennessee, Local 114 - Dayton, Ohio, and Local 127 - Columbus, effective October 1, 1999 through September 30, 2003.

In accordance with Sections 2(a) and 4(c) of the Service Contract Act, as amended, employees employed by the contractor(s) in performing services covered by the Collective Bargaining Agreement(s) are to be paid wage rates and fringe benefits set forth in the current collective bargaining agreement and modified extension agreement(s).

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Collective

Bargaining Agreement

Between

AKAL SECURITY, INCORPORATED

and the

UNITED GOVERNMENT SECURITY OFFICERS OF AMERICA

LOCAL #68

Court Security Officers of the Western and Middle Districts of Tennessee

October 1, 1999-September 30, 2003

PREAMBLE

THIS AGREEMENT is made and entered into on June 9, 1999, by and between AKAL SECURITY, INCORPORATED, a New Mexico corporation, and its successors, hereinafter referred to as the "Employer" or "Company," and the duly elected Organization of the employees, hereinafter referred to as the "Union". All non-economic provisions of this contract shall be in effect as of June 9, 1999. All economic provisions of this contract shall be in effect as of October 1, 1999, including but not limited to compensation and fringe benefits.

ARTICLE 1

GENERAL PROVISIONS

SECTION 1.1 RECOGNITION - BARGAINING UNIT

A. The employer hereby recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining as outlined in this Agreement, with respect to wages, hours, overtime, leaves of absence, uniform allowances and any and all other conditions of employment for all full time and regular shared position USMS credentialed court security officers (CSOs), lead court security officers assigned to the federal court houses and other United States Justice Department related office building pursuant to the Employer's contract(s) with the United States Marshals Service for security within the jurisdictional boundaries of the Western and Middle Districts of Tennessee, excluding all managers, supervisors as defined by the NLRB, office and/or clerical Employees, temporarily assigned Employees and substitute Employees.

B. The term "Employee" when used in this Agreement shall refer to the Employees in the bargaining unit described Article 1, Section 1.1 of this Agreement.

SECTION 1.2 NEGOTIATING COMMITTEE

The company agrees to recognize a Negotiating Committee composed of three members and one alternate selected by the Union to represent the Employees bargaining negotiations.

SECTION 1.3 STEWARD SYSTEM

The company agrees to recognize a steward system.

The Union agrees that the stewards will work at their regular jobs at all times except when they are relieved to attend to all business of the Grievance Procedure as outlined in Article 5 of this Agreement.

If the Employee requests, the Company will call for a steward prior to any disciplinary action taken whether it be written or verbal. The supervisor at the request of the Employee will release the steward as soon as possible.

SECTION 1.4 MANAGERS AND SALARIED PERSONNEL

Managerial and salaried Employees shall not perform the duties of the Employees in the bargaining unit, except as necessary to fulfill the work under the U. S. Marshals Service contract.

SECTION 1.5 DUES CHECK - OFF

The Company agrees to deduct monthly dues and lawful assessments as designated by the Union a monthly basis from the paycheck of each member of the Union. These deductions will be made only upon receipt of written authorization from the Employee on a form provided by supervision or the Union. The Employee upon 30 days' written notice served upon the Company and the Union may revoke such authorization. It is understood that such deductions will be made only so long as the Company may legally do so. The Company will be advised in writing by the Union, as to what the Union membership dues are.

The Company will remit all such deductions to the Financial Secretary/Treasurer within 72 hours from the date the deduction was made via direct deposit unless it is technically impossible to do so. All costs related to direct deposit will be borne by the Union. The Union agrees to furnish the Company with the current routing number for direct deposit. The Company shall furnish the Financial Secretary/Treasurer with a deduction list, setting forth the name and amount of dues and initiation fees within seven (7) days of each remittance. The Union agrees to hold the Company harmless from any action or actions growing out of these deductions commenced by an Employee against the Company, and assumes full responsibility for the disposition of the funds so deducted once they are paid over to the Union. Errors made by the Company in the deductions or remittance of moneys shall not be considered by the Union as a violation of this provision, providing such errors are unintentional and corrected when brought to the Company's attention.

The Check - off Authorization Card to be executed and furnished to the Company by the Union and the Employees, shall be the official Union Authorization for Check - Off Dues. The Company shall accept no other form unless the parties agree to the substitution.

SECTION 1.6 INTENT OF PARTIES

The Union and the Company agree to work sincerely and wholeheartedly to the end that the provisions of this Agreement will be applied and interpreted fairly, conscientiously, and in the best interest of efficient operation. The Union and the Company agree that they will use their best efforts to cause the Bargaining Unit Employees, individually and collectively, to perform and render loyal and efficient work and services on behalf of the Company, and that neither their representatives nor their members will intimidate, coerce or discriminate in any manner against any person in its employ by reason of his/her membership and activity or non-membership or non-activity in the Union. Neither the Company nor the Union will discriminate against any Employee because of race, color, religion, sex, age, national origin, Vietnam Era Veterans status, or disability.

The Company and the Union recognize that the objective of providing equal employment opportunities for all people is consistent with Company and Union philosophy, and the parties agree to work sincerely and wholeheartedly toward the accomplishment of this objective.

ARTICLE 2

SENIORITY

SECTION 2.1 SENIORITY

- A. Union seniority shall be the length of continuous service from the Employee's last date of hire or transfer to all sites within Local 68 as a Special Deputy US Marshal Court Security Officer for the Employer, past or present and/or any predecessor Employer. Seniority shall not accrue until the employee has successfully completed his/her probationary period. Seniority shall be applicable in determining the order of layoff and recall, shift bidding, vacation schedules, extra work and other matters as provided for in this Agreement.
- B. For the purposes of shift bidding, vacation schedules and extra work, seniority shall be defined as seniority within the work site.
- C. Any Employee permanently transferred out of the designated **Local Bargaining Unit** for any reason shall lose his/her union seniority as it applies to the order of layoff and recall, shift bidding, vacation schedules, extra work and other matters as provided for in this Agreement.

SECTION 2.2 SENIORITY LISTS

(For Memphis Only)

Seniority Lists (this list will include each Employee's date of hire) shall be furnished by the Company to the proper Union Officials within a reasonable time, upon written request by the Union, each March and September of each contract year. The Union President or the President's designated representative must make the request for these lists to the Company in writing. The updated and current Seniority List shall be posted and maintained by the Company at each work location. An Employee's Seniority on the posted Seniority List will be final unless protested in writing to the Site Supervisor or Contract Manager in districts where a "Site Supervisor" is not authorized, no later than thirty (30) calendar days after the list has been posted.

(For Nashville Only)

Two Seniority Lists will be established one for full-time Employees and one for shared position Employees.

SECTION 2.3 PERSONAL DATA

Employees shall notify the Employer in writing, on the company provided form, of their proper mailing address and telephone number or of any change of name, address, or telephone number. The Company shall be entitled to rely upon the last known address in the Employer's official records.

SECTION 2.4 TRANSFER OUT OF UNIT

Any Bargaining Unit Employee who is promoted to a non-bargaining unit position for more than (4) weeks shall lose his/her union seniority. If he/she returns to the bargaining unit at a later date, his/her seniority will start on that return date.

SECTION 2.5 PROBATION EMPLOYEES

Probationary Employees will be considered probationary for a ninety (90) day period after their hire date. The Union will still represent Probationary Employees for problems concerning wages, hours and working conditions, but the Company reserves the right to decide questions relating to transfers, suspensions, discipline, layoffs or discharge of Probationary Employees without recourse to the grievance procedure contained in this Agreement. Probationary Employees do not have seniority until the completion of the probationary period, at which time seniority dates back to the date of hire. The ninety (90) day period referred to in this section may be extended if the Company encounters a delay in the U. S. Marshals Service performing background checks and granting written authorization on newly hired Employees. Probationary Employees Probation may be extended by the Supervisor for an additional (60) sixty days if the Supervisor feels an individual may not work out. The Employee must be notified in writing of the extension.

SECTION 2.6 TERMINATION OF SENIORITY

The seniority of an Employee shall be terminated for any of the following reasons.

- a) the Employee quits or retires;
- b) the Employee is discharged;
- c) a settlement with an Employee has been made for total disability, or for any other reason if the settlement waives further employment rights with the Employer;
- d) the Employee is laid off for a continuous period of one hundred and eighty (180) days, or the Government terminates the Employee's credentials as a Special Deputy Marshal, or the Employee is otherwise asked to be removed from working under the Employer's contract with the Government.
- e) Employee is permanently transferred out of the bargaining unit.
- f) When a full-time Employee changes their employment status to a shared time position, that Employee's shared-time seniority shall begin at this time and any previous seniority will be forfeited (Nashville only).
- g) When a shared position Employee changes their employment status to a full-time position, that Employee's full-time seniority shall begin at this time and any previous seniority will be forfeited (Nashville only).

ARTICLE 3 JOB OPPORTUNITIES

SECTION 3.1 FILLING VACANCIES

(For Memphis Only)

If a vacancy occurs in a regular position by this Agreement, and the Employer chooses to

fill that vacancy, the job will be posted for a period of five (5) working days (excluding Saturdays, Sundays and holidays). Shared position Employees within the Bargaining Unit where an opening occurs will be notified by the Union. Shared position employees not scheduled to work during the notice period will be notified by the Union. The Site Supervisor will notify the Union President in writing of such opening. The Union President will then verify that all shared position CSOs have been notified. When a vacancy occurs, the Employer will fill the position with the senior-most Employee, who will be trained if required to fill any necessary qualifications for the new position.

Should the filling of a vacancy under this Article create a second vacancy, that vacancy will be filled under this Article as well. Any Employee who wishes to apply for the open position shall do so in writing. Vacancy postings and vacancy notifications will be site specific, i. e., only Employees within the bargaining unit where the vacancy occurs will be required to be notified.

(For Nashville Only)

All CSO positions will be filled on a seniority basis with the highest ranking seniority member getting first choice.

If a vacancy occurs in a regular position by this agreement, and the Employer chooses to fill that vacancy, the job will be posted on the Union bulletin board, with the Union notifying each member as to the posting. The Site Supervisor will notify the Union Vice President or the Union Steward of the posting.

Should a position become available, it will be filled from the full-time seniority list first. If no one on the full-time list accepts the position, the selection process will then be open to the shared position Employees, based on seniority.

SECTION 3.1B LAYOFF AND RECALL

In the event of layoff or recall, when full time or shared positions are being reduced, probationary Employees will be laid off first. Should it be necessary to further reduce the work force, Employees will be retained on the basis of seniority. Recall of Employees will be accomplished by calling the last laid off Employee first and so on.

SECTION 3.2 TEMPORARY ASSIGNMENTS

In the interest of maintaining continuous operation, the Employer may temporarily assign an Employee to a vacant or new position until the job is filled in accordance with Article 2 and 3, including temporarily assigning an Employee to a work site within or outside of the area defined by this Agreement; to the extent feasible the assignment shall be a voluntary selection based on seniority. In the absence of volunteers, assignments shall be made on a reverse seniority basis. Employees so assigned will receive the higher of the base hourly wage available to Employees regularly assigned to the site to which they are being transferred, or their regular hourly wage they receive at their regular site under this Agreement.

Due to the changing work environment, all Employees are subject to assignment anywhere within the district on an as-needed basis from present on-duty personnel. Failure to comply with the aforementioned schedule changes may lead to disciplinary action up to and including dismissal.

SECTION 3.2b TEMPORARY ASSIGNMENTS

Acting out of Grade

In the event that an Employee is assigned to work in a higher grade classification than his/her own, the following guidelines will be utilized:

1. Out of grade assignments is defined as temporary in nature and will only be used for that purpose.
2. Management shall distribute out of grade assignments evenly among eligible CSOs.
3. To be eligible to work in a higher grade classification a CSO must have one (1) year seniority.

SECTION 3.3 APPOINTMENT OF LEAD CSOs

The US Government in its contract with the Company creates specific guidelines for the selection of Lead CSOs. Based on these criteria, all appointments Lead CSOs will be made on the basis ability as evaluated by the company. Ability shall include an Employee's skills, experience, past performance, capabilities, and the needs of the operation. If, in the Employer's determination, Employees are equally qualified, seniority will prevail.

ARTICLE 4

MANAGEMENT RIGHTS

Except as limited by specific undertakings expressed in this Agreement, the Company shall continue to have the right to take any action it deems appropriate in the management of it's employees and of the business in accordance with its judgement.

ARTICLE 5

GRIEVANCE PROCEDURE

SECTION 5.1 INTENT

For purposes of this Agreement, a grievance shall mean a claimed violation, misinterpretation or misapplication of any provision of this Agreement or the challenge of any disciplinary action taken against a Union Employee, except that this grievance procedure shall not be used for any action of removal from the contract or revocation of required CSO credentials by the USMS. This provision is not intended to limit or prohibit the rights of any party to seek relief from other parties. In addition, the grievance procedures outlined herein shall not apply to any situation where the Company is acting

under the directives of the US Marshals Service or any member of the judiciary. The term "days" shall not include Saturdays, Sundays, or holidays when used in this Article.

SECTION 5.2 GENERAL PROVISIONS

The number of days outlined in Section 5.3 in the processing and presentation of grievances shall establish the maximum time allowed for the presentation and processing of a grievance.

SECTION 5.3 GRIEVANCE PROCEDURE

All grievances shall be presented and processed in accordance with the following procedures:

Informal step - Both the Company and the Union agree that the Employee will discuss his/her complaint with his/her immediate supervisor not in the bargaining unit within five (5) working days of the incident being grieved to start the informal procedure. If the informal procedure is not invoked within five working days of Employee's knowledge of a grieveable issue, then it is agreed by both parties that no further action can be taken. If, during the course of this discussion either the Employee or the supervisor deems it desirable, a steward or other Union representative will be called in. If the complaint is not satisfactorily adjusted within three (3) working days of the informal discussion, it may be submitted in writing to the Contract Manager or his/her designee in accordance with Step One.

Step one - If the matter is not resolved informally, the Employee shall, not later than ten (10) days after the informal discussion with the immediate supervisor, set forth the facts in writing, specifying the Article and paragraph allegedly violated. This shall be signed by the aggrieved Employee and the steward, and shall be submitted to the Contract Manager or his/her designee. The Contract Manager or his/her designee shall have ten (10) days from the date written denial was presented to him/her to return his/her decision in writing with a copy to the aggrieved Employee and the steward.

Step Two - If the grievance is not settled in Step One, the grievance may be appealed in writing to the Director of Human Resources or his/her designee not later than ten (10) days from the denial by the Contract Manager or his/her designee. The Director of Human Resources or his/her designee will have ten (10) days from the date the grievance was presented to him/her, to return his/her decision, in writing, with a copy to the aggrieved Employee and the Steward.

Grievance for Discipline - Any grievance involving discharge or other discipline may be commenced at Step One of this procedure. The written grievance shall be presented to the Contract Manager through the Site Supervisor or his/her designee within ten (10) days after the occurrence of the facts giving rise to the grievance.

SECTION 5.4 ARBITRATION PROCEDURE

Grievances processed in accordance with the requirements of Section 5.3 that remain unsettled may be processed to arbitration by the Union, giving the Akal Director of Human Resources written notice of its desire to proceed to arbitration not later than fifteen (15) days after the rejection of the grievance in Step Two. Grievances which have

been processed in accordance with the requirements of Section 5.3 which remain unsettled shall be processed in accordance with the following procedures and limitations:

Pre-Arbitration Hearing - The parties agree to hold a pre-arbitration hearing requiring a senior manager of the Company and Union President (or designee) to make a final effort to settle the grievance before arbitration.

Selection of an Arbitrator - Within fifteen (15) days of receipt of the Union's written notice to proceed with arbitration, the Company and the Union will meet or telephonically jointly attempt to agree upon the selection of a neutral arbitrator. If, within (15) days, the parties fail to agree upon the selection of an arbitrator, the Union will request the Federal Mediation and Conciliation Service (FMCS) to supply a list of seven (7) arbitrators. An arbitrator will be selected from the list supplied by the FMCS by parties alternately striking from the list until one (1) name remains, and this individual shall be the arbitrator to hear the grievance.

Decision of the Arbitrator - The arbitrator shall commence the hearing at the earliest possible date. The decision of the arbitrator shall be final and binding upon parties to the Agreement. Any decision shall be complied with, without undue delay after the decision is rendered. It is understood and agreed between the parties that the arbitrator shall have no power to add to, subtract from, or modify any of the terms of this Agreement.

Arbitration Expense - The arbitrator's fees and expenses, including the cost of any hearing room, shall be shared equally between the Company and the Union. Each party to the arbitration will be responsible for its own expenses and compensation incurred in bringing any of its witnesses or other participants to the arbitration. Any other expenses, including transcript costs, shall be borne by the party incurring such expenses.

Time Limits - The decision of the arbitrator shall be rendered as soon as possible after the dispute has been submitted to him/her.

SECTION 5.5 CLASS ACTION

The union shall have the right to file a group grievance (class action) or grievances involving more than one (1) Employee at the Informal Step of the grievance procedure.

SECTION 5.6 INDIVIDUAL GRIEVANCES

No individual may move a grievance to arbitration

ARTICLE 6

DISCIPLINE

SECTION 6.1 GROUNDS FOR DISMISSAL

After completion of the probationary period, no Employee shall be dismissed or suspended without just cause, unless the Employee is ordered by the Government to be removed from working under the Employer's contract with the Government, or if the Employee's credentials are denied or terminated by the U.S.M.S. The company's contract with the US Government sets out performance standards for CSOs in Section C of the Contract between the Company and the U.S.M.S, and all Employees are required to comply with these standards. Failure to do so may lead to disciplinary action. These performance standards will be issued to each employee.

