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Introduction and Purpose

This Union Agreement defines the terms and conditions of employment. It exists between DocuPal Demo, LLC, located at 23 Main St, Anytown, CA 90210, USA, and Acme, Inc (ACME-1), located at 3751 Illinois Avenue, Wilsonville, Oregon, 97070, USA, representing production employees.

Agreement Objectives

The primary objective of this agreement is to establish a fair and productive working relationship. This is achieved by outlining key aspects of employment. These aspects include wages, hours, benefits, and leave policies. The agreement also covers safety regulations, grievance procedures, and seniority rights.

Effective Date and Duration

This agreement becomes effective on January 1, 2024. It will remain in effect for a period of three years.

Recognition and Scope of Representation

DocuPal Demo, LLC recognizes Acme, Inc as the sole and exclusive bargaining representative for all production employees. This recognition is based on certification by the National Labor Relations Board.

Included Employees

The scope of this representation includes all employees within the Production Department. These employees are covered by the terms and conditions outlined in this Agreement.

Excluded Employees

This Agreement does not apply to management personnel, supervisors, or office staff. These positions are specifically excluded from the bargaining unit represented by Acme, Inc.



Terms of Employment and Working Conditions

This section outlines the terms of employment and working conditions applicable to all production employees represented by ACME-1 and employed by DocuPal Demo, LLC.

Working Hours and Schedules

The standard work schedule consists of eight (8) hours per day and forty (40) hours per week. DocuPal Demo, LLC operates on three shifts: day, evening, and night. Shift assignments will be determined by DocuPal Demo, LLC based on operational needs and in accordance with seniority and qualifications, where applicable.

Leave Policy

Employees are entitled to various types of leave, including:

- **Vacation Leave:** Accrual and usage of vacation time will be based on the employee's length of service, as outlined in company policy.
- **Sick Leave:** Employees will accrue sick leave in accordance with state and local regulations, to be used for personal illness or to care for a sick family member.
- **Personal Leave:** Employees are eligible for personal leave days per year for personal matters, subject to approval by DocuPal Demo, LLC.
- **Bereavement Leave:** In the event of a death in the immediate family, employees will be granted bereavement leave in accordance with company policy.

Workplace Safety and Health

DocuPal Demo, LLC is committed to providing a safe and healthy work environment for all employees. The company adheres to all applicable Occupational Safety and Health Administration (OSHA) standards and regulations. Employees are expected to follow all safety procedures and report any unsafe conditions to their supervisor immediately. Regular safety training will be provided to all employees to ensure they are aware of potential hazards and how to prevent accidents. DocuPal Demo, LLC will also provide and maintain all necessary personal protective equipment (PPE) to ensure employee safety.



Wages, Salaries and Compensation

This section details the wages, salaries, and compensation structure for all production employees represented by ACME-1 and employed by DocuPal Demo, LLC at 23 Main St, Anytown, CA 90210. All compensation will be paid in United States Dollars (USD).

Base Wage Rates

The following base wage rates will be in effect for each job classification:

Job Classification	Hourly Rate (USD)
Production Worker I	\$18.00
Production Worker II	\$22.00
Production Worker III	\$26.00

Wage Increases and Adjustments

Employees will be eligible for annual wage increases. These increases will be based on individual performance reviews. The company will also provide cost-of-living adjustments (COLA) based on the Consumer Price Index (CPI). The specific formula and timing for COLA adjustments will be determined annually and communicated to all employees.

Overtime and Premium Pay

- **Overtime Pay:** Employees will receive overtime pay at a rate of one and one-half (1.5) times their regular hourly rate for all hours worked in excess of forty (40) hours per workweek.
- **Premium Pay:** Employees will receive premium pay at a rate of two (2) times their regular hourly rate for work performed on recognized holidays. The recognized holidays will be outlined in a separate section of this agreement.



Benefits and Welfare

DocuPal Demo, LLC provides a comprehensive benefits package to ACME-1 production employees. This package includes health insurance, retirement plans, and various welfare provisions. The details of these benefits are outlined below.

Health Insurance

ACME-1 employees are eligible for health insurance coverage. The health insurance plan includes medical, dental, and vision coverage. Employees can choose from several plan options during the open enrollment period. Specific details regarding premiums, deductibles, and co-pays are available in the health insurance plan documents.

Retirement Plan

DocuPal Demo, LLC sponsors a 401(k) retirement plan for ACME-1 employees. The company provides a matching contribution to employee contributions. Employees are eligible to participate in the 401(k) plan after meeting the plan's eligibility requirements. Investment options are available to employees, allowing them to diversify their retirement savings. Details about the matching formula and vesting schedule are provided in the 401(k) plan documents.