ARTICLE 7

HOURS OF WORK AND OVERTIME

SECTION 7.1 WORKDAY AND WORKWEEK

For the purposes of this Article, a regular workweek of forty (40) hours of work, excluding lunch periods, shall constitute a normal full-time workweek for full-time Employees. Employees working a minimum of eight (8) consecutive hours shall normally receive an unpaid lunch period of at least thirty (30) minutes unless work conditions preclude scheduling of this period. Shifts shall be scheduled at the discretion of the Employer to fulfill the needs of the Government.

SECTION 7.2 OVERTIME

An overtime rate of time and one-half (1 1/2) of an Employee's base rate of pay (exclusive of health and welfare and other fringe additions to pay) shall be paid for all hours actually worked in excess of forty (40) hours in a workweek.

SECTION 7.3 OVERTIME REQUIREMENT

If requested to work overtime (i.e. over forty (40) hours in a workweek) or extra hours, the seniority system is not invoked due to shortness of notice, the Employee shall be required to do so unless the Employee is excused for good cause.

SECTION 7.4 OVERTIME DISTRIBUTION

Overtime will be distributed as equitably and fairly as practicable among Employees regularly assigned to the particular work location (including shared position Employees), subject to the direction of the Marshals Service. Seniority shall be used in the assignment of overtime (on a rotating schedule), except when the Employer is directed by the U. S.

Marshals Service, or in situations dictated by availability of personnel and amount of notice given for overtime.

Excluding: Site Supervisors cannot be assigned to cover CSO overtime positions or post except in emergency situations, or when directed by the US Marshal Service, or in situations dictated by availability of personnel and amount of notice given for overtime. The Company will permit Site Supervisors to work overtime assignments only when there is no bargaining unit member available or in situations described above due to the rapidly changing court environment. The Employer will attempt to rectify overtime inequalities through the future scheduling of overtime work. Overtime records will be made available to the Union by the Company upon request.

SECTION 7.5 SHARED POSITION EMPLOYEES

Hours of work for shared position Employees shall be Monday through Friday for eight (8) hour shifts, any additional hours shall be determined by the Employer. Employees shall be required to work all scheduled work hours, unless the Employee is excused for good cause. Shared position employees will be required to sign the Akal Shared Officer Agreement.

SECTION 7.6 REST PERIODS

There shall be two (2) fifteen (15) minute paid rest periods when properly relieved and one (1) thirty (30) minute unpaid lunch for each eight (8) hour shift. One rest period shall be in the first half of the shift and the second rest period shall be in the last half of the shift. On occasion due to exceptional authorized work requirements, Employees may have to work through their unpaid lunch breaks, and, if so, they will be compensated at the appropriate rate of pay. The Company recognizes the requirement to provide regularly scheduled breaks. It is not the intent of the Company to deny, avoid, or abuse this requirement.

SECTION 7.7 CALL - IN PAY

An Employee called in to work will be guaranteed a minimum of four (4) hours of pay.

SECTION 7.8 SHIFT BIDDING

(For Memphis Only)

At least once each year, full-time employees and shared position employees at each site may bid on all shift schedules in the order of seniority. Both parties understand that this section will not apply to USMS or Judicial assignments.

(For Nashville Only)

At least once each year, full-time Employees and shared position Employees at each location may bid on all shift schedules in the order of seniority. Both parties understand that this section will not apply to USMS or Judicial assignments. The positions will be filled as set out in the shift bidding process.

When full-time position Employees do not bid on a position, the shared position Employees will then be given the opportunity to bid on the position, based on seniority. In the event no bids are received from either list, the LCSO will assign the position using reverse seniority from the share time list.

ARTICLE 8

WAGES

SECTION 8.1 WAGE SCHEDULE

The base rate of pay for Court Security Officers employed in the Western District of Tennessee will be:

Year	CSO Wage	LCSO 1	LCSO 2
October 1, 1999-September 30, 2000	\$13.00	\$15.15	\$13.75
October 1, 2000-September 30, 2001	\$13.20	\$15.35	\$13.95
October 1, 2001-September 30, 2002	\$13.52	\$15.67	\$14.27
October 1, 2002-September 30, 2003	\$13.79	\$15.94	\$14.59

Per Ruby, includes Middle District of Tennessee.

SECTION 8.2 PAYDAY

Payday for all hourly Employees will be after 2 PM on Thursday following the pay period ending on Saturday if they have arrived at the site. At the latest, they will be available at 11 AM on Friday, subject to change by mutual agreement.

SECTION 8.3 UNDISPUTED ERROR

In case of an undisputed error on the part of the Company as to an Employee's rate of pay, proper adjustment will be made from the date the error occurred.

SECTION 8.4 LEAD CSO RATES

If additional Lead CSOs are added to the contract any time after this Agreement goes into effect, they will be paid a premium to the current CSO rate. The amount of premium to be paid a new Lead CSO will be negotiated between the Company and the Union at the time of promotion or determination of the position.

SECTION 8.5 SHIFT DIFFERENTIAL

All work performed between six (6) PM. and six (6) AM, the next day shall be paid at 104% of the employee's regular hourly rate.

ARTICLE 9

HOLIDAYS

SECTION 9.1 HOLIDAYS DEFINED

Whenever the term "holiday" is used, it shall mean New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

SECTION 9.2 MISCELLANEOUS HOLIDAY PROVISIONS

A. A full-time Employee who is not required to work on a holiday shall be paid eight (8) hours straight time, exclusive of any shift or premium for that holiday. The Employee will be paid holiday pay only if the Employee is not laid off, or on unpaid leave of absence.

B. Any full-time or share position Employee who works as scheduled on a holiday shall receive the Employee's straight time rate for all hours worked and in addition shall receive eight (8) hours holiday pay at the straight time rate, providing the Employee meets the requirements in above Section.

C. Any job Share position Employee who works as scheduled on a Holiday shall receive the Employees straight time rate for all hours worked plus prorated holiday pay up to eight (8) hours based on their average weekly hours for the previous four weeks work.

D. Holiday pay for shared position Employees who do not work on a holiday and meet the eligibility requirements set out in above Section shall be paid a proration of the full-time benefit based on their average weekly hours for the previous two (2) weeks work.

ARTICLE 10

VACATIONS

SECTION 10.1 ELIGIBLE FULL-TIME EMPLOYEES

Eligible full-time Employees shall be entitled to annual vacation pay, based on their continuous years of service with the Employer at their individual hourly rate at the time of payment is made in accordance with the following schedule. Payment shall be at the time vacation is taken.

Upon completion of one (1) year service	80 hours
Upon completion of five (5) years service	120 hours
Upon completion of ten (10) years service	160 hours
Upon completion of twenty (20) years service	200 hours

SECTION 10.1a ELIGIBLE SHARED POSITION EMPLOYEES

Eligible shared position Employees shall be entitled to a prorated vacation pay at their individual hourly rate based on the number of hours worked in the previous anniversary year.

SECTION 10.2 SCHEDULING VACATIONS

A. Each Employee who qualified for a vacation in accordance with the provisions of this Article shall notify his/her Lead CSO, in writing prior to October 1st each year of his or her first and second choice for desired vacations periods, if any. If vacation time is required to be used differently than as per requested prior to October 1, Employee must give their immediate supervisor a written request at least seven (7) days prior to the requested vacation time.

B. The Employer will recognize union seniority when scheduling Employees for vacation in accordance with Section 2.1. The Employer will allow the maximum amount of personal off at any one time for vacation that allows the Company to maintain efficient operations. The final allocation of vacation periods shall rest exclusively with the Employer in order to insure orderly and efficient operations and meet Government contract requirements.

SECTION 10.3 PAY OPTIONS

Earned vacation pay shall be paid on the pay day prior to his/her vacation.

SECTION 10.4 UNUSED VACATION

Vacations shall not be cumulative from one year to the next. Any earned but unused vacation time remaining at the end of a year of service (based on the anniversary date of employment) shall be paid to the Employee.

SECTION 10.5 PAY IN LIEU OF VACATION LEAVE

At Any time during the year, Employees may request in writing to be paid for earned vacation pay in lieu of taking actual vacation leave.

SECTION 10.5 TERMINATING EMPLOYEES

Upon termination of employment, Employee will be paid at their individual hourly rate for any legally accrued but unused vacation time, as entitled by the Service Contract Act. (Example: An Employee who terminates one month into the next anniversary year is entitled to any of the previous year's earned accrued vacation not already used, and not to the additional month accrued in the new anniversary period).

SECTION 10.7 VACATION - LAID OFF EMPLOYEES

Length of service with the Employer shall not accrue for the purposes of vacation benefits while an Employee is on laid off status.

SECTION 10.8 VACATION INCREMENTS

Vacation days may be used in one (1) day increments, if so desired by the Employees and approved by the Employer.

ARTICLE 11 LEAVES OF ABSENCE

SECTION 11.1 LIMITATIONS

Personal leaves of absence for non- - medical emergencies may be granted at the discretion of the Employer without loss of seniority to the Employee. Such leaves, if granted, are not to exceed 30 days, unless approved by the Employer. Employees on any unpaid leave of absence may be required to use available vacation or personal leave time. Length of service with the Employer shall not accrue for purposes of vacation, holiday, or other accrued benefits for any unpaid leave of absence over 30 days.

The Employer will make every reasonable effort to maintain an Employee's position while on a non-statutory unpaid leave of absence. It is acknowledged by the Union that under the U.S.M.S. CSO contract, the Employer is not permitted to hire additional (reserve) or temporary employees to provide work coverage during Employees absences.

SECTION 11.2 MEDICAL LEAVE

A. The Family and Medical Leave Act of 1993 is incorporated herein.

B. The Company agrees to honor the Family and Medical Leave Act of 1993 for all employees.

C. The 12 week period may be extended at the discretion of the Employer. During medical leave, the Employee shall be required to furnish a report from the doctor when requested periodically by the Employer. Employee will be required to use accrued vacation or personal leave time during the medical leave. Upon the expiration of said leave, the Employee shall furnish the Employer with a statement, signed by the doctor, which establishes the fitness of the Employee to return to the Employee's previously held work.

SECTION 11.3 MILITARY LEAVE

An Employee of the Company who is activated or drafted into the any branch of the armed forces of the United States under the provisions of the Selective Service Act or the Reserve Forces Act shall be granted an unpaid military leave of absence, as required under the federal law, for the time spent in full-time active duty. The period of such leave shall be determined in accordance with applicable federal laws in effect at the time of such leave.

SECTION 11.4 UNION LEAVE

A Union officer or delegate will be granted an unpaid leave of absence upon written request for the purpose of attending Union conventions or other meetings of vital interest to the United Government Security Officers of America. The maximum number of days given for union leave is not to exceed a total of five (5) days per contract year and the maximum number of union officers or delegates to be granted leave of absence is not to exceed two (2) employees per local union. Local presidents may have up to ten (10) days union leave per contract year. A Union officer or delegate will be granted an unpaid leave of absence upon written request for the purpose of attending Union conventions or other meetings of vital interest to the Security Officers of America. The maximum number of days given for union leave is not to exceed five (5) days per contract year and the maximum number of union officers or delegates to be granted leave of absence is not to exceed two (2) Employees per Local Union.

SECTION 11.5 PERSONAL LEAVE

A. Each full-time seniority Employee shall be eligible to use a maximum of six (6) days of personal leave (forty eight) 48 hours per 12-month Government contract year worked. Employees who begin employment after the inception of the contract year will be eligible to use a prorated amount of personal leave based upon the following rate (see **Personal leave Eligibility Table** below):

Personal Leave Eligibility Table		
START DATE	RATE OF PERSONAL LEAVE ELIGIBLE TO USE	
(Date Employee begins working on the contract, based on an October 1 contract start date.)	FULL-TIME	SHARED POSITION
October 1-31	48 hours	24 hours
November 1-30	44 hours	22 hours
December 1-31	40 hours	20 hours
January 1-31	36 hours	18 hours
February 1-29	32 hours	16 hours
March 1-31	28 hours	14 hours
April 1-30	24 hours	12 hours
May 1-31	20 hours	10 hours
June 1-30	16 hours	8 hours
July 1-31	12 hours	6 hours
August 1-31	8 hours	4 hours
September 1-30	4 hours	2 hours

B. Personal days shall be used in not less than four - hour increments and shall be paid when taken by the Employee as approved in advance by the Site Supervisor of District Supervisor. Under situations of personal emergency, supervisors can grant leave to be taken in smaller increments.

C. Shared position Employees will receive one-half the full time personal leave per full contract year worked. At the end of the contract year, any shared position Employee who worked more than half the full-time hours (1,040 hours) will receive additional prorated personal leave based upon the number of actual hours the Employee worked during the contract year. Therefore, for each additional 87 hours worked over 1,040 hours during the contract year, Employee will receive an additional 2 hours of Personal Leave, up to a possible maximum of 48 hours total personal leave for the contract year.

D. Unused personal days shall not be cumulative from year to year. Any unused earned personal leave pay will be paid to Employees at the end of the contract year.

E. Upon termination of employment, Employee will be paid at their individual hourly rate for any unused, earned personal leave, based upon the number of actual hours Employee worked during that contract year. (Example: An Employee who terminates work after six months at the full - time rate during the current contract year and earns three (3) days personal leave, but only uses two (2) days, would be eligible upon termination to be paid for the third, unused personal day.) If the Employee has used more personal days upon termination than he/she earned based upon time worked on the contract (4 hours per full month worked), the amount of the overage will be deducted from the Employee's final paycheck. (Example: If Employee works only six months and therefore earns three days (24 hours) personal leave, but actually uses four days personal leave, the extra 8 hours' pay will be deducted from the Employee's final paycheck.)

F. Personal leave (and vacation) days may be used to cover absences caused by illness. Any Employee who is unable to report to work because of sickness must notify the Employer at least (2) hours prior to the beginning of his/her regular shift in order to be eligible for paid personal leave benefits. Disciplinary action may result from excessive, unapproved absenteeism.

SECTION 11.6 PROCESSING LEAVES OF ABSENCE

A leave of Absence must be processed in the following manner:

A. All requests for any unpaid leaves of absence shall be submitted in writing to the Site Supervisor at least ten (10) calendar days prior to the date that the leave will take effect, except in cases of emergencies, and shall include:

1. The reason for such leave;
2. The effective dates of such leave;
3. The estimated date of return to work

B. The written request for leave of absence shall be submitted to the Contract Manager by the Site Supervisor for final approval.

C. If the request for leave of absence is approved by the Contract Manager, a copy of the approved leave of absence will be given to the Employee involved.

D. Extensions of the leave of absence may be granted at the discretion of the Employer upon written request by the Employee within ten (10) calendar days prior to the expiration of the leave of absence when feasible. Extensions when granted shall not total more than thirty (30) days.

SECTION 11.7 BEREAVEMENT LEAVE

All non-probationary Employees shall be entitled to **four (4) days** paid bereavement leave per full Government contract year for purposes of attending, on a day normally scheduled to work, the funeral of a parent, parent-in-law, spouse, child, sibling, or sibling-in-law. Employee will notify Lead CSO, whenever possible, of the need for bereavement leave.

SECTION 11.10 GENERAL PROVISIONS

Seniority shall accumulate during the period of any approved leave of absence subject to the provisions of Article 2 of this Agreement.

ARTICLE 12

HEALTH, WELFARE AND UNIFORM ALLOWANCES

SECTION 12.1 PAYMENTS

A. The parties agree that for the period starting April 1, 1999 to September 30, 1999, the Health and Welfare payments are to be deposited into the employee's 401K plan.

B. For the life of this Agreement, the Employer agrees to make health and welfare payments in cash to Employees on all hours paid up to forty (40) hours per week. Payments of Health and Welfare along with any applicable Social Security and Unemployment taxes and worker's compensation insurance will become the obligation of the Contractor. Paying Health & Welfare in cash increases the cost to the contractor because taxes and insurance costs were not included on Health and Welfare in the price to the USMS. Health and welfare payments will be made in accordance with the following schedule at the hourly rate:

Effective October 1, 1999 through September 30, 2000	\$1.67/hour
Effective October 1, 2000 through September 30, 2001	\$1.93/hour

C. Parties agree to reopen negotiations for the health and welfare only, on April 1, 2001. For the life of this Agreement, the Employer will make health and welfare

payments to Employees on all hours paid up to forty (40) hours per week in accordance with the following schedule at the hourly rate.

SECTION 12.2 MINIMUM BENEFITS

The amounts required by section 12.1 shall serve as the minimum health and welfare benefits for Employees

SECTION 12.3 OTHER BENEFITS

The Employer will offer Employees the opportunity to participate in other Employee-paid benefit programs made available to all Court Security Officers employed by the Company. These programs include cafeteria plans, payroll deduction plans, retirement plans, insurance plans, 401 (K) plans, and any other plan mentioned in this Agreement.

SECTION 12.4 UNIFORM MAINTENANCE

The Employer will pay the Employee \$.11 per hour (unless set out further by the Department of Labor) worked up to 40 hours per week for uniform maintenance allowance. A shoe allowance of \$85. per contract year will be sent with uniforms annually for the purchase of U. S. M. S. required CSO uniform shoes.

SECTION 12.5 GROUP DISABILITY INSURANCE

The Company agrees to deduct any fees of premium payments and lawful assessments designated by the Union for a Group Disability Insurance plan set up by and administered by the Union from the first paycheck of each month of each member of the Union. These deductions will be made only upon receipt of written authorization from the Employee on a form provided by supervision or the Union. Such authorization may be revoked by the Employee upon 30 days' written notice served upon the Company and the Union. It is understood that such deductions will be made only so long as the Company may legally do so. The Company will be advised in writing, by the Union, as to amount of fees, and any other costs for this insurance.

The Company will remit all such deductions to the International Secretary/Treasurer within 72 hours from the date the deduction was made via direct deposit unless it is technically impossible to do so. All costs related to direct deposit would be borne by the Union. The Union agrees to furnish the Company with the current routing number for direct deposit. The Company shall furnish the International Secretary/Treasurer with a deduction list, setting forth the name and amount of fees, and any other costs for this insurance. The Union agrees to hold the Company harmless from any action or actions growing out of these deductions commenced by an Employee against the Company, and assumes full responsibility for the disposition of the funds so deducted once they are paid over to the Union. Errors made by the Company in the deduction of remittance of moneys shall not be considered by the Union as a violation of this provision, providing such errors are corrective and corrected when brought to the Company's attention.

The Check-off Authorization Card to be executed and furnished to the Company by the Union and the Employees, shall be the official Union Authorization for insurance deductions. The Company shall accept no other form unless the parties mutually agree to a substitute.

ARTICLE 13

MISCELLANEOUS PROVISIONS

SECTION 13.1 BULLETIN BOARDS

The Employer will make its best effort to obtain a space from the government for the use of the CSOs to locate a Union-provided bulletin board that will be used by the Union for posting notices of meetings, elections, appointments, recreational and social affairs, and other Union notices. The providing of these facilities is the prerogative of the U. S. Government.

SECTION 13.2 PHYSICAL EXAMINATIONS

The Employer shall pay for all physical/medical examinations that are required by the Employer at Employer designated clinic (s) of physicians. In those selected areas where there is not a designated clinic of physician, the Employer will provide an allowance to the Employee of up to maximum of ninety-five dollars (95) per examination.

Physical/medical exams may be required by operation of the government contract or should the Employer have concerns regarding an Employee's fitness for duty. The Employer may designate the physician or clinic, at its discretion. Employer shall pay Employee up to two (2) hours for time spent taking an employer-requested medical examination, plus mileage to and from clinic.

SECTION 13.3 TRAVEL EXPENSES

The Company will provide advance payments for approved travel expenses. Any hours to include travel over twelve (12) hours will require the Employee to stay overnight and the appropriate per diem will be paid. All hours in travel up to a maximum of eight (8) per day will be counted as work hours with appropriate overtime wages provided for under this Agreement. Employees will be reimbursed for all authorized expenditures of any authorized travel within twenty (20) days from the day Employer receives the travel voucher and all required receipts, at present standard government rates.

SECTION 13.4 BREAK ROOMS

The Employer will make its best effort to obtain from the government break rooms for CSOs for breaks and lunch without management using the room as an office. The providing of these facilities is the prerogative of the U. S. Government.

SECTION 13.5 LOCKERS

The Employer will make its best effort to obtain lockers from the government for the use of the CSOs. The providing of these facilities is the prerogative of the U. S. Government.

SECTION 13.6 UNION MEETING

Neither Union officials nor Union members shall, during working time (excluding break and lunch periods), solicit membership, receive applications, hold meetings of any kind for the transaction of Union business or conduct any Union activity other than the handling of grievances to the extent such work time activity is specifically allowed by the Employer.

ARTICLE 14

401 (K) PLAN

The Company shall provide a 401 (k) plan to which Court Security Officers are eligible to contribute, whether Union or Non-Union. At the direction of the individual employee, the Company may deposit the Health & Welfare payment to the employee's 401 (K) account. Employees shall be subject to the eligibility requirements and rules of the plan.

ARTICLE 15

TRAINING

SECTION 15.1 TRAINING

The Company will make its best effort to implement its advanced CSO training program to enhance the professional capabilities of the Employees. Actual scheduling of training is subject to approval by the U. S. Government and may be subject to funding by the U. S. Government.

ARTICLE 16

SAFETY

SECTION 16.1 SAFETY POLICY

It is the policy of the Company to provide Employees with places and conditions of employment that are free from or protected against occupational safety and health hazards. The Company agrees to permit one (1) bargaining unit member selected by the Union to participate in any locally scheduled safety meeting.

SECTION 16.2 OSHA STANDARDS

The Company will report any safety violations observed or reported to the Company in any government provided CSO work stations and break rooms

SECTION 16.3 SEVERE WEATHER CLOTHING

The Company will provide weather related clothing for cold and rainy conditions.

ARTICLE 17

CONTINUITY OF OPERATIONS

SECTION 17.2 NO STRIKES

Both the Company and the Union agree that continuity of operations is of utmost importance to the Company's security operations. Therefore, so long as this Agreement is in effect, the Union and the Company agree that there will be no strikes, lockouts, work stoppages, illegal picket lines, slowdowns or secondary boycotts during the term of this Agreement and that the Union will not cause, nor permit its members to cause nor will any member of the Union take part in, any strike, including a sympathy strike, slowdown, stoppage of work, planned inefficiency of any other curtailment of work or restriction interference with the Employer's or Government's operations for any reason whatsoever nor will the Union authorize or sanction the same.

Upon hearing of any unauthorized strike, slowdown, stoppage of work, planned inefficiency or any curtailment of work or restriction or interference with the operation of the Employer, the Union shall take affirmative action to avert or bring such activity to a prompt termination. Any Employee who violates this provision may be immediately discharged. Furthermore, it is agreed and understood that in addition to other remedies, the provisions of this Article may be judicially enforced including specific performance by way of injunctive relief.

SECTION 17.2 LOCKOUTS

During the life of this Agreement, the Employer shall not lockout any Employees covered in this Agreement.

ARTICLE 18

SEPARABILITY OF CONTRACT

In the event that any provision of this Agreement shall at any time be declared invalid by any court of competent jurisdiction or through government regulations or decree, such parties hereto agree to renegotiate such provision or provisions of this Agreement for the purpose of making them conform to the decree or government statutes so long as they

shall remain legally effective. It is the express intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect.

ARTICLE 19

SERVICE CONTRACT PROCEDURES AND OBLIGATIONS

The parties recognize that they are providing a service to the United States Government who have the responsibility and authority for providing security to the Judicial facilities. In the event a government directive necessitates a deviation from the obligations or procedures contained in this Agreement, the parties will confer with regard to the effects, if any, of the deviation necessitated by the Government's directive with the goal of resolving the deviation.

ARTICLE 20

ENTIRE AGREEMENT

The parties acknowledge that during the negotiation which resulted in the Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and all understandings and agreements reached by all parties are set forth in this Agreement. Therefore, the Company and the Union shall not be obligated to bargain collectively on any matter pertaining to conditions of employment, including but not limited to, rates of pay, wages, hours of work, disciplinary actions, training requirements, etc, during the term of this Agreement except as specifically provided for in other provisions of this Agreement.

ARTICLE 21

DURATION

This Agreement shall be effective upon its execution by both parties and supersedes any and all prior agreements or understandings between the parties. The Agreement shall remain in force until 2400 hours on September 30, 2003, with the provision that should either party desire to terminate this Agreement or any provision thereof, it shall give written notice to the other party of not less than sixty (60) days and not more than one hundred and eighty (180) days prior to the expiration. In the event such notice is given, the existing Agreement may be continued by mutual consent of both parties until an Agreement is reached. This Agreement may also be changed or amended by agreement of both parties.

IN WITNESS WHEREOF, the parties have caused their representatives to sign this AGREEMENT as full acknowledgment of their intention to be bound by the Agreement.

FOR:

FOR:

AKAL SECURITY, INC

BY: Norman E. Strausz
TITLE: President Local 68
DATE: 6-18-99

BY: [Signature]
TITLE: SR V.P.
DATE: JUNE 23, 1999

FOR:

FOR:

AKAL SECURITY, INC.

BY: [Signature]
TITLE: President Tech
DATE: 6/22/99

BY: _____
TITLE: _____
DATE: _____

FOR:

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

LETTER OF UNDERSTANDING

Side Bar to the Collective Bargaining Agreement

For the United Government Security Officers of America Local #68
Districts of Western and Middle Tennessee

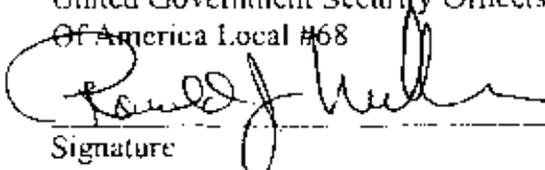
ARTICLE 12

HEALTH, WELFARE AND UNIFORM ALLOWANCES

SECTION 12.1 PAYMENTS

For the life of this Agreement, the Employer will make health and welfare payments to Employees on all hours paid up to forty (40) hours per week and up to a total of 2080 hours per contract year in accordance with the prevailing Wage Determination as of October 1st of every contract year.

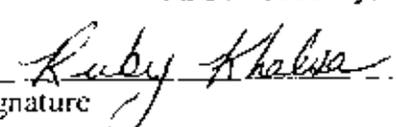
United Government Security Officers
Of America Local #68


Signature

Date: 6-14-01

Title: RES. LCL #68

AKAI Security, Inc.


Signature

Date: 7-11-01

Title: Human Resources
Director

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210



William W. Gross
Director

Division of
Wage Determinations

Wage Determination No.: 1998-0475
Revision No.: 3
Date of Last Revision: 09/28/2000

States: Ohio, Tennessee

Area: Ohio Counties of Cuyahoga, Fairfield, Franklin, Greene, Lucas, Mahoning, Montgomery, Stark,
Summit, Trumbull
Tennessee Counties of Davidson, Madison, Shelby

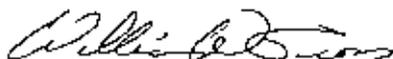
Employed on U.S. Department of Justice contracts for court security officers at 6th Judicial Court.

Collective Bargaining Agreement between Akal Security, Incorporated and The United Government Security Officers of America Local 56 - Northern District of Ohio, Local 68 - Western District of Tennessee, Local 114 - Dayton, Ohio, and Local 127 - Columbus, effective October 1, 1999 through September 30, 2003.

In accordance with Sections 2(a) and 4(c) of the Service Contract Act, as amended, employees employed by the contractor(s) in performing services covered by the Collective Bargaining Agreement(s) are to be paid wage rates and fringe benefits set forth in the current collective bargaining agreement and modified extension agreement(s).

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By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
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PREAMBLE

THIS AGREEMENT is made and entered into on June 22, 1999, by and between AKAL SECURITY, INCORPORATED, a New Mexico corporation, and its successors, hereinafter referred to as the "Employer" or "Company," and the duly elected Organization of the employees, hereinafter referred to as the "Union". All non-economic provisions of this contract shall be in effect as of June 22, 1999. All economic provisions of this contract shall be in effect as of October 1, 1999, including but not limited to compensation and fringe benefits.

ARTICLE 1

GENERAL PROVISIONS

SECTION 1.1 RECOGNITION-BARGAINING UNIT

- A. The Employer hereby recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining as outlined in this Agreement, with respect to wages, hours, overtime, leaves of absence, uniform allowances and any and all other conditions of employment for all full-time and regular shared position United States Marshals Service (USMS) credentialed Court Security Officers (CSOs), and Lead Court Security officers (LCSOs) assigned to the federal courthouses and other United States Justice Department related office buildings pursuant to the Employer's contract(s) with the USMS for security within the jurisdictional boundaries of Dayton, Ohio, excluding all managers, supervisors as defined by the NLRB, office and/or clerical Employees, temporarily assigned Employees and substitute Employees and all other Employees of the Employer.
- B. The term "Employee" when used in this Agreement shall refer to the Employees in the bargaining unit described in this Agreement.

SECTION 1.2 NEGOTIATING COMMITTEE

The Company agrees to recognize a Negotiating Committee composed of up to three members and one alternate selected by the Union to represent the Employees in collective bargaining negotiations.

SECTION 1.3 STEWARD SYSTEM

- A. The Company agrees to recognize a steward system.
- B. The Union agrees that the stewards will work at their regular jobs at all times except when they are relieved to attend to all the business of the Grievance Procedure as outlined in this Agreement.
- C. If the Employee requests, the Company will call for a steward prior to any disciplinary action taken, whether it be written or verbal. The supervisor at the request of the Employee will release the steward as soon as possible. The Company will not be responsible for paying the steward for time spent in this regard.

SECTION 1.4 MANAGERS AND SALARIED PERSONNEL

Managerial and salaried Employees shall not perform the duties of the Employees in the bargaining unit, except as necessary to fulfill the work requirements under the USMS contract.

SECTION 1.5 UNION SECURITY

- A. An Employee who is a member of the Union at the time this Agreement becomes effective shall continue membership in the Union for the duration of this Agreement, to the extent of tendering the membership dues uniformly required as a condition of retaining membership in the Union.
- B. An Employee who is not a member of this Union at the time that this Agreement becomes effective shall, within ten (10) days after the 30th day following the effective date of this Agreement either:
- 1) Become a member of the Union and remain a member.
 - 2) As an employee, it is required that all members of the bargaining unit shall be required to pay to the Union a service fee. The amount of this service fee shall be equal to that paid by regular Union members to include regular and usual initiation fees. The service fee will not include any assessments, special or otherwise. Such payments shall commence on the 30th day after the date of hire.
 - 3) Employees who are members of, and adhere to the established and traditional tenets of a bona-fide religion, body, or sect, which has historically held conscientious objections to joining or financially supporting labor organizations, shall, instead of the above, be allowed to make payments in amounts equal to the agency fee required above, to a tax-exempt organization (under Section 501(c)(3) of the IRS Code. The Union shall have the right to charge any Employee exercising this option, the reasonable cost of using the arbitration procedure of this Agreement on the Employee's individual behalf. Further, any Employee who exercises this option shall twice a year submit to the Union proof that the charitable contributions have been made.
- C. The Employer shall not be a party to any enforcement of the provisions of this Article, nor shall it be obligated to take any action against any Employee not adhering to his or her obligations hereunder. The Union may, however, enforce any obligation of any Employee herein established, in court, or by other legal means. If the Union takes action through a court to enforce the Employee's obligations under this Article, the Union shall be entitled to recoup from the Employee all of its court costs and reasonable attorney's fees directly associated with the successful judicial enforcement of the Employee's obligation as allowed by law.
- 1) The obligations set forth in this Article shall only be effective to the extent permitted by controlling law, including, but not limited to, any Executive Orders permitting or restricting union security rights. If there is a legal challenge to any provision of this

Article, the Employer may suspend its obligations under this Article during the pendency of the dispute after conferring on the matter with the Union.

2)The Union, including its International, agrees to save and hold the Employer harmless from any and all claims, actions, suits, damages, or costs, including any attorney fees incurred by the Employer, on account of any matter relating to the terms of this Article, including, but not limited to any claims by any employee(s) and compliance with the law.

SECTION 1.6 DUES CHECKOFF

- A. The Company agrees to deduct dues as designated by the Union on a monthly basis from the paycheck of each member of the Union. These deductions will be made only upon written authorization from the Employee on a form provided by the supervisor or the Union. The Employee, upon thirty (30) days' written notice served upon the Company and the Union, may revoke such authorization. It is understood that such deductions will be made only so long as the Company may legally do so. The Company will be advised in writing, by the Union, as to what the Union membership dues are.
- B. The Company will remit all such deductions to the Financial Secretary/Treasurer within seventy-two (72) hours from the date that the deduction was made, via direct deposit, if possible. All costs related to direct deposit will be born by the Union. The Union agrees to furnish the Company with the current routing number for direct deposit. The Company shall furnish the Financial Secretary/Treasurer with a deduction list, setting forth the name and amount of dues within seven (7) days of each remittance. The Union agrees to hold the Company harmless from any action or actions growing out of these deductions commenced by an Employee against the Company, and assumes full responsibility of the dispositions of the funds so deducted, once they are paid over to the Union. Errors made by the Company in the deduction or remittance of monies shall not be considered by the Union as a violation of this provision, providing such errors are unintentional and corrected when brought to the Company's attention.

SECTION 1.7 INTENT OF PARTIES

The Union and the Company agree to work sincerely and wholeheartedly to the end that the provisions of this Agreement will be applied and interpreted fairly, conscientiously, and in the best interest of efficient security operations. The Union and the Company agree that they will use their best efforts to cause the Bargaining Unit Employees, individually and collectively, to perform and render loyal and efficient work and services on behalf of the Company, and that neither their representatives nor their members will intimidate, coerce or discriminate in any manner against any person in its employ by reason of his/her membership and activity or non-membership or non-activity in the Union. Neither the Company nor the Union will discriminate against any Employee because of race, color, religion, sex, age, national origin, Vietnam Era Veterans status, or disability. The Company and the Union recognize that the objective of providing equal employment opportunities for all people is consistent with Company and Union

philosophy, and the parties agree to work sincerely and wholeheartedly toward the accomplishment of this objective.

ARTICLE 2

SENIORITY

SECTION 2.1 SENIORITY DEFINED

- A. Union Seniority shall be the length of continuous service from the Employee's first date of hire or transfer to all sites within Local #114 as a CSO or LCSO for the Employer, past or present and/or any predecessor Employer. Seniority shall only accrue while the CSO/LCSO is employed in the court security program within Local #114. Seniority shall not accrue until the employee has successfully completed the probationary period. Seniority shall be applicable in determining the order of layoff and recall, shift bidding, vacation schedules, extra work, transfers and other matters as provided for in this Agreement
- B. For the purposes of shift bidding, vacation schedules and extra work, seniority shall be defined as seniority within the work site.
- C. Any Employee permanently transferred out of the designated Local Bargaining Unit for any reason shall lose their union seniority as it applies to the order of layoff and recall, shift bidding, vacation schedules, extra work and other matters as provided for in this Agreement.
- D. Elected or appointed Presidents of Local #114 for the life of this contract will be granted top seniority, shift bidding, Vacations Schedules, Extra Work, Recall, on site or off site, within the Dayton District of the Southern 6th District of Ohio.

SECTION 2.2 SENIORITY LISTS

Seniority Lists shall be furnished by the Company to the proper Union officials within a reasonable time, upon written request by the Union, twice per year. The Union President or the President's designated representative must make the request for these lists to the Company in writing. An Employee's standing on the posted Seniority List will be final unless protested in writing to the Site Supervisor or Contract Manager in districts without a "Site Supervisor" no later than thirty (30) calendar days after the list has been posted.