Disability and Life Insurance

ACME-1 employees receive disability and life insurance coverage. Short-term and long-term disability benefits are available to eligible employees. These benefits provide income replacement if an employee cannot work due to illness or injury. Life insurance provides a death benefit to the employee's designated beneficiaries.

Vacation and Paid Leave

ACME-1 employees accrue vacation time and are eligible for other forms of paid leave. Vacation accrual rates are determined by company policy and collective bargaining agreement guidelines. Employees may also be eligible for sick leave, personal leave, and holiday pay. The specific details regarding vacation accrual and usage, as well as other paid leave policies, are outlined in the company handbook and collective bargaining agreement.



Union Rights and Obligations

ACME-1 recognizes Docupal Demo, LLC as the exclusive bargaining representative for all production employees covered by this Agreement.

Union Access

Authorized representatives of Docupal Demo, LLC will have reasonable access to ACME-1's premises for legitimate union business. This access is subject to prior notification to ACME-1 management. The union representatives will not disrupt ACME-1's operations.

Union Dues

ACME-1 will deduct union dues from the paychecks of employees who have authorized such deductions in writing. These deductions will be remitted monthly to Docupal Demo, LLC. The union will provide ACME-1 with a current list of employees who have authorized dues deductions and the amounts to be deducted.

Conduct of Union Representatives

Union representatives will conduct themselves professionally and respectfully when interacting with ACME-1 employees and management. Any concerns or issues will be addressed through established grievance procedures or direct communication with management.

Grievance and Dispute Resolution Procedures

DocuPal Demo, LLC and ACME-1 commit to resolving workplace issues fairly and efficiently. This section outlines the process for addressing grievances.



Filing a Grievance

Any ACME-1 employee covered by this agreement can file a grievance if they believe there has been a violation of its terms. The grievance must be submitted in writing to the employee's immediate supervisor.

Grievance Steps

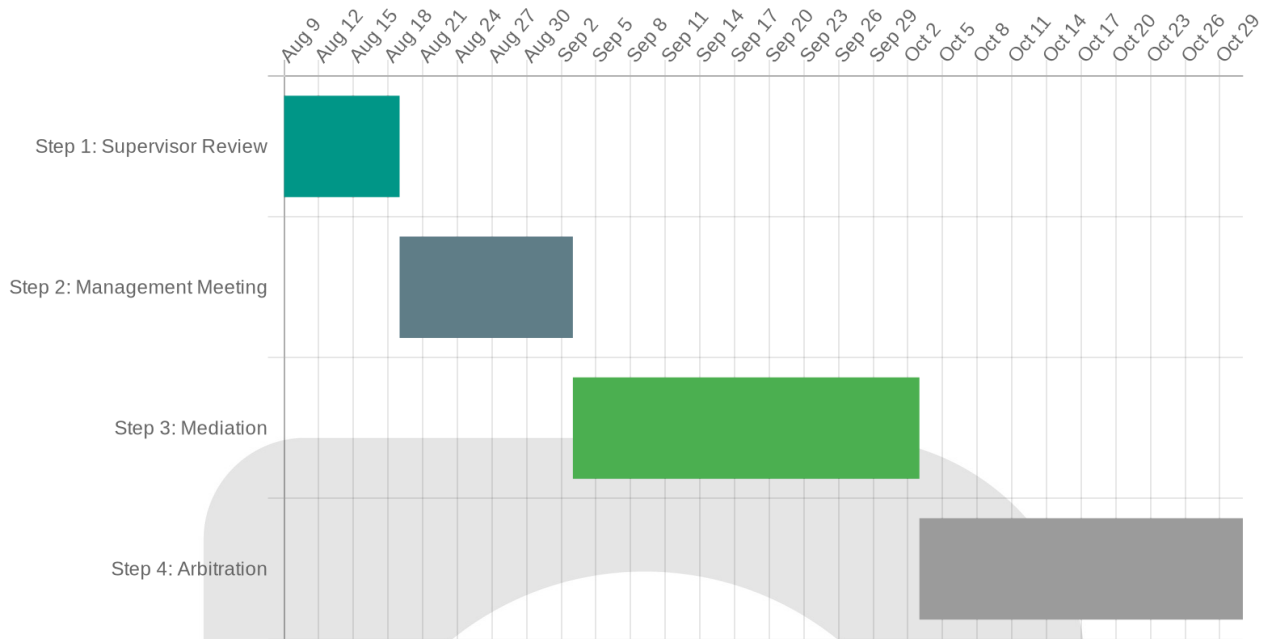
The grievance process will follow these steps:

1. **Step 1: Supervisor Review.** The employee must submit a written complaint to their supervisor within ten (10) days of the event that triggered the grievance. The supervisor will review the complaint and provide a written response within ten (10) days.
2. **Step 2: Management Meeting.** If the employee is not satisfied with the supervisor's response, they may request a meeting with management. This meeting must be requested within fifteen (15) days of receiving the supervisor's response. Management will then provide a written response within fifteen (15) days of the meeting.
3. **Step 3: Mediation.** If the grievance remains unresolved after the management meeting, the parties will attempt to resolve the dispute through mediation. A mutually agreed-upon mediator will be selected. This mediation process will take place within thirty (30) days.
4. **Step 4: Arbitration.** If mediation fails, the final step is binding arbitration. An impartial, third-party arbitrator will be selected to review the case and issue a final decision. The arbitration process will follow a schedule set by the arbitrator.

Impartiality

To ensure impartiality, DocuPal Demo, LLC will use a neutral third-party investigator to investigate disputes, as needed.





Seniority and Promotion

Seniority within ACME-1 is determined by an employee's date of hire. This date will be used to calculate an employee's length of service for various purposes outlined in this agreement.

Promotions and Transfers

Promotions and transfers will be based on a combination of factors, including skills, experience, and seniority. While skills and experience are primary considerations, seniority will be a determining factor when candidates are equally qualified.

Layoff Procedures

In the event of a layoff, seniority will be the determining factor in deciding which employees are affected. The employee with the least seniority in a job classification will be the first to be laid off. Employees will be recalled in the reverse order of the layoff, with the most senior employee being recalled first.



Health and Safety Commitments

DocuPal Demo, LLC and Acme, Inc are committed to providing a safe and healthy working environment for all employees. This commitment extends to all areas of operation. Both parties recognize the importance of preventing workplace injuries and illnesses.

Workplace Safety Standards

The company will maintain compliance with all applicable Occupational Safety and Health Administration (OSHA) regulations. Regular inspections will be conducted to identify and address potential hazards. Employees are expected to follow all safety rules and procedures.

Employee Responsibilities

Employees are responsible for reporting any unsafe conditions or practices to the safety committee immediately. They must also use required safety equipment and follow established safety protocols. Participation in safety training programs is mandatory.

Reporting Procedures

All safety incidents, including accidents, injuries, and near misses, must be reported to the safety committee without delay. The safety committee will investigate all reported incidents and implement corrective actions as needed.

Joint Health and Safety Committee

A Joint Health and Safety Committee will be maintained. It will consist of equal representation from management and union employees. The committee will meet regularly to discuss safety concerns, review incident reports, and recommend improvements to safety policies and procedures. The committee aims to foster a collaborative approach to workplace safety.



Contract Duration and Renewal

This Union Agreement becomes effective upon the date of signing. The agreement remains in full force and effect for a period of three (3) years.

Renewal Process

ACME-1 and DocuPal Demo, LLC may renew or extend this contract. Any renewal or extension requires the mutual written agreement of both parties.

Termination and Renegotiation

Either party can terminate or renegotiate this agreement at the end of its term. The party seeking termination or renegotiation must provide written notice to the other party sixty (60) days before the agreement's expiration date.

Miscellaneous Provisions

This section addresses various general terms that govern this Union Agreement.

Confidentiality

Employee personal information will be treated as confidential. DocuPal Demo, LLC will protect this information according to all applicable laws and regulations.

Non-Discrimination

DocuPal Demo, LLC and ACME-1 agree to adhere to all applicable federal, state, and local laws regarding non-discrimination in employment. There shall be no discrimination based on race, color, religion, sex, national origin, age, disability, or any other protected characteristic.

Severability

If any provision of this Agreement is deemed invalid or unenforceable by a court of law, the remaining provisions will remain in full force and effect. The parties will attempt to renegotiate any invalid provision to achieve a similar outcome that is



valid and enforceable.

Force Majeure

Neither party will be liable for delays or failures in performance due to unforeseen events beyond their reasonable control. This includes acts of God, war, strikes, lockouts, fires, floods, and other disasters. The affected party must promptly notify the other party of such an event and make reasonable efforts to mitigate its impact.

Signatures and Ratification

Signatures

This Union Agreement is executed on December 15, 2023, by the following authorized representatives:

[Name] CEO, DocuPal Demo, LLC

Date: _____

[Name] Union President, Acme Inc

Date: _____

Ratification

This agreement is subject to ratification by a majority vote of the union members of Acme, Inc. Upon ratification, this agreement becomes effective.

Ratification Confirmation

The undersigned certify that this Union Agreement has been duly ratified by the union members of Acme, Inc.

[Name] Union Representative



Date: _____

[Name] Witness

Date: _____