SECTION 2.3 PERSONAL DATA

Employees shall notify the Employer in writing, on the company provided form, of their proper mailing address and telephone number or of any change of name, address, or telephone number. The Company shall be entitled to rely upon the last known address in the Employer's official records.

SECTION 2.4 TRANSFER OUT OF UNIT

Any Bargaining Unit Employee who is promoted to a non-bargaining unit position will not accrue Union seniority in their new position.

SECTION 2.5 PROBATIONARY EMPLOYEES

Probationary Employees will be considered probationary for a ninety (90) day period after their hire date. The Union will still represent Probationary Employees for problems concerning wages, hours and working conditions, but the Company reserves the right to decide questions relating to transfers, suspensions, discipline, layoffs or discharge of Probationary Employees without recourse to the grievance procedure contained in this Agreement. Probationary Employees do not have seniority until the completion of the probationary period, at which time seniority dates back to the date of hire. The ninety (90) day period referred to in this section may be extended if the Company encounters a delay in the USMS performing background checks and granting written authorization on newly hired Employees.

SECTION 2.6 TERMINATION OF SENIORITY

The seniority of an Employee shall be terminated for any of the following reasons:

- a) the Employee quits or retires;
- b) the Employee is discharged;
- c) a settlement with an Employee has been made for total disability, or for any other reason if the settlement waives further employment rights with the Employer;
- d) the Employee is laid off for a continuous period of one hundred eighty (180) days;
- e) the Government revokes the Employee's credentials as a CSO
- f) Employee is required by USMS to be removed from working under the Employer's contract with the Government pending the revocation of credentials
- g) Employee is permanently transferred out of the bargaining unit.

ARTICLE 3

JOB OPPORTUNITIES

SECTION 3.1 FILLING VACANCIES

- A. If a vacancy occurs in a regular position covered by this Agreement, and the Employer chooses to fill that vacancy, the job will be posted for a period of three (3) working days (excluding Saturdays, Sundays and holidays). Shared position Employees who are not scheduled to work during that three (3) day period at the site where an opening occurs will be notified by the Union. The Site Supervisor will notify the Union President in writing of such openings. The Union President will then verify that all shared position Employees have been notified. When a vacancy occurs, the Employer will fill the position with

the senior-most Employee who has applied for the position, in writing, who will be trained if required to fill any necessary qualifications for the new position.

- B. Should the filling of a vacancy under this Article create a second vacancy, that vacancy will be filled under this Article as well. Any Employee who wishes to apply for the open position shall also do so in writing. Vacancy postings and vacancy notifications will be site specific, i.e., only Employees at the site where the vacancy occurs will be notified.

SECTION 3.1A SHARED POSITION EMPLOYEES

The Company is obligated under its contract with the USMS, to provide shared positions in order to provide full staffing level coverage, increase security levels as needed and avoid unnecessary overtime. The shared position employee may be scheduled to work more than a part time schedule, as necessary, at the Company's discretion. The Company will give the shared position Employee the maximum possible notice for schedule changes. Failure to report to work when so scheduled may result in disciplinary action.

All shared position Employees will be required to sign the "Shared Employee Agreement", Exhibit "A".

SECTION 3.1B LAYOFF AND RECALL

In the event of layoff or recall, when full-time or shared positions are being reduced, probationary Employees will be laid off first. Should it be necessary to further reduce the work force, Employees will be retained on the basis of seniority. Recall of Employees will be accomplished by calling the last laid off Employee first and so on.

SECTION 3.2 TEMPORARY ASSIGNMENTS

- A. In the interest of maintaining continuous operations, the Employer may temporarily assign an Employee to a vacant or new position until the job is filled in accordance with Articles 2 and 3, or assign an employee to a position that is part of a temporary security assignment directed by the USMS, including temporarily assigning an Employee to a work site within or outside of the area defined by this Agreement. To the extent feasible the assignment shall be a voluntary selection based on seniority. In the absence of volunteers, assignments shall be made on a reverse seniority basis. Employees so assigned will receive the higher of the base hourly wage available to Employees regularly assigned to the site to which they are being transferred, or their regular hourly wage they receive at their regular site under this Agreement.
- B. Due to the changing work environment, all Employees are subject to assignment anywhere within the district on an as-needed basis. Failure to comply with the assignment may lead to disciplinary action.

SECTION 3.3 APPOINTMENT OF LEAD CSOs

The US Government in its contract with the Company creates specific guidelines for the selection of Lead CSOs. Based on these criteria, all appointments of Lead CSOs will be made on the basis of ability as evaluated by the Company. Ability shall include an Employee's skills, experience, past performance, capabilities, and the needs of the operation. If, in the Employer's determination, Employees are equally qualified, seniority will prevail.

ARTICLE 4

MANAGEMENT RIGHTS

Except as limited by the specific undertakings expressed in this Agreement, the Company shall continue to have the right to take any action it deems appropriate in the management of its employees and of the business in accordance with its judgement.

ARTICLE 5

GRIEVANCE PROCEDURE

SECTION 5.1 INTENT

For purposes of this Agreement, a grievance shall mean a claimed violation, misinterpretation, or misapplication of any provision of this Agreement or the challenge of any disciplinary action taken against a Union Employee, except that this grievance procedure shall not be used for any action of removal from the contract or revocation of required CSO credentials by the USMS. This provision is not intended to limit or prohibit the rights of any party to seek relief from other parties. In addition, the grievance procedures outlined herein shall not apply to any non-disciplinary situation where the Company is acting under the express security directives of the USMS, outside the control of the Company.

SECTION 5.2 GENERAL PROVISIONS

The number of days outlined in Section 5.3 in the processing and presentation of grievances shall establish the maximum time allowed for the presentation and processing of a grievance. The term "days" shall not include Saturdays, Sundays or holidays when used in this Article

SECTION 5.3 GRIEVANCE PROCEDURE

All grievances shall be presented and processed in accordance with the following procedures:

- A. **Informal Step** - Both the Company and the Union agree that the Employee will first discuss the complaint with their immediate supervisor or unit in the hierarchy.

unit) within five (5) working days of the incident being grieved to start the informal procedure. If the informal procedure is not invoked within five working days of Employee's knowledge of a grieveable issue, then it is agreed by both parties that no further action can be taken. If, during the course of this discussion either the Employee or the supervisor deems it desirable, a steward or other Union representative will be called in. If the complaint is not satisfactorily adjusted within three (3) working days of the inception of the informal discussion, it may be submitted in writing to the Contract Manager or designee in accordance with Step One.

- B. **Step One** - If the matter is not resolved informally, the Employee shall, not later than ten (10) days after the informal discussion with the immediate supervisor, set forth the facts in writing, specifying the Article and paragraph allegedly violated. This shall be signed by the aggrieved Employee and the steward, and shall be submitted to the Contract Manager or designee. The Contract Manager or designee shall have ten (10) days from the date the grievance was presented to him/her to return a decision in writing with a copy to the aggrieved Employee and the steward.
- C. **Step Two** - If the grievance is not settled in Step One, the grievance may be appealed in writing to the Company's Director of Human Resources or designee not later than ten (10) days from the denial by the Contract Manager or designee. The Director of Human Resources or designee will have ten (10) days from the date the grievance was presented to, to return a decision, in writing, with a copy to the aggrieved Employee and the Steward.
- D. **Grievance for Discipline** - Any grievance involving discharge or other discipline may be commenced at Step One of this procedure. The written grievance shall be presented to the Contract Manager through the Site Supervisor or designee within ten (10) days after the occurrence of the facts giving rise to the grievance.

SECTION 5.4 ARBITRATION PROCEDURE

Grievances processed in accordance with the requirements of Section 5.3 that remain unsettled may be processed to arbitration by the Union, giving the Akal Director of Human Resources written notice of its desire to proceed to arbitration not later than fifteen (15) days after rejection of the grievance in Step Two. Grievances which have been processed in accordance with the requirements of Section 5.3 which remain unsettled shall be processed in accordance with the following procedures and limitations

- A. **Pre-Arbitration Hearing** - The parties agree to hold a pre-arbitration hearing requiring a senior manager of the Company and Union President (or designee) to make a final effort to settle the grievance before arbitration.

- B. **Selection of an Arbitrator** - Within fifteen (15) days of receipt of the Union's written notice to proceed with arbitration, the Company and the Union will meet or telephonically jointly attempt to agree upon the selection of a neutral arbitrator. If, within fifteen (15) days, the parties fail to agree upon the selection of an arbitrator, the Union will request the Federal Mediation and Conciliation Service (FMCS) to supply a list of seven (7) arbitrators. An arbitrator will be selected from the list supplied by the FMCS by parties alternately striking from the list until one (1) name remains, and this individual shall be the arbitrator to hear the grievance.
- C. **Decision of the Arbitrator** - The arbitrator shall commence the hearing at the earliest possible date. The decision of the arbitrator shall be final and binding upon the parties to the Agreement. Any decision shall be complied with, without undue delay after the decision is rendered. It is understood and agreed between the parties that the arbitrator shall have no power to add to, subtract from, or modify any of the terms of this Agreement.
- D. **Arbitration Expense** - The arbitrator's fees and expenses, including the cost of any hearing room, shall be shared equally between the Company and the Union. Each party to the arbitration will be responsible for its own expenses and compensation incurred in bringing any of its witnesses or other participants to the arbitration. Any other expenses, including transcript costs, shall be borne by the party incurring such expenses.
- E. **Time Limits** - The decision of the arbitrator shall be rendered as soon as possible after the dispute has been submitted to him/her.

SECTION 5.5 CLASS ACTION

The Union shall have the right to file a group grievance (class action) or grievances involving more than one (1) Employee at the Informal Step of the grievance procedure.

SECTION 5.6 INDIVIDUAL GRIEVANCES

No individual may move a grievance to arbitration.

ARTICLE 6

DISCIPLINE

SECTION 6.1 GROUNDS FOR DISMISSAL

After completion of the probationary period, no Employee shall be dismissed or suspended without just cause, unless the Employee is ordered by the Government to be removed from working under the Employer's contract with the Government, or if the Employee's credentials are denied or terminated by the USMS. The Company's contract with the US Government sets out performance standards for CSOs in Section C of the Contract between the Company and the USMS, and all employees are required to comply with these standards. Failure to do so may lead to disciplinary action. The performance standards will be issued to all employees.

ARTICLE 7

HOURS OF WORK AND OVERTIME

SECTION 7.1 WORKDAY AND WORKWEEK

For the purposes of this Article, a regular workweek of forty (40) hours of work, excluding lunch periods, shall constitute a normal full-time workweek for full-time Employees. Shifts shall be scheduled at the discretion of the Employer to fulfill the needs of the Government. Nothing contained herein shall guarantee to any Employee any number of hours of work per day or week.

SECTION 7.2 OVERTIME

An overtime rate of time and one-half (1 1/2) of an Employee's base rate of pay (exclusive of health and welfare and other fringe additions to pay) shall be paid for all hours actually worked in excess of forty (40) hours in a work week.

SECTION 7.3 OVERTIME REQUIREMENT

If requested to work overtime (i.e. over forty [40] hours in a workweek) or extra hours, and the seniority system is not invoked due to shortness of notice, the Employee shall be required to do so unless the Employee is excused for good cause.

SECTION 7.4 OVERTIME DISTRIBUTION

- A. Overtime will be distributed as equitably and fairly as practicable among Employees regularly assigned to the particular work location (including shared position Employees), subject to the direction of the USMS. Seniority shall be used in the assignment of overtime (on a rotating schedule), except when the Employer is specifically directed by the USMS, or in situations dictated by availability of personnel and amount of notice given for overtime.
- B. Exclusion: Managers cannot be assigned to cover CSO overtime positions or posts except in emergency situations, or when specifically directed by the USMS, or in situations dictated by availability of personnel and amount of notice given for overtime. The Company will permit Site Supervisors to work overtime assignments only when there is no bargaining unit member available or in situations described above due to the rapidly changing court environment. The Employer will attempt to rectify overtime inequalities through the future scheduling of overtime work. Overtime records will be made available to the Union by the Company upon request.

SECTION 7.5 REST PERIODS

There shall be two (2) fifteen (15) minute paid rest periods when properly relieved and one (1) thirty (30) minute unpaid lunch for each eight (8) hour shift. One rest period shall be in the first half of the shift and the second rest period shall be in the last half of the shift. On occasion, due to exceptional work requirements, Employees may have to work through their unpaid lunch breaks and/or rest periods, and, if so, they will be compensated at the appropriate rate of pay. The Company recognizes the requirement to make its best efforts provide regularly scheduled breaks. It is not the intent of the Company to deny, avoid, or abuse this requirement.

SECTION 7.6 CALL-IN PAY

An Employee called in to work will be guaranteed a minimum of three (3) hours of work or pay.

SECTION 7.7 SHIFT BIDDING

At least once each year, full-time Employees and shared position Employees at each location may bid their shift schedules among designated full-time assignments or shared assignments in the order of seniority. Shift bidding may not lead to any change in status from full-time to shared time position or vice versa. Both parties understand that this Section will not apply to USMS or judicial assignments and all bidding will be conditional upon USMS acceptance.

SECTION 7.8 SHIFT DIFFERENTIAL

All work performed between the six (6) PM. and six (6) AM, the next day shall be paid at 104% of the employee's regular hourly rate.

ARTICLE 8

WAGES

SECTION 8.1 WAGE SCHEDULE

The base rate of pay for Court Security Officers in Dayton, OH, Local #114 will be, by site:

Location: Dayton, OH	CSO Wage	Lead CSO Wage
Year		
Oct 1, 1999 - Sept 30, 2000	\$15.70	\$17.20
Oct 1, 2000 - Sept 30, 2001	\$16.17	\$17.67
Oct 1, 2001 - Sept 30, 2002	\$16.65	\$18.17
Oct 1, 2002 - Sept 30, 2003	\$17.17	\$18.57

SECTION 8.2 PAYDAY

Payday for all hourly Employees will be after 11 a.m. on Friday following the two (2) week pay period ending on Saturday, subject to change by mutual agreement.

SECTION 8.3 UNDISPUTED ERROR

In case of an undisputed error on the part of the company as to an Employee's rate of pay, proper adjustment will be made in the next paycheck after the error has been brought in written form to the Company's attention.

SECTION 8.4 LEAD CSO RATES

If additional Lead CSOs are added to the contract any time after this Agreement goes into effect, they will be paid a premium to the current CSO rate. The amount of premium to be paid a new Lead CSO will be negotiated between the Company and the Union at the time of promotion or determination of the position.

ARTICLE 9

HOLIDAYS

SECTION 9.1. HOLIDAYS DEFINED

Whenever the term "holiday" is used, it shall mean: New Year's Day, President's Day, Martin Luther King Jr.'s Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day.

SECTION 9.2 MISCELLANEOUS HOLIDAY PROVISIONS

- A. The Employee will be paid holiday pay only if the Employee is not laid off, or on an unpaid leave of absence.
- B. A full-time Employee who is not required to work on a holiday shall be paid eight (8) hours straight time, exclusive of any shift premium for that holiday.
- C. Any full-time Employee who works as scheduled on a holiday shall receive the Employee's straight time rate for all hours worked and in addition shall receive eight (8) hours holiday pay at the straight time rate.
- D. Any shared position Employee who works as scheduled on a holiday shall receive the Employee's straight time rate for all hours worked and in addition shall receive prorated holiday pay based on the number of actual hours the Employee worked during the two (2) work pay period in which the holiday occurs.

- E. A shared position Employee who does not work on a holiday shall receive prorated holiday pay based on the number of actual hours the Employee worked during the two (2) week pay period in which the holiday occurs.

ARTICLE 10

VACATIONS

SECTION 10.1 ELIGIBLE FULL-TIME EMPLOYEES

Eligible full-time Employees shall be entitled to annual vacation pay, based on their continuous years of service with the Employer at their individual hourly rate at the time payment is made in accordance with the following schedule:

Upon completion of one (1) year of service:	80	hours
Upon completion of five (5) years of service:	120	hours
Upon completion of ten (10) years of service:	160	hours
Upon completion of ten (20) years of service:	200	hours

SECTION 10.1a ELIGIBLE SHARED POSITION EMPLOYEES

Eligible shared position Employees shall be entitled to prorated vacation pay at their individual hourly rate based on the number of hours worked in the previous year based on the employee's anniversary date.

SECTION 10.2 SCHEDULING VACATIONS

- A. Each Employee who qualifies for a vacation in accordance with the provisions of this Article shall notify their LCSO or other designated Supervisor, in writing, prior to April 1st of each year of their first and second choice for desired vacation periods, if any. If vacation time is required to be used differently than as requested prior to April 1, Employee must give their immediate supervisor a written request at least seven (7) days prior to the requested vacation time.
- B. The Employer will recognize union seniority when scheduling Employees for vacation in accordance with this Agreement. The Employer will allow the maximum number of personnel off at any one time for vacation that allows the Company to maintain efficient operations. The final allocation of vacation periods shall rest exclusively with the Employer in order to insure orderly and efficient operations and meet Government contract requirements. It is the right of the Employer to ensure that vacation absences do not prevent full coverage of Contract work requirements.

SECTION 10.3 PAY OPTIONS

Earned vacation pay shall be paid at the request of the Employee.

SECTION 10.4 UNUSED VACATION

Vacations shall not be cumulative from one year to the next. Any earned but unused vacation time remaining at the end of a year of service (based on employee's anniversary date of employment) shall be paid to the Employee.

SECTION 10.5 PAY IN LIEU OF VACATION LEAVE

At any time during the year, Employees may request in writing to be paid for earned vacation pay in lieu of taking actual vacation leave.

SECTION 10.6 TERMINATING EMPLOYEES

Upon termination of employment, Employee will be paid at their individual hourly rate for any vacation time earned as of their last anniversary date, but not used, as entitled by the Service Contract Act. (Example: An Employee who terminates one month into the next anniversary year is entitled to any of the previous year's earned accrued vacation not already used, and not to the additional month accrued in the new anniversary period).

SECTION 10.7 VACATION - LAID OFF EMPLOYEES

Length of service with the Employer shall not accrue for the purposes of vacation benefits while an Employee is on laid-off status.

SECTION 10.8 VACATION INCREMENTS

Vacation days may be used in one (1) day increments, if so desired by the Employees and approved by the Employer.

ARTICLE 11

LEAVES OF ABSENCE

SECTION 11.1 LIMITATIONS

Personal leaves of absence for non-medical emergencies may be granted at the discretion of the Employer without loss of seniority to the Employee. Such leaves, if granted, are not to exceed 30 days, unless approved by the Employer. Employee on any unpaid leave of absence may be required to use available vacation or personal leave time. Length of service with the Employer shall not accrue for purposes of vacation, holidays, or other accrued benefits for any unpaid leave.

of absence over 30 days. The Employer will make every reasonable effort to maintain an Employee's position while on a non-statutory unpaid leave of absence. It is acknowledged by the Union that under the USMS CSO contract, the Employer is not permitted to hire additional (reserve) or temporary employees to provide work coverage during Employee absences.

SECTION 11.2 MEDICAL LEAVE

- A. The Family and Medical Leave Act of 1993 is incorporated herein.
- B. The Company agrees to honor the Family and Medical Leave Act of 1993 for all employees.
- C. The 12 week period may be extended at the discretion of the Employer. During medical leave, the Employee shall be required to furnish a report from the doctor when requested periodically by the Employer. Employee will be required to use accrued vacation or personal leave time during the medical leave. Upon the expiration of said leave, the Employee shall furnish the Employer with a statement, signed by the doctor, which establishes the fitness of the Employee to return to the Employee's previously held work.

SECTION 11.3 MILITARY LEAVE

An Employee of the Company who is activated or drafted into any branch of the armed forces of the United States under the provisions of the Selective Service Act or the Reserve Forces Act shall be granted an unpaid military leave of absence, as required under the federal law, for the time spent in full-time active duty. The period of such leave shall be determined in accordance with applicable federal laws in effect at the time of such leave.

SECTION 11.4 UNION LEAVE

A Union officer or delegate will be granted an unpaid leave of absence upon written request for the purpose of attending Union conventions or other meetings of vital interest to the United Government Security Officers of America. The maximum number of days given for union leave is not to exceed a total of five (5) days per contract year and the maximum number of union officers or delegates to be granted leave of absence is not to exceed two (2) employees per local union.

SECTION 11.5 PERSONAL LEAVE

- A. Each full-time seniority Employee shall be eligible to use a maximum of six (6) days of personal leave per 12-month Government contract year worked. Employees who begin employment after the inception of the contract year will be eligible to use a prorated amount of personal leave, based upon the following schedule (see Personal Leave Eligibility Table below)

Personal Leave Eligibility Table

START DATE (Date Employee begins working on the contract, based on an October 1 contract start date.)	RATE OF PERSONAL LEAVE ELIGIBLE TO USE	
	FULL-TIME	SHARED POSITION
October 1-31	48 hours	24 hours
November 1-30	44 hours	22 hours
December 1-31	40 hours	20 hours
January 1-31	36 hours	18 hours
February 1-29	32 hours	16 hours
March 1-31	28 hours	14 hours
April 1-30	24 hours	12 hours
May 1-31	20 hours	10 hours
June 1-30	16 hours	8 hours
July 1-31	12 hours	6 hours
August 1-31	8 hours	4 hours
September 1-30	4 hours	2 hours

- B. A total of eight (8) hours of personal days shall be used in not less than two (2) hour increments, the remaining personal days shall be used in no less than four(4) hour increments and shall be paid when taken by the Employee as approved in advance in writing by the Lead CSO, Site Supervisor or Contract Manager.
- C. Shared position Employees will receive one-half the full-time personal leave per full contract year worked. At the end of the contract year, any shared position Employee who worked more than half the full-time hours (1,040 hours) will receive additional prorated personal leave based upon the number of actual hours Employee worked during that contract year.
- D. Unused personal days shall not be cumulative from year to year. Any unused, earned personal leave pay will be paid to Employee at the end of the contract year.
- E. Upon termination of employment, Employee will be paid at their individual hourly rate for any unused, earned personal leave, based upon the number of complete calendar months Employee worked during that contract year.
- F. Personal leave (and vacation) days may be used to cover absences caused by illness. Any Employee who is unable to report to work because of illness must notify the Employer at least two (2) hours prior to the beginning of their regular shift in order to be eligible for paid personal leave benefits. Disciplinary action may result from excessive and/or unapproved absences.

SECTION 11.6 PROCESSING LEAVES OF ABSENCE

A leave of absence must be processed in the following manner:

- A. All requests for unpaid leaves of absence shall be submitted in writing to the Lead CSO, Site Supervisor or Contract Manager at least ten (10) calendar days prior to the date that the leave will take effect, except in cases of emergencies, and shall include:
 - 1. The reasons for such leave;
 - 2. The effective dates of such leave;
 - 3. The estimated date of return to work.
- B. The written request for leave of absence shall be submitted to the Contract Manager by the Site Supervisor for final approval.
- C. If the request for the leave of absence is approved by the Contract Manager, a copy of the approved leave of absence will be given to the Employee involved.
- D. Extensions of the leave of absence may be granted at the discretion of the Employer upon written request by the Employee within ten (10) calendar days prior to the expiration of the leave of absence when feasible. Extensions when granted shall not total more than thirty (30) days.
- E. Light duty status - In the event of injury or illness that is deemed non communicable and verified by a written medical report from a licensed physician, the employee will be granted "light duty" status at the approval of the COTR in writing to the Company as long as it does not interfere with the business of the courts. The injury or illness of light duty status must be temporary and can not be more than 30 days per contract year.

SECTION 11.7 BEREAVEMENT LEAVE

All non-probationary Employees shall be entitled to three (3) days paid bereavement leave per full Government contract year for purposes of attending, on a day normally scheduled to work, the funeral of a parent, parent-in-law, spouse, child, sibling, or sibling-in-law. Employee will notify the Lead CSO, whenever possible, of the need for bereavement leave. Company may request evidence of qualification under this provision.

SECTION 11.8 JURY DUTY

The Company will comply with all State and Federal regulations regarding employees' service for jury duty.

SECTION 11.9 GENERAL PROVISIONS

Seniority shall accumulate during the period of any approved leave of absence subject to the provisions of this Agreement.

ARTICLE 12

HEALTH, WELFARE AND UNIFORM ALLOWANCES

SECTION 12.1 PAYMENTS

A. The parties agree that for the period starting April 1, 1999 to September 30, 1999, the Health and Welfare payments are to be deposited into the employee's 401K plan.

B. Effective October 1, 1999, the Employer agrees to make health and welfare payments in cash to Employees on all hours paid up to forty (40) hours per week. Payments of Health and Welfare along with any applicable Social Security and Unemployment taxes and worker's compensation insurance will become the obligation of the Contractor. Paying Health & Welfare in cash increases the cost to the contractor because taxes and insurance costs were not included on Health and Welfare in the price to the USMS. Health and welfare payments will be made in accordance with the following schedule at the hourly rate:

Effective October 1, 1999 through September 30, 2000	\$1.64/hour
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C. The Company will adjust the Health and Welfare payments based on the Wage Determination every year thereafter until the end of this Contract.

SECTION 12.2 MINIMUM BENEFITS

The amounts required by this Agreement shall serve as the minimum health and welfare benefits for Employees.

SECTION 12.3 OTHER BENEFITS

The Employer will offer Employees the opportunity to participate in other Employee-paid fringe benefit programs made available to all Court Security Officers employed by the Company. These programs may include cafeteria plans, payroll deduction plans, retirement plans, insurance plans, 401(k) plans, and any other plan mentioned in this Agreement.

SECTION 12.4 UNIFORM MAINTENANCE

The Employer will pay the Employee \$10625 per hour worked up to 40 hours per week for uniform maintenance allowance. A shoe allowance of \$95 per contract year will be sent with uniforms annually for the purchase of USMS required USO uniform shoes and other work related gear.

SECTION 13.2 PHYSICAL EXAMINATIONS

- A. The Employer shall pay for all physical/medical examinations that are required by the Employer at Employer designated clinic(s) or physicians. In those selected areas where there is not a designated clinic or physician, the Employer will provide an allowance to the Employee of up to a maximum of \$95 per examination. Receipts must be furnished by Employee in order to process reimbursement.
- B. Physical/medical exams may be required by operation of the government contract or should the Employer have concerns regarding an Employee's fitness for duty. The Employer may designate the physician or clinic, at its discretion. Employer shall pay Employee up to two hours for time spent taking an employer-requested medical examination.

SECTION 13.3 TRAVEL EXPENSES

The Company will provide advance payments for Company authorized and approved travel expenses if requested by an Employee. Any work day that includes travel and totals over twelve (12) hours may require the Employee to stay overnight and the appropriate per diem will be paid. All hours in travel up to a maximum of eight (8) per day will be counted as work hours with the appropriate overtime wages provided for under this Agreement. Employees will be reimbursed for all authorized expenditures of any authorized travel within twenty (20) days from the day Employer receives the properly completed travel voucher and all required receipts.

SECTION 13.4 BREAK ROOMS

The Employer will make its best effort to obtain from the government break rooms for CSOs for breaks and lunch, without management using the room as an office, and will make its best effort to have the government equip the room with water. The providing of these facilities is the prerogative of the US Government.

SECTION 13.5 LOCKERS

The Employer will make its best effort to obtain lockers from the government for the use of the CSOs. The providing of these facilities is the prerogative of the US Government.

SECTION 13.6 UNION MEETINGS

Neither Union officials nor Union members shall, during working time (excluding break and lunch periods), solicit membership, receive applications, hold meetings of any kind for the transaction of Union business, or conduct any Union activity other than the handling of grievances to the extent such work time activity is specifically approved by the Employer.

ARTICLE 14

401 (k) PLAN

SECTION 14.1 401 (K) PLAN

The Company shall provide a 401(k) plan to which Court Security Officers are eligible to contribute, whether Union or Non-Union. At the direction of the individual employee, the Company may deposit the Health & Welfare payment to the employee's 401(k) account. Employees shall be subject to the eligibility requirements and rules of the Plan.

ARTICLE 15

TRAINING

SECTION 15.1 TRAINING

The Company will make its best effort to implement its advanced CSO training program to enhance the professional capabilities of the Employees. Actual scheduling of training is subject to approval by the US Government and may be subject to funding by the US Government. Employees will be paid for all required hours per year for firearms training as allowed by the Company or the USMS.

ARTICLE 16

SAFETY

SECTION 16.1 SAFETY POLICY

It is the policy of the Company to provide Employees with places and conditions of employment that are free from or protected against occupational safety and health hazards. The Company agrees to permit one (1) bargaining unit member selected by the Union to participate in any locally scheduled safety meetings.

SECTION 16.2 OSHA STANDARDS

The Company will report any safety violations observed or reported to the Company in any Government provided CSO work stations and break rooms.

ARTICLE 17

CONTINUITY OF OPERATIONS

SECTION 17.1 NO STRIKES

- A. Both the Company and the Union agree that continuity of operations is of utmost importance to the Company's security operations. Therefore, so long as this Agreement is in effect, the Union and the Company agree that there will be no strikes, lockouts, work stoppages, illegal picket lines, slowdowns or secondary boycotts during the term of this Agreement and that the Union will not cause, nor permit its members to cause, nor will any member of the Union take part in, any strike, including a sympathy strike, slowdown, stoppage of work, planned inefficiency or any other curtailment of work or restriction or interference with the Employer's or Government's operations for any reason whatsoever. Nor will the Union authorize or sanction the same.
- B. Upon hearing of any unauthorized strike, slowdown, stoppage of work, planned inefficiency or any curtailment of work or restriction or interference with the operation of the Employer, the Union shall take affirmative action to avert or bring such activity to a prompt termination. Any Employee who violates this provision may be immediately discharged. Furthermore, it is agreed and understood that in addition to other remedies, the provisions of this Article may be judicially enforced including specific performance by way of injunctive relief.

SECTION 17.2 LOCKOUTS

During the life of this Agreement, the Employer shall not lockout any Employees covered in this Agreement.

ARTICLE 18

SEPARABILITY OF CONTRACT

In the event that any provision of this Agreement shall at any time be declared invalid by any court of competent jurisdiction or through government regulations or decree, such parties hereto agree to renegotiate such provision or provisions of this Agreement for the purpose of making them conform to the decree or government statutes so long as they shall remain legally effective. It is the express intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect.

ARTICLE 19

SERVICE CONTRACT PROCEDURES AND OBLIGATIONS

The parties recognize that they are providing a service to the United States Government who have the responsibility and authority for providing security to the Judicial facilities. In the event a government directive necessitates a deviation from the obligations or procedures contained in this Agreement, the parties will confer with regard to the effects, if any, of the deviation necessitated by the Government's directive with the goal of resolving the deviation.

ARTICLE 20

ENTIRE AGREEMENT

The parties acknowledge that during the negotiation which resulted in the Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and all understandings and agreements reach by the parties are set forth in this Agreement. Therefore, the Company and the Union shall not be obligated to bargain collectively on any matter pertaining to conditions of employment, including but not limited to, rates of pay, wages, hours of work, disciplinary actions, training requirements, etc., during the term of this Agreement except as specifically provided for in other provisions of this Agreement.

ARTICLE 21

DURATION

This Agreement shall be effective upon its execution by both parties and supersedes any and all prior agreements or understandings between the parties. The Agreement shall remain in force until 2400 hours on September 30, 2003 with the provision that should either party desire to terminate this Agreement or any provision thereof, it shall give written notice to the other party of not less than sixty (60) days and not more than one hundred and eighty (180) days prior to the expiration. In the event such notice is given, the existing Agreement may be continued by mutual consent of both parties until an Agreement is reached. This Agreement may also be changed or amended by agreement of both parties.

IN WITNESS WHEREOF, the parties have caused their representatives to sign this Agreement as full acknowledgment of their intention to be bound by the Agreement.

FOR:

BY: Robert E. Hemelton

TITLE: PRESIDENT LOCAL 114

DATE: JULY 29, 1999

FOR:

AKAL SECURITY, INC.

BY: Darya S. Ak

TITLE: SR V.P.

DATE: Aug 9, 1999

FOR:

BY: Albert / Susan

TITLE: Vice President

DATE: 8.2.99

FOR:

AKAL SECURITY, INC.

BY: _____

TITLE: _____

DATE: _____

BY: Jim McCrean

TITLE: Chief Stewart

DATE: 8.2.99

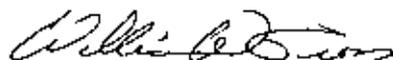
BY: _____

TITLE: _____

DATE: _____

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210



William W. Gross
Director

Division of
Wage Determinations

Wage Determination No.: 1998-0475
Revision No.: 3
Date of Last Revision: 09/28/2000

States: Ohio, Tennessee

Area: Ohio Counties of Cuyahoga, Fairfield, Franklin, Greene, Lucas, Mahoning, Montgomery, Stark,
Summit, Trumbull
Tennessee Counties of Davidson, Madison, Shelby

Employed on U.S. Department of Justice contracts for court security officers at 6th Judicial Court.

Collective Bargaining Agreement between Akal Security, Incorporated and The United Government Security Officers of America Local 56 - Northern District of Ohio, Local 68 - Western District of Tennessee, Local 114 - Dayton, Ohio, and Local 127 - Columbus, effective October 1, 1999 through September 30, 2003.

In accordance with Sections 2(a) and 4(c) of the Service Contract Act, as amended, employees employed by the contractor(s) in performing services covered by the Collective Bargaining Agreement(s) are to be paid wage rates and fringe benefits set forth in the current collective bargaining agreement and modified extension agreement(s).

NOH

Collective Bargaining Agreement

Between

AKAL SECURITY, INCORPORATED

and the

United Government Security Officers of America

Local #56

6th Circuit

October 1, 1999 - September 30, 2003

PREAMBLE

THIS AGREEMENT is made and entered into on May 1, 1999 by and between AKAL SECURITY, INCORPORATED, a New Mexico corporation, and its successors, hereinafter referred to as the "Employer" or "Company," and the duly elected Organization of the employees, hereinafter referred to as the "Union". All non-economic provisions of this contract shall be in effect as of May 1, 1999. All economic provisions of this contract shall be in effect as of October 1, 1999, including but not limited to compensation and fringe benefits.

ARTICLE 1

GENERAL PROVISIONS

SECTION 1.1 RECOGNITION-BARGAINING UNIT

- A The Employer hereby recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining as outlined in this Agreement, with respect to wages, hours, overtime, leaves of absence, uniform allowances and any and all other conditions of employment for all full-time and regular shared position United States Marshals Service (USMS) credentialed Court Security Officers (CSOs), and Lead Court Security officers (LCSOs) assigned to the federal courthouses and other United States Justice Department related office buildings pursuant to the Employer's contract(s) with the USMS for security within the jurisdictional boundaries of the Northern District of Ohio, excluding all managers, supervisors as defined by the NLRB, office and/or clerical Employees, temporarily assigned Employees and substitute Employees and all other Employees of the Employer.
- B The term "Employee" when used in this Agreement shall refer to the Employees in the bargaining unit described in this Agreement.

SECTION 1.2 NEGOTIATING COMMITTEE

The Company agrees to recognize a Negotiating Committee composed of up to three members and one alternate selected by the Union to represent the Employees in collective bargaining negotiations

SECTION 1.3 STEWARD SYSTEM

- A The Company agrees to recognize a steward system.
- B The Union agrees that the stewards will work at their regular jobs at all times except when they are relieved to attend to all the business of the Grievance Procedure as outlined in this Agreement.
- C If the Employee requests, the Company will call for a steward prior to any disciplinary action taken, whether it be written or verbal. The supervisor at the request of the Employee will release the steward as soon as possible. The Company will not be responsible for paying the steward for time spent in this regard. Stewards will receive thirty (30) minutes or less paid time when they are attending meetings involving disciplinary action, only during workday when steward is on duty.

SECTION 1.4 MANAGERS AND SALARIED PERSONNEL

Managerial and salaried Employees shall not perform the duties of the Employees in the bargaining unit, except as necessary to fulfill the work requirements under the USMS contract

SECTION 1.5 UNION SECURITY

- A. An Employee who is a member of the Union at the time this Agreement becomes effective shall continue membership in the Union for the duration of this Agreement, to the extent of tendering the membership dues uniformly required as a condition of retaining membership in the Union.
- B. An Employee who is not a member of this Union at the time that this Agreement becomes effective shall, within ten (10) days after the 30th day following the effective date of this Agreement either:
- 1) Become a member of the Union and remain a member.
 - 2) As an employee, it is required that all members of the bargaining unit shall be required to pay to the Union a service fee. The amount of this service fee shall be equal to that paid by regular Union members to include regular and usual initiation fees. The service fee will not include any assessments, special or otherwise. Such payments shall commence on the 30th day after the date of hire.
- C. The Employer shall not be a party to any enforcement of the provisions of this Article, nor shall it be obligated to take any action against any Employee not adhering to his or her obligations hereunder. The Union may, however, enforce any obligation of any Employee herein established, in court, or by other legal means. If the Union takes action through a court to enforce the Employee's obligations under this Article, the Union shall be entitled to recoup from the Employee all of its court costs and reasonable attorney's fees directly associated with the successful judicial enforcement of the Employee's obligation as allowed by law.
- 1) The obligations set forth in this Article shall only be effective to the extent permitted by controlling law, including, but not limited to, any Executive Orders permitting or restricting union security rights. If there is a legal challenge to any provision of this Article, the Employer may suspend its obligations under this Article during the pendency of the dispute after conferring on the matter with the Union.

The Union, including its International, agrees to save and hold the Employer harmless from any and all claims, actions, suits, damages, or costs, including any attorney fees incurred by the Employer, on account of any matter relating to the terms of this Article including, but not limited to, any claims by any employee(s) and compliance with the law.

SECTION 1.6 DUES CHECKOFF

- A. The Company agrees to deduct dues as designated by the Union on a monthly basis from the paycheck of each member of the Union. These deductions will be made only upon written authorization from the Employee on a form provided by the supervisor or the Union. The Employee, upon thirty (30) days' written notice served upon the Company and the Union, may revoke such authorization. It is understood that such deductions will be made only so long as the Company may legally do so. The Company will be advised in writing, by the Union, as to what the Union membership dues are.
- B. The Company will remit all such deductions to the Financial Secretary/Treasurer within seventy-two (72) hours from the date that the deduction was made, via direct deposit, if possible. All costs related to direct deposit will be born by the Union. The Union agrees to furnish the Company with the current routing number for direct deposit. The Company shall furnish the Financial Secretary/Treasurer with a deduction list, setting forth the name and amount of dues within seven (7) days of each remittance. The Union agrees to hold the Company harmless from any action or actions growing out of these deductions commenced by an Employee against the Company, and assumes full responsibility of the dispositions of the funds so deducted, once they are paid over to the Union. Errors made by the Company in the deduction or remittance of monies shall not be considered by the Union as a violation of this provision, providing such errors are unintentional and corrected when brought to the Company's attention.

SECTION 1.7 INTENT OF PARTIES

The Union and the Company agree to work sincerely and wholeheartedly to the end that the provisions of this Agreement will be applied and interpreted fairly, conscientiously, and in the best interest of efficient security operations. The Union and the Company agree that they will use their best efforts to cause the Bargaining Unit Employees, individually and collectively, to perform and render loyal and efficient work and services on behalf of the Company, and that neither their representatives nor their members will intimidate, coerce or discriminate in any manner against any person in its employ by reason of his/her membership and activity or non-membership or non-activity in the Union. Neither the Company nor the Union will discriminate against any Employee because of race, color, religion, sex, age, national origin, Vietnam Era Veterans status, or disability. The Company and the Union recognize that the objective of providing equal employment opportunities for all people is consistent with Company and Union philosophy, and the parties agree to work sincerely and wholeheartedly toward the accomplishment of this objective.

ARTICLE 2

SENIORITY

SECTION 2.1 SENIORITY DEFINED

- A Union Seniority shall be the length of continuous service from the Employee's last date of hire or transfer to any site in Local #56 (Akron, Canton, Toledo, Youngstown, and Cleveland) as a CSO or LCSO for the Employer, past or present and/or any predecessor Employer. Seniority shall not accrue until the employee has successfully completed the probationary period. If a CSO or LCSO transfers from one site within Local #56 to another site within Local #56, his/her seniority will continue to accrue.
- B. For the purposes of determining the order of layoff and recall, shift bidding, vacation schedules and extra work, seniority shall be defined as seniority within the site (All of Cleveland is to be considered one site).
- C Any Employee permanently transferred out of the designated Local Bargaining Unit for any reason shall lose their union seniority as it applies to the order of layoff and recall, shift bidding, vacation schedules, extra work and other matters as provided for in this Agreement.

SECTION 2.2 SENIORITY LISTS

Seniority Lists shall be furnished by the Company to the proper Union officials within a reasonable time, upon written request by the Union, twice per year. The Union President or the President's designated representative must make the request for these lists to the Company in writing. An Employee's standing on the posted Seniority List will be final unless protested in writing to the Site Supervisor or Contract Manager in districts without a "Site Supervisor" no later than thirty (30) calendar days after the list has been posted

SECTION 2.3 PERSONAL DATA

Employees shall notify the Employer in writing, on the company provided form, of their proper mailing address and telephone number or of any change of name, address, or telephone number. The Company shall be entitled to rely upon the last known address in the Employer's official records.

SECTION 2.4 TRANSFER OUT OF UNIT

Any Bargaining Unit Employee who is promoted to a non-bargaining unit position for more than four (4) weeks shall lose their union seniority. If they return to the bargaining unit at a later date their seniority will start on that return date.

SECTION 2.5 PROBATIONARY EMPLOYEES

Probationary Employees will be considered probationary for a ninety (90) day period after their hire date. The Union will still represent Probationary Employees for problems concerning wages, hours and working conditions, but the Company reserves the right to decide questions relating to transfers, suspensions, discipline, layoffs or discharge of Probationary Employees without recourse to the grievance procedure contained in this Agreement. Probationary Employees do not have seniority until the completion of the probationary period, at which time seniority dates back to the date of hire. The ninety (90) day period referred to in this section may be extended if the Company encounters a delay in the USMS performing background checks and granting written authorization on newly hired Employees.

SECTION 2.6 TERMINATION OF SENIORITY

The seniority of an Employee shall be terminated for any of the following reasons.

- a) the Employee quits or retires;
- b) the Employee is discharged;
- c) a settlement with an Employee has been made for total disability, or for any other reason if the settlement waives further employment rights with the Employer;
- d) the Employee is laid off for a continuous period of one hundred eighty (180) days;
- e) the Government revokes the Employee's credentials as a CSO
- f) Employee is required by USMS to be removed from working under the Employer's contract with the Government pending the revocation of credentials
- g) Employee is permanently transferred out of the bargaining unit.

ARTICLE 3

JOB OPPORTUNITIES

SECTION 3.1 FILLING VACANCIES

- A If a vacancy occurs in a regular position covered by this Agreement, and the Employer chooses to fill that vacancy, the job will be posted for a period of four (4) working days (excluding Saturdays, Sundays and holidays) Shared position Employees who are not scheduled to work during that four (4) day period at the site where an opening occurs will be notified by the Union. The Site Supervisor will notify the Union President in writing of such openings. The Union President will then verify that all shared position CSOs have been notified. When a vacancy occurs, the Employer will fill the position with the senior-most Employee who has applied for the position, in writing, who will be trained if required to fill any necessary qualifications for the new position.

- B Should the filling of a vacancy under this Article create a second vacancy, that vacancy will be filled under this Article as well. Any Employee who wishes to apply for the open position shall also do so in writing. Vacancy postings and vacancy notifications will be district-wide.

SECTION 3.1A SHARED POSITION EMPLOYEES

The Company is obligated under its contract with the USMS, to provide shared positions in order to provide full staffing level coverage, increase security levels as needed and avoid unnecessary overtime. The shared position employee may be scheduled to work more than a part time schedule, as necessary, at the Company's discretion. The Company will give the shared position Employee the maximum possible notice for schedule changes. Failure to report to work when so scheduled may result in disciplinary action.

All shared position Employees will be required to sign the "Shared Employee Agreement", Exhibit "A".

SECTION 3.1B LAYOFF AND RECALL

In the event of layoff or recall, when full-time or shared positions are being reduced, probationary Employees will be laid off first. Should it be necessary to further reduce the work force, Employees will be retained on the basis of seniority. Recall of Employees will be accomplished by calling the last laid off Employee first and so on.

SECTION 3.2 TEMPORARY ASSIGNMENTS

- A In the interest of maintaining continuous operations, the Employer may temporarily assign an Employee to a vacant or new position until the job is filled in accordance with Articles 2 and 3, or assign an employee to a position that is part of a temporary security assignment directed by the USMS, including temporarily assigning an Employee to a work site within or outside of the area defined by this Agreement. To the extent feasible the assignment shall be a voluntary selection based on seniority. In the absence of volunteers, assignments shall be made on a reverse seniority basis. Employees so assigned will receive the higher of the base hourly wage available to Employees regularly assigned to the site to which they are being transferred, or their regular hourly wage they receive at their regular site under this Agreement.
- B Due to the changing work environment, all Employees are subject to assignment anywhere within the district on an as-needed basis. Failure to comply with the assignment may lead to disciplinary action.

SECTION 3.3 APPOINTMENT OF LEAD CSOs

The US Government in its contract with the Company creates specific guidelines for the selection of Lead CSOs. Based on these criteria, all appointments of Lead CSOs will be made on the basis of ability as evaluated by the Company. Ability shall include an Employee's skills, experience, past performance, capabilities, and the needs of the operation. If, in the Employer's determination, Employees are equally qualified, seniority will prevail.

ARTICLE 4

MANAGEMENT RIGHTS

Except as limited by the specific undertakings expressed in this Agreement, the Company shall continue to have the right to take any action it deems appropriate in the management of its employees and of the business in accordance with its judgement.

ARTICLE 5

GRIEVANCE PROCEDURE

SECTION 5.1 INTENT

For purposes of this Agreement, a grievance shall mean a claimed violation, misinterpretation, or misapplication of any provision of this Agreement or the challenge of any disciplinary action taken against a Union Employee, except that this grievance procedure shall not be used for any action of removal from the contract or revocation of required CSO credentials by the USMS. This provision is not intended to limit or prohibit the rights of any party to seek relief from other parties. In addition, the grievance procedures outlined herein shall not apply to any non-disciplinary situation where the Company is acting under the express security directives of the USMS, outside the control of the Company. In the event a government directive necessitates a deviation from the obligations or procedures contained in this Agreement, the parties will confer with regard to the effects, if any, of the deviation necessitated by the Government's directive with the goal of resolving the deviation.

SECTION 5.2 GENERAL PROVISIONS

The number of days outlined in Section 5.3 in the processing and presentation of grievances shall establish the maximum time allowed for the presentation and processing of a grievance. The term "days" shall not include Saturdays, Sundays or holidays when used in this Article.

SECTION 5.3 GRIEVANCE PROCEDURE

All grievances shall be presented and processed in accordance with the following procedures:

- A. **Informal Step** - Both the Company and the Union agree that the Employee will first discuss the complaint with their immediate supervisor (not in the bargaining unit) within five (5) working days of the incident being grieved to start the informal procedure. If the informal procedure is not invoked within five working days of Employee's knowledge of a grievable issue, then it is agreed by both parties that no further action can be taken. If, during the course of this discussion either the Employee or the supervisor deems it desirable, a steward or other Union representative will be called in. If the complaint is not satisfactorily adjusted within three (3) working days of the inception of the informal discussion, it may be submitted in writing to the Contract Manager or designee in accordance with Step One.
- B. **Step One** - If the matter is not resolved informally, the Employee shall, not later than ten (10) days after the informal discussion with the immediate supervisor, set forth the facts in writing, specifying the Article and paragraph allegedly violated. This shall be signed by the aggrieved Employee and the steward, and shall be submitted to the Contract Manager or designee. The Contract Manager or designee shall have ten (10) days from the date the grievance was presented to him/her to return a decision in writing with a copy to the aggrieved Employee and the steward.
- C. **Step Two** - If the grievance is not settled in Step One, the grievance may be appealed in writing to the Company's Director of Human Resources or designee not later than ten (10) days from the denial by the Contract Manager or designee. The Director of Human Resources or designee will have ten (10) days from the date the grievance was presented to, to return a decision, in writing, with a copy to the aggrieved Employee and the Steward.
- D. **Grievance for Discipline** - Any grievance involving discharge or other discipline may be commenced at Step One of this procedure. The written grievance shall be presented to the Contract Manager through the Site Supervisor or designee within ten (10) days after the occurrence of the facts giving rise to the grievance.

SECTION 5.4 ARBITRATION PROCEDURE

Grievances processed in accordance with the requirements of Section 5.3 that remain unsettled may be processed to arbitration by the Union, giving the Akal Director of Human Resources written notice of its desire to proceed to arbitration not later than fifteen (15) days after rejection of the grievance in Step Two. Grievances which have been processed in accordance with the requirements of Section 5.3 which remain unsettled shall be processed in accordance with the following procedures and limitations:

- A. **Pre-Arbitration Hearing** – The parties agree to hold a pre-arbitration hearing requiring a senior manager of the Company and Union President (or designee) to make a final effort to settle the grievance before arbitration.
- B. **Selection of an Arbitrator** - Within fifteen (15) days of receipt of the Union's written notice to proceed with arbitration, the Company and the Union will meet or telephonically jointly attempt to agree upon the selection of a neutral arbitrator. If, within fifteen (15) days, the parties fail to agree upon the selection of an arbitrator, the Union will request the Federal Mediation and Conciliation Service (FMCS) to supply a list of seven (7) arbitrators. An arbitrator will be selected from the list supplied by the FMCS by parties alternately striking from the list until one (1) name remains, and this individual shall be the arbitrator to hear the grievance
- C. **Decision of the Arbitrator** - The arbitrator shall commence the hearing at the earliest possible date. The decision of the arbitrator shall be final and binding upon the parties to the Agreement. Any decision shall be complied with, without undue delay after the decision is rendered. It is understood and agreed between the parties that the arbitrator shall have no power to add to, subtract from, or modify any of the terms of this Agreement.
- D. **Arbitration Expense** - The arbitrator's fees and expenses, including the cost of any hearing room, shall be shared equally between the Company and the Union. Each party to the arbitration will be responsible for its own expenses and compensation incurred in bringing any of its witnesses or other participants to the arbitration. Any other expenses, including transcript costs, shall be borne by the party incurring such expenses.
- E. **Time Limits** - The decision of the arbitrator shall be rendered as soon as possible after the dispute has been submitted to him/her.

SECTION 5.5 CLASS ACTION

The Union shall have the right to file a group grievance (class action) or grievances involving more than one (1) Employee at the Informal Step of the grievance procedure.

SECTION 5.6 INDIVIDUAL GRIEVANCES

No individual may move a grievance to arbitration.

ARTICLE 6

DISCIPLINE

SECTION 6.1 GROUNDS FOR DISMISSAL

After completion of the probationary period, no Employee shall be dismissed or suspended without just cause, unless the Employee is ordered by the Government to be removed from working under the Employer's contract with the Government, or if the Employee's credentials are denied or terminated by the USMS. The Company's contract with the US Government sets out performance standards for CSOs in Section C of the Contract between the Company and the USMS, and all employees are required to comply with these standards. Failure to do so may lead to disciplinary action. These performance standards will be issued to each employee.

ARTICLE 7

HOURS OF WORK AND OVERTIME

SECTION 7.1 WORKDAY AND WORKWEEK

For the purposes of this Article, a regular workweek of forty (40) hours of work, excluding lunch periods, shall constitute a normal full-time workweek for full-time Employees. Shifts shall be scheduled at the discretion of the Employer to fulfill the needs of the Government. Nothing contained herein shall guarantee to any Employee any number of hours of work per day or week.

SECTION 7.2 OVERTIME

An overtime rate of time and one-half (1 1/2) of an Employee's base rate of pay (exclusive of health and welfare and other fringe additions to pay) shall be paid for all hours actually worked in excess of forty (40) hours in a work week

SECTION 7.3 OVERTIME REQUIREMENT

- A If requested to work overtime (i.e. over forty [40] hours in a workweek) or extra hours, and the seniority system is not invoked due to shortness of notice, the Employee shall be required to do so unless the Employee is excused for good cause
- B Shared position employees will not be scheduled on more than five (5) consecutive days except in a scheduling emergency. The Company will not schedule shared position employees with the primary purpose of avoiding the payment of overtime to the shared position employees

SECTION 7.4 OVERTIME DISTRIBUTION

- A. Overtime will be distributed as equitably and fairly as practicable among Employees regularly assigned to the particular work location (including shared position Employees), subject to the direction of the USMS. Seniority shall be used in the assignment of overtime (on a rotating schedule), except when the Employer is specifically directed by the USMS, or in situations dictated by availability of personnel and amount of notice given for overtime

- B. **Exclusion:** Managers cannot be assigned to cover CSO overtime positions or posts except in emergency situations, or when specifically directed by the USMS, or in situations dictated by availability of personnel and amount of notice given for overtime. The Company will permit Site Supervisors to work overtime assignments only when there is no bargaining unit member available or in situations described above due to the rapidly changing court environment. The Employer will attempt to rectify overtime inequalities through the future scheduling of overtime work. Overtime records will be made available to the Union by the Company upon request

SECTION 7.5 REST PERIODS

There shall be two (2) fifteen (15) minute paid rest periods when properly relieved and one (1) unpaid lunch period of at least thirty (30) minutes to a maximum of one (1) hour for each eight (8) hour shift. One rest period shall be in the first half of the shift and the second rest period shall be in the last half of the shift. On occasion, due to exceptional work requirements, Employees may have to work through their unpaid lunch breaks and/or rest periods, and, if so, they will be compensated at the appropriate rate of pay. The Company recognizes the requirement to make its best efforts provide regularly scheduled breaks. It is not the intent of the Company to deny, avoid, or abuse this requirement.

SECTION 7.6 CALL-IN PAY

An Employee called in to work will be guaranteed a minimum of four (4) hours of work or pay.

SECTION 7.7 SHIFT BIDDING

At least once each year, full-time Employees and shared position Employees at each location may bid their shift schedules among designated full-time assignments or shared assignments in the order of seniority. Shift bidding may not lead to any change in status from full-time to shared time position or vice versa. Both parties understand that this Section will not apply to USMS or judicial assignments and all bidding will be conditional upon USMS acceptance.

SECTION 7.8 SHIFT DIFFERENTIAL

All work performed between the six (6) PM. and six (6) AM, the next day shall be paid at 104% of the employee's regular hourly rate.

ARTICLE 8

WAGES

SECTION 8.1 WAGE SCHEDULE

The base rate of pay for Court Security Officers in Local #56 will be, by site:

Location: Northern District of Ohio		
Year	CSO Wage	Lead CSO Wage
1999 - 2000	\$15.59	\$16.84
2000 - 2001	\$16.06	\$17.31
2001 - 2002	\$16.54	\$17.79
2002 - 2003	\$16.95	\$18.20

SECTION 8.2 PAYDAY

Payday for all hourly Employees will be after 11 a.m. on Friday following the two (2) week pay period ending on Saturday, subject to change by mutual agreement. If checks have arrived, they will be made available after 7 a.m. on Friday.

SECTION 8.3 UNDISPUTED ERROR

In case of an undisputed error on the part of the company as to an Employee's rate of pay, proper adjustment will be made in the next paycheck after the error has been brought in written form to the Company's attention.

SECTION 8.4 LEAD CSO RATES

If additional Lead CSOs are added to the contract any time after this Agreement goes into effect, they will be paid a premium to the current CSO rate. The amount of premium to be paid a new Lead CSO will be negotiated between the Company and the Union at the time of promotion or determination of the position.

ARTICLE 9

HOLIDAYS

SECTION 9.1. HOLIDAYS DEFINED

Whenever the term "holiday" is used, it shall mean New Years Day, Martin Luther King Jr.'s Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day

SECTION 9.2 MISCELLANEOUS HOLIDAY PROVISIONS

- A. The Employee will be paid holiday pay only if the Employee is not laid off, or on an unpaid leave of absence.
- B. A full-time Employee who is not required to work on a holiday shall be paid eight (8) hours straight time, exclusive of any shift premium for that holiday.
- C. Any full-time Employee who works as scheduled on a holiday shall receive the Employee's straight time rate for all hours worked and in addition shall receive eight (8) hours holiday pay at the straight time rate.
- D. Any shared position Employee who works as scheduled on a holiday shall receive the Employee's straight time rate for all hours worked and in addition shall receive prorated holiday pay based on the number of actual hours the Employee worked during the two (2) week pay period in which the holiday occurs
- E. A shared position Employee who does not work on a holiday shall receive prorated holiday pay based on the number of actual hours the Employee worked during the two (2) week pay period in which the holiday occurs

ARTICLE 10

VACATIONS

SECTION 10.1 ELIGIBLE FULL-TIME EMPLOYEES

Eligible full-time Employees shall be entitled to annual vacation pay, based on their continuous years of service with the Employer at their individual hourly rate at the time payment is made in accordance with the following schedule

Upon completion of one (1) year of service	80 hours
Upon completion of five (5) years of service	120 hours
Upon completion of ten (10) years of service	160 hours
Upon completion of twenty (20) years of service	200 hours

SECTION 10.1a ELIGIBLE SHARED POSITION EMPLOYEES

Eligible shared position Employees shall be entitled to prorated vacation pay at their individual hourly rate based on the number of hours worked in the previous year based on the employee's anniversary date

SECTION 10.2 SCHEDULING VACATIONS

- A. Each Employee who qualifies for a vacation in accordance with the provisions of this Article shall notify their LCSO or other designated Supervisor, in writing, prior to April 1st of each year of their first and second choice for desired vacation periods, if any. If vacation time is required to be used differently than as requested prior to April 1, Employee must give their immediate supervisor a written request at least seven (7) days prior to the requested vacation time
- B. The Employer will recognize union seniority when scheduling Employees for vacation in accordance with this Agreement. The Employer will allow the maximum number of personnel off at any one time for vacation that allows the Company to maintain efficient operations. The final allocation of vacation periods shall rest exclusively with the Employer in order to insure orderly and efficient operations and meet Government contract requirements. It is the right of the Employer to ensure that vacation absences do not prevent full coverage of Contract work requirements
- C. An employee whose vacation includes a paid holiday may choose either to receive vacation pay or holiday pay on that holiday; or to receive only holiday pay and not use a vacation day on that holiday

SECTION 10.3 PAY OPTIONS

Earned vacation pay shall be paid on the pay day following the Employee's return to the job after vacation.

SECTION 10.4 UNUSED VACATION

Vacations shall not be cumulative from one year to the next. Any earned but unused vacation time remaining at the end of a year of service (based on employee's anniversary date of employment) shall be paid to the Employee

SECTION 10.5 PAY IN LIEU OF VACATION LEAVE

At any time during the year, Employees may request in writing to be paid for earned vacation pay in lieu of taking actual vacation leave

SECTION 10.6 TERMINATING EMPLOYEES

Upon termination of employment, Employee will be paid at their individual hourly rate for any vacation time earned as of their last anniversary date, but not used, as entitled by the Service Contract Act. (Example: An Employee who terminates one month into the next anniversary year is entitled to any of the previous year's earned accrued vacation not already used, and not to the additional month accrued in the new anniversary period).

SECTION 10.7 VACATION - LAID OFF EMPLOYEES

Length of service with the Employer shall not accrue for the purposes of vacation benefits while an Employee is on laid-off status.

SECTION 10.8 VACATION INCREMENTS

Vacation days may be used in one (1) day increments, if so desired by the Employees and approved by the Employer.

ARTICLE 11

LEAVES OF ABSENCE

SECTION 11.1 LIMITATIONS

Personal leaves of absence for non-medical emergencies may be granted at the discretion of the Employer without loss of seniority to the Employee. Such leaves, if granted, are not to exceed 30 days, unless approved by the Employer. Employee on any unpaid leave of absence may be required to use available vacation or personal leave time. Length of service with the Employer shall not accrue for purposes of vacation, holiday, or other accrued benefits for any unpaid leave of absence over 30 days. The Employer will make every reasonable effort to maintain an Employee's position while on a non-statutory unpaid leave of absence. It is acknowledged by the Union that under the USMS CSO contract, the Employer is not permitted to hire additional (reserve) or temporary employees to provide work coverage during Employee absences.

SECTION 11.2 MEDICAL LEAVE

- A. The Family and Medical Leave Act of 1993 is incorporated herein.
- B. The Company agrees to honor the Family and Medical Leave Act of 1993 for all employees
- C. The 12 week period may be extended at the discretion of the Employer. During medical leave, the Employee shall be required to furnish a report from the doctor when requested periodically by the Employer. Employee will be required to use accrued vacation or personal leave time during the medical leave. Upon the expiration of said leave, the Employee shall furnish the Employer with a statement, signed by the doctor, which establishes the fitness of the Employee to return to the Employee's previously held work.

SECTION 11.3 MILITARY LEAVE

An Employee of the Company who is activated or drafted into any branch of the armed forces of the United States under the provisions of the Selective Service Act or the Reserve Forces Act shall be granted an unpaid military leave of absence, as required under the federal law, for the time spent in full-time active duty. The period of such leave shall be determined in accordance with applicable federal laws in effect at the time of such leave.

SECTION 11.4 UNION LEAVE

A Union officer or delegate will be granted an unpaid leave of absence upon written request for the purpose of attending Union conventions or other meetings of vital interest to the United Government Security Officers of America. The maximum number of days given for union leave is

not to exceed a total of five (5) days per contract year and the maximum number of union officers or delegates to be granted leave of absence is not to exceed two (2) employees per local union. There will be no limit on the local President to conduct official local Union business. It is the right of the employer to insure that union leave absences do not prevent full coverage of contract work requirements. Company may request evidence of qualification under this provision.

SECTION 11.5 PERSONAL LEAVE

- A Each full-time seniority Employee shall be eligible to use a maximum of six (6) days of personal leave per 12-month Government contract year worked. Employees who begin employment after the inception of the contract year will be eligible to use a prorated amount of personal leave, based upon the following schedule (see **Personal Leave Eligibility Table** below)

Personal Leave Eligibility Table		
START DATE	RATE OF PERSONAL LEAVE ELIGIBLE TO USE	
(Date Employee begins working on the contract, based on an October 1 contract start date.)	FULL-TIME	SHARED POSITION
October 1-31	48 hours	24 hours
November 1-30	44 hours	22 hours
December 1-31	40 hours	20 hours
January 1-31	36 hours	18 hours
February 1-29	32 hours	16 hours
March 1-31	28 hours	14 hours
April 1-30	24 hours	12 hours
May 1-31	20 hours	10 hours
June 1-30	16 hours	8 hours
July 1-31	12 hours	6 hours
August 1-31	8 hours	4 hours
September 1-30	4 hours	2 hours

- B A total of eight (8) hours of personal days shall be used in not less than two (2) hour increments, the remaining personal days shall be used in no less than four (4) hour increments and shall be paid when taken by the Employee as approved in advance in writing by the Lead CSO, Site Supervisor or Contract Manager
- C Shared position Employees will receive one-half the full-time personal leave per full contract year worked. At the end of the contract year, any shared position Employee who worked more than half the full-time hours (i.e. 20 hours) will receive additional prorated personal leave based upon the number of actual hours Employee worked during that contract year.

- D. Unused personal days shall not be cumulative from year to year. Any unused, earned personal leave pay will be paid to Employee at the end of the contract year.
- E. Upon termination of employment, Employee will be paid at their individual hourly rate for any unused, earned personal leave, based upon the number of complete calendar months the Employee worked during that contract year.
- F. Personal leave (and vacation) days may be used to cover absences caused by illness. Any Employee who is unable to report to work because of illness must notify the Employer at least two (2) hours prior to the beginning of their regular shift in order to be eligible for paid personal leave benefits. Disciplinary action may result from excessive and/or unapproved absenteeism.

SECTION 11.6 PROCESSING LEAVES OF ABSENCE

A leave of absence must be processed in the following manner:

- A. All requests for unpaid leaves of absence shall be submitted in writing to the Lead CSO, Site Supervisor or Contract Manager at least ten (10) calendar days prior to the date that the leave will take effect, except in cases of emergencies, and shall include:
 - 1 The reasons for such leave;
 - 2 The effective dates of such leave;
 - 3 The estimated date of return to work
- B. The written request for leave of absence shall be submitted to the Contract Manager by the Site Supervisor for final approval
- C. If the request for the leave of absence is approved by the Contract Manager, a copy of the approved leave of absence will be given to the Employee involved
- D. Extensions of the leave of absence may be granted at the discretion of the Employer upon written request by the Employee within ten (10) calendar days prior to the expiration of the leave of absence when feasible. Extensions when granted shall not total more than thirty (30) days.
- E. Light duty status - In the event of injury or illness that is deemed non communicable and verified by a written medical report from a licensed physician, the employee will be granted "light duty" status at the approval of the COTR in writing to the Company as long as it does not interfere with the business of the courts. The injury or illness of light duty status must be temporary and can not be more than 30 days per contract year

SECTION 11.7 BEREAVEMENT LEAVE

All non-probationary Employees shall be entitled to five (5) days paid for the death of a parent, child or spouse and three (3) days paid for, brother, sister, step-father, step-mother, mother-in-law, father-in-law, sister-in-law, brother-in-law and grandparents per full Government contract year for purposes of attending, on a day normally scheduled to work, the funeral. Employee will notify the Lead CSO, whenever possible, of the need for bereavement leave. Company may request evidence of qualification under this provision.

SECTION 11.8 JURY DUTY

The Company will comply with all State and Federal regulations regarding employees' service for jury duty

SECTION 11.9 GENERAL PROVISIONS

Seniority shall accumulate during the period of any approved leave of absence subject to the provisions of this Agreement

ARTICLE 12 HEALTH, WELFARE AND UNIFORM ALLOWANCES

SECTION 12.1 PAYMENTS

A. The parties agree that for the period starting April 1, 1999 to September 30, 1999, the Health and Welfare payments are to be deposited into the employee's 401K plan

B. Effective October 1, 1999, the Employer agrees to make health and welfare payments in cash to Employees on all hours paid up to forty (40) hours per week. Payments of Health and Welfare along with any applicable Social Security and Unemployment taxes and worker's compensation insurance will become the obligation of the Contractor. Paying Health & Welfare in cash increases the cost to the contractor because taxes and insurance costs were not included on Health and Welfare in the price to the USMS. Health and welfare payments will be made in accordance with the following schedule at the hourly rate

Effective October 1, 1999 through September 30, 2000	\$1.64/hour
Effective October 1, 2000 through September 30, 2001	\$1.93/hour

C. Parties agree to reopen negotiations for the health and welfare only, on April 1, 2001

SECTION 12.2 MINIMUM BENEFITS

The amounts required by this Agreement shall serve as the minimum health and welfare benefits for Employees

SECTION 12.3 OTHER BENEFITS

The Employer will offer Employees the opportunity to participate in other Employee-paid fringe benefit programs made available to all Court Security Officers employed by the Company. These programs may include cafeteria plans, payroll deduction plans, retirement plans, insurance plans, 401(k) plans, and any other plan mentioned in this Agreement.

SECTION 12.4 UNIFORM MAINTENANCE

The Employer will pay the Employee \$0.11 per hour worked up to 40 hours per week for uniform maintenance allowance. A shoe allowance of \$85 per contract year will be sent with uniforms annually for the purchase of USMS-required CSO uniform shoes and other work related gear.

SECTION 12.5 GROUP DISABILITY INSURANCE

- A The Company agrees to deduct any fees or premium payments and lawful assessments designated by the Union for a Group Disability Insurance plan set up by and administered by the Union. These deductions will be made only upon receipt of written authorization from the Employee on a form provided by the Company or the Union. Such authorization may be revoked by the Employee upon 30 days' written notice served upon the Company and the Union. It is understood that such deductions will be made only so long as the Company may legally do so. The Company will be advised in writing, by the Union, as to amount of fees, and any other costs for this insurance.
- B The Company will remit all such deductions to the International Secretary/Treasurer within 72 hours from the date the deduction was made via direct deposit or by mail. All costs related to direct deposit would be borne by the Union. The Union agrees to furnish the Company with the current routing number for direct deposit. The Company shall furnish the International Secretary/Treasurer with a deduction list, setting forth the name and amount of fees, and any other costs for this insurance. The Union agrees to hold the Company harmless from any action or actions growing out of these deductions commenced by an Employee against the Company, and assumes full responsibility for the disposition of the funds so deducted once they are paid over to the Union. Errors made by the Company in the deduction or remittance of moneys shall not be considered by the Union as a violation of this provision, providing such errors are correctable and corrected when brought to the Company's attention.
- C The Deduction Authorization Card to be executed and furnished to the Company by the Union and the Employees, shall be the official Union Authorization for insurance deductions. The Company shall accept no other form unless the parties mutually agree to a substitute.

ARTICLE 13

MISCELLANEOUS PROVISIONS

SECTION 13.1 BULLETIN BOARDS

The Employer will make its best effort to obtain a space from the government for the use of the CSOs to locate a Union-provided bulletin board that will be used by the Union for posting notices of meetings, elections, appointments, recreational and social affairs, and other Union notices. The providing of these facilities is the prerogative of the US Government

SECTION 13.2 PHYSICAL EXAMINATIONS

- A The Employer shall pay for all physical/medical examinations that are required by the Employer at Employer designated clinic(s) or physicians. In those selected areas where there is not a designated clinic or physician, the Employer will provide an allowance to the Employee of up to a maximum of \$95 per examination. Receipts must be furnished by Employee in order to process reimbursement.
- B Physical/medical exams may be required by operation of the government contract or should the Employer have concerns regarding an Employee's fitness for duty. The Employer may designate the physician or clinic, at its discretion. Employer shall pay Employee up to two hours for time spent taking an employer-requested medical examination.

SECTION 13.3 TRAVEL EXPENSES

The Company will provide advance payments for Company authorized and approved travel expenses if requested by an Employee. Any work day that includes travel and totals over twelve (12) hours may require the Employee to stay overnight and the appropriate per diem will be paid. All hours in travel up to a maximum of eight (8) per day will be counted as work hours with the appropriate overtime wages provided for under this Agreement. Employees will be reimbursed for all authorized expenditures of any authorized travel within twenty (20) days from the day Employer receives the properly completed travel voucher and all required receipts

SECTION 13.4 BREAK ROOMS

The Employer will make its best effort to obtain from the government break rooms for CSOs for breaks and lunch, without management using the room as an office, and will make its best effort to have the government equip the room with water. The providing of these facilities is the prerogative of the US Government

SECTION 13.5 LOCKERS

The Employer will make its best effort to obtain lockers from the government for the use of the CSOs. The providing of these facilities is the prerogative of the US Government

SECTION 13.6 UNION MEETINGS

Neither Union officials nor Union members shall, during working time (excluding break and lunch periods), solicit membership, receive applications, hold meetings of any kind for the transaction of Union business, or conduct any Union activity other than the handling of grievances to the extent such work time activity is specifically approved by the Employer.

ARTICLE 14

401 (k) PLAN

SECTION 14.1 401 (K) PLAN

The Company shall provide a 401(k) plan to which Court Security Officers are eligible to contribute, whether Union or Non-Union. At the direction of the individual employee, the Company may deposit the Health & Welfare payment to the employee's 401(k) account. Employees shall be subject to the eligibility requirements and rules of the Plan.

ARTICLE 15

TRAINING

SECTION 15.1 TRAINING

The Company will make its best effort to implement its advanced CSO training program to enhance the professional capabilities of the Employees. Actual scheduling of training is subject to approval by the US Government and may be subject to funding by the US Government

ARTICLE 16

SAFETY

SECTION 16.1 SAFETY POLICY

It is the policy of the Company to provide Employees with places and conditions of employment that are free from or protected against occupational safety and health hazards. The Company agrees to permit one (1) bargaining unit member selected by the Union to participate in any locally scheduled safety meetings. The Company will make its best efforts to obtain dosimeter testing for employees

SECTION 16.2 OSHA STANDARDS

The Company will report any safety violations observed or reported to the Company in any Government provided CSO work stations and break rooms

ARTICLE 17 CONTINUITY OF OPERATIONS

SECTION 17.1 NO STRIKES

- A. Both the Company and the Union agree that continuity of operations is of utmost importance to the Company's security operations. Therefore, so long as this Agreement is in effect, the Union and the Company agree that there will be no strikes, lockouts, work stoppages, illegal picket lines, slowdowns or secondary boycotts during the term of this Agreement and that the Union will not cause, nor permit its members to cause, nor will any member of the Union take part in, any strike, including a sympathy strike, slowdown, stoppage of work, planned inefficiency or any other curtailment of work or restriction or interference with the Employer's or Government's operations for any reason whatsoever. Nor will the Union authorize or sanction the same.
- B. Upon hearing of any unauthorized strike, slowdown, stoppage of work, planned inefficiency or any curtailment of work or restriction or interference with the operation of the Employer, the Union shall take affirmative action to avert or bring such activity to a prompt termination. Any Employee who violates this provision may be immediately discharged. Furthermore, it is agreed and understood that in addition to other remedies, the provisions of this Article may be judicially enforced including specific performance by way of injunctive relief.

SECTION 17.2 LOCKOUTS

During the life of this Agreement, the Employer shall not lockout any Employees covered in this Agreement

ARTICLE 18 SEPARABILITY OF CONTRACT

In the event that any provision of this Agreement shall at any time be declared invalid by any court of competent jurisdiction or through government regulations or decree, such parties hereto agree to renegotiate such provision or provisions of this Agreement for the purpose of making them conform to the decree or government statutes so long as they shall remain legally effective. It is the express intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect.

ARTICLE 19

SERVICE CONTRACT PROCEDURES AND OBLIGATIONS

The parties recognize that they are providing a service to the United States Government who have the responsibility and authority for providing security to the Judicial facilities. In the event a government directive necessitates a deviation from the obligations or procedures contained in this Agreement, the parties will confer with regard to the effects, if any, of the deviation necessitated by the Government's directive with the goal of resolving the deviation.

ARTICLE 20

ENTIRE AGREEMENT

The parties acknowledge that during the negotiation which resulted in the Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and all understandings and agreements reach by the parties are set forth in this Agreement. Therefore, the Company and the Union shall not be obligated to bargain collectively on any matter pertaining to conditions of employment, including but not limited to, rates of pay, wages, hours of work, disciplinary actions, training requirements, etc., during the term of this Agreement except as specifically provided for in other provisions of this Agreement.

ARTICLE 21

DURATION

This Agreement shall be effective upon its execution by both parties and supersedes any and all prior agreements or understandings between the parties. The Agreement shall remain in force until 2400 hours on September 30, 2003, with the provision that should either party desire to terminate this Agreement or any provision thereof, it shall give written notice to the other party of not less than sixty (60) days and not more than one hundred and eighty (180) days prior to the expiration. In the event such notice is given, the existing Agreement may be continued by mutual consent of both parties until an Agreement is reached. This Agreement may also be changed or amended by agreement of both parties.

IN WITNESS WHEREOF, the parties have caused their representatives to sign this Agreement as full acknowledgment of their intention to be bound by the Agreement.

FOR _____

BY _____

TITLE _____

DATE _____

FOR

BY _____

TITLE: _____

DATE _____

BY _____

TITLE _____

DATE _____

FOR:
AKAL SECURITY, INC.

BY _____

TITLE: _____

DATE: _____

FOR:
AKAL SECURITY, INC.

BY _____

TITLE: _____

DATE _____

BY _____

TITLE: _____

DATE: _____

IN WITNESS WHEREOF, the parties have caused their representatives to sign this Agreement as full acknowledgment of their intention to be bound by the Agreement.

FOR:

BY: Thomas F. Miller
TITLE: President Local #56
DATE: 6-17-99

FOR:

BY: [Signature]
TITLE: President Int'l Union
DATE: 6-18-99

BY: _____
TITLE: _____
DATE: _____

FOR:

AKAL SECURITY, INC.

BY: [Signature]
TITLE: SR. V.P.
DATE: June 23, 1999

FOR:

AKAL SECURITY, INC.

BY: _____
TITLE: _____
DATE: _____
BY: _____
TITLE: _____
DATE: _____

LETTER OF UNDERSTANDING

Side Bar to the Collective Bargaining Agreement

For the United Government Security Officers of America Local #56
District of Northern Ohio

ARTICLE 12

HEALTH, WELFARE AND UNIFORM ALLOWANCES

SECTION 12.1 PAYMENTS

For the life of this Agreement, the Employer will make health and welfare payments to Employees on all hours paid up to forty (40) hours per week and up to a total of 2080 hours per contract year in accordance with the prevailing Wage Determination as of October 1st of every contract year.

United Government Security Officers
Of America Local #56

AKAL Security, Inc.

Zayb A. Kouri
Signature

Ruby Kheloo
Signature

Date: 6-27-01

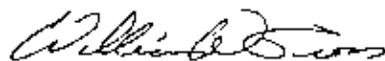
Date: 7-11-01

Title: PRESIDENT LOCAL 56

Title: Human Resources
Director

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210



William W. Gross
Director

Division of
Wage Determinations

Wage Determination No.: 1994-2269
Revision No.: 17
Date of Last Revision: 05/31/2001

State: Michigan

Area: Michigan Counties of Lenawee, Washtenaw

** Fringe Benefits Required Follow the Occupational Listing **

OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	10.34
Accounting Clerk II	11.25
Accounting Clerk III	13.31
Accounting Clerk IV	14.90
Court Reporter	15.84
Dispatcher, Motor Vehicle	15.84
Document Preparation Clerk	12.01
Duplicating Machine Operator	12.01
Film/Tape Librarian	12.81
General Clerk I	10.81
General Clerk II	12.17
General Clerk III	13.30
General Clerk IV	15.35
Housing Referral Assistant	16.01
Key Entry Operator I	8.38
Key Entry Operator II	9.43
Messenger (Courier)	10.81
Order Clerk I	10.34
Order Clerk II	11.25
Personnel Assistant (Employment) I	13.99
Personnel Assistant (Employment) II	16.15
Personnel Assistant (Employment) III	18.05
Personnel Assistant (Employment) IV	20.03
Production Control Clerk	18.41
Rental Clerk	13.68
Scheduler, Maintenance	13.68
Secretary I	13.68
Secretary II	15.84
Secretary III	16.01
Secretary IV	18.72
Secretary V	21.33
Service Order Dispatcher	14.08
Stenographer I	11.77

Stenographer II	14.08
Supply Technician	18.72
Survey Worker (Interviewer)	15.48
Switchboard Operator-Receptionist	10.43
Test Examiner	15.84
Test Proctor	15.84
Travel Clerk I	9.47
Travel Clerk II	10.27
Travel Clerk III	11.13
Word Processor I	10.54
Word Processor II	11.79
Word Processor III	13.26

Automatic Data Processing Occupations

Computer Data Librarian	10.58
Computer Operator I	11.49
Computer Operator II	12.92
Computer Operator III	14.37
Computer Operator IV	15.95
Computer Operator V	17.67
Computer Programmer I (1)	15.11
Computer Programmer II (1)	18.67
Computer Programmer III (1)	22.77
Computer Programmer IV (1)	27.62
Computer Systems Analyst I (1)	23.86
Computer Systems Analyst II (1)	26.34
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	12.17

Automotive Service Occupations

Automotive Body Repairer, Fiberglass	21.53
Automotive Glass Installer	20.23
Automotive Worker	20.23
Electrician, Automotive	20.89
Mobile Equipment Servicer	18.94
Motor Equipment Metal Mechanic	21.53
Motor Equipment Metal Worker	20.23
Motor Vehicle Mechanic	21.19
Motor Vehicle Mechanic Helper	18.30
Motor Vehicle Upholstery Worker	19.59
Motor Vehicle Wrecker	20.23
Painter, Automotive	20.89
Radiator Repair Specialist	20.23
Tire Repairer	18.30
Transmission Repair Specialist	21.53

Food Preparation and Service Occupations

Baker	14.37
Cook I	13.52

Cook II	14.37
Dishwasher	11.35
Food Service Worker	11.35
Meat Cutter	14.37
Waiter/Waitress	12.05

Furniture Maintenance and Repair Occupations

Electrostatic Spray Painter	20.89
Furniture Handler	16.79
Furniture Refinisher	20.89
Furniture Refinisher Helper	18.30
Furniture Repairer, Minor	19.59
Upholsterer	20.89

General Services and Support Occupations

Cleaner, Vehicles	11.35
Elevator Operator	12.18
Gardener	16.19
House Keeping Aid I	10.74
House Keeping Aid II	12.18
Janitor	12.18
Laborer, Grounds Maintenance	13.86
Maid or Houseman	10.74
Pest Controller	13.92
Refuse Collector	13.05
Tractor Operator	15.04
Window Cleaner	12.93

Health Occupations

Dental Assistant	11.43
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	13.65
Licensed Practical Nurse I	10.47
Licensed Practical Nurse II	11.75
Licensed Practical Nurse III	13.14
Medical Assistant	10.46
Medical Laboratory Technician	11.75
Medical Record Clerk	10.22
Medical Record Technician	15.98
Nursing Assistant I	8.27
Nursing Assistant II	9.29
Nursing Assistant III	9.57
Nursing Assistant IV	10.22
Pharmacy Technician	12.74
Phlebotomist	11.75
Registered Nurse I	16.28
Registered Nurse II	19.92
Registered Nurse II, Specialist	19.92
Registered Nurse III	24.10
Registered Nurse III, Anesthetist	24.10

Registered Nurse IV	28.89
Information and Arts Occupations	
Audiovisual Librarian	16.46
Exhibits Specialist I	14.04
Exhibits Specialist II	18.32
Exhibits Specialist III	21.46
Illustrator I	14.04
Illustrator II	18.32
Illustrator III	21.46
Librarian	22.66
Library Technician	12.98
Photographer I	11.74
Photographer II	14.04
Photographer III	18.32
Photographer IV	21.46
Photographer V	25.03
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	8.12
Counter Attendant	8.12
Dry Cleaner	11.03
Finisher, Flatwork, Machine	8.12
Presser, Hand	8.12
Presser, Machine, Drycleaning	8.12
Presser, Machine, Shirts	8.12
Presser, Machine, Wearing Apparel, Laundry	8.12
Sewing Machine Operator	12.01
Tailor	12.98
Washer, Machine	9.09
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	22.90
Tool and Die Maker	24.61
Material Handling and Packing Occupations	
Forklift Operator	19.23
Fuel Distribution System Operator	18.94
Material Coordinator	20.86
Material Expediter	20.86
Material Handling Laborer	14.79
Order Filler	12.00
Production Line Worker (Food Processing)	13.97
Shipping Packer	12.42
Shipping/Receiving Clerk	12.42
Stock Clerk (Shelf Stocker; Store Worker II)	14.43
Store Worker I	12.92
Tools and Parts Attendant	17.33
Warehouse Specialist	13.97

Mechanics and Maintenance and Repair Occupations

Aircraft Mechanic	21.53
Aircraft Mechanic Helper	18.30
Aircraft Quality Control Inspector	22.17
Aircraft Servicer	19.59
Aircraft Worker	20.23
Appliance Mechanic	20.89
Bicycle Repairer	18.30
Cable Splicer	21.53
Carpenter, Maintenance	20.89
Carpet Layer	20.23
Electrician, Maintenance	25.25
Electronics Technician, Maintenance I	23.13
Electronics Technician, Maintenance II	23.88
Electronics Technician, Maintenance III	24.61
Fabric Worker	19.59
Fire Alarm System Mechanic	21.53
Fire Extinguisher Repairer	18.94
Fuel Distribution System Mechanic	21.53
General Maintenance Worker	20.23
Heating, Refrigeration and Air Conditioning Mechanic	21.53
Heavy Equipment Mechanic	22.19
Heavy Equipment Operator	20.04
Instrument Mechanic	21.72
Laborer	12.54
Locksmith	20.89
Machinery Maintenance Mechanic	21.59
Machinist, Maintenance	21.67
Maintenance Trades Helper	18.30
Millwright	24.32
Office Appliance Repairer	20.89
Painter, Aircraft	20.89
Painter, Maintenance	23.68
Pipefitter, Maintenance	24.76
Plumber, Maintenance	24.02
Pneudraulic Systems Mechanic	21.53
Rigger	21.53
Scale Mechanic	20.23
Sheet-Metal Worker, Maintenance	21.53
Small Engine Mechanic	20.23
Telecommunication Mechanic I	21.53
Telecommunication Mechanic II	22.17
Telephone Lineman	21.53
Welder, Combination, Maintenance	21.53
Well Driller	21.53
Woodcraft Worker	21.53
Woodworker	18.94

Miscellaneous Occupations

Animal Caretaker	12.65
Carnival Equipment Operator	13.08
Carnival Equipment Repairer	14.08
Carnival Worker	11.35
Cashier	8.10
Desk Clerk	8.62
Embalmer	18.03
Lifeguard	8.83
Mortician	18.03
Park Attendant (Aide)	11.10
Photofinishing Worker (Photo Lab Tech., Darkroom Tech.)	9.91
Recreation Specialist	11.93
Recycling Worker	11.10
Sales Clerk	8.83
School Crossing Guard (Crosswalk Attendant)	11.35
Sport Official	7.68
Survey Party Chief (Chief of Party)	13.59
Surveying Aide	8.10
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	12.35
Swimming Pool Operator	14.37
Vending Machine Attendant	13.08
Vending Machine Repairer	14.37
Vending Machine Repairer Helper	13.08

Personal Needs Occupations

Child Care Attendant	8.62
Child Care Center Clerk	12.35
Chore Aid	10.74
Homemaker	11.93

Plant and System Operation Occupations

Boiler Tender	24.76
Sewage Plant Operator	20.89
Stationary Engineer	24.76
Ventilation Equipment Tender	18.30
Water Treatment Plant Operator	20.89

Protective Service Occupations

Alarm Monitor	12.66
Corrections Officer	17.17
Court Security Officer	17.93
Detention Officer	17.93
Firefighter	16.49
Guard I	8.78
Guard II	12.45
Police Officer	20.12

Stevedoring/Longshoremen Occupations

Blocker and Bracer	15.48
Hatch Tender	15.48
Line Handler	15.48
Stevedore I	14.98
Stevedore II	16.01

Technical Occupations

Air Traffic Control Specialist, Center (2)	28.36
Air Traffic Control Specialist, Station (2)	19.56
Air Traffic Control Specialist, Terminal (2)	21.54
Archeological Technician I	13.63
Archeological Technician II	15.26
Archeological Technician III	18.91
Cartographic Technician	16.44
Civil Engineering Technician	18.29
Computer Based Training (CBT) Specialist/ Instructor	22.53
Drafter I	12.02
Drafter II	13.50
Drafter III	16.26
Drafter IV	21.07
Engineering Technician I	11.08
Engineering Technician II	12.45
Engineering Technician III	14.99
Engineering Technician IV	19.83
Engineering Technician V	22.75
Engineering Technician VI	26.53
Environmental Technician	14.69
Flight Simulator/Instructor (Pilot)	22.90
Graphic Artist	20.75
Instructor	20.75
Laboratory Technician	15.21
Mathematical Technician	16.44
Paralegal/Legal Assistant I	16.57
Paralegal/Legal Assistant II	18.93
Paralegal/Legal Assistant III	23.09
Paralegal/Legal Assistant IV	28.00
Photooptics Technician	16.44
Technical Writer	24.32
Unexploded (UXO) Safety Escort	18.03
Unexploded (UXO) Sweep Personnel	18.03
Unexploded Ordnance (UXO) Technician I	18.03
Unexploded Ordnance (UXO) Technician II	21.81
Unexploded Ordnance (UXO) Technician III	26.14
Weather Observer, Combined Upper Air and Surface Programs (3)	15.21
Weather Observer, Senior (3)	16.89
Weather Observer, Upper Air (3)	15.21

Transportation/ Mobile Equipment Operation Occupations

Bus Driver	11.97
Parking and Lot Attendant	11.73
Shuttle Bus Driver	14.22
Taxi Driver	13.70
Truckdriver, Heavy Truck	17.25
Truckdriver, Light Truck	14.22
Truckdriver, Medium Truck	14.64
Truckdriver, Tractor-Trailer	17.71

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: ~~\$2.02~~ ^{\$2.15} an hour or ~~\$80.80~~ ^{\$86.00} a week or ~~\$350.13~~ ^{\$372.67} a month.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 15 years, and 5 weeks after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of thirteen paid holidays per year. New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance,

explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows.

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.