

Attachment #1

FINAL **GAS PLANNER CLASSIFICATION**

Listed Duties: The Gas Planner classification requires that an employee shall have qualified and satisfactorily preformed the following described duties:

1. Employee shall have a thorough knowledge of Company policies governing the design, construction, safety, and integrity of the gas system.
2. Handle multiple tasks, exhibit initiative and job ownership through the installation, provides/assures all necessary information is available for final mapping and to complete assignments with minimal supervision.
3. Assist developers with new construction projects, interpret drawings and plans of such projects, determine best route for installation (including easement and R.O.W. analysis) and assure conformity to Company and governmental standards and codes. Attend all construction meetings including the pre and post construction meetings, obtain permits as required.
4. Prepares cost effective designs and construction requirements for new main (including main extensions), main renewal, public improvement main, major commercial and residential new services, and service alterations. Completes analysis of customer energy needs, including Engineering survey, associated regulator and meter manifold piping, and sizing requirements.
5. Analyzing, designing, field review and preparing drawings, reviewing and checking work pertaining to company's facilities for all Public Improvement work, but not limited to, location and proximity to other existing or proposed utilities and/or other construction.

10. Perform quality reviews of contractors' documents, prepare accurate and neat detailed drawings and records of installations, review and approve contractor payment and proper documentation. Assist in the training of contractor inspectors.
11. A Gas Planner must have the interpersonal skills needed to establish a business relationship with Company personnel, developers, builders, contractors, and municipal authorities that have jurisdiction over Company work.
12. Lead and train Associate Planners when assigned by supervision.

Note: The above duties associated with Pressure Operations shall be performed by a General Fitter in Pressure Operations.

Prerequisite: It was agreed that after ratification, the parties would negotiate an Associate Planner Classification which will be a prerequisite to the Gas Planner Classification:

ELIGIBILITY CRITERIA

It was agreed that incumbent Investigators, Senior Drafters and non-represented Marketing Representatives will be offered on a one time basis the opportunity to train and qualify as Gas Planners. In the event that an incumbent employee in the aforementioned classifications either declines or is subsequently disqualified the following shall apply:

- I. An Investigator(s) who elects to decline the Gas Planner Classification or is subsequently unable to qualify within the negotiated qualification period shall be reclassified as a General Maintenance Fitter and shall receive the contractual rate of pay for said classification with no loss of departmental seniority. These employees shall continue to work at their present assigned locations with the following exceptions:

- J. Boone and B. Sullivan currently assigned at the Noble Complex will report to Lynch Road Station.
- J. Torrito currently assigned at the Allen Road station will report to Pressure, River Rouge Station.
- A. Weiland currently assigned at Michigan Avenue will report to Pressure Department, River Rouge Station.

Additionally, it is agreed that the Company may elect to continue to utilize an investigator(s) who declines the Gas Planner classification in the former Investigator classification not to extend beyond the expiration of the 2000-2004 Collective Bargaining Agreement. In the event the Company determines the need to use an Investigator(s) as described above, the Company will use department seniority, by station in selecting these employees.

- II. Senior Drafters who elect to decline the Gas Planner classification shall remain Senior Drafters. A Senior Drafter who is unable to qualify as a Gas Planner within the negotiated qualification period shall be reclassified as a Senior Drafter at their present location and shall receive the contractual rate of pay for said classification with no loss of departmental seniority.
- III. Marketing Representatives, upon ratification the work currently performed by non-represented Marketing Representatives will become Local #80 bargaining unit work.

It is also further agreed and understood that there is no guarantee in terms of the minimum number of Gas Planner positions.

A) Wages:

1) The agreed upon pay rate for a fully trained and qualified Gas Planner will be as follows:

\$30.01 Effective 6/3/2002

\$30.61 Effective 6/2/2003

2) Wage Progression Schedule:

- a) Upon start of training for first Module Pay, will be: \$24.79 per hour.
- b) Upon completion of the first Module, Pay will be: \$26.79 per hour.
- c) Upon completion of the second Module, Pay will be the agreed upon Gas Planner rate shown above.

3) Wage and Training Safeguards:

- a) It was agreed that all employees will be trained and qualified in a Module by no later than October 20, 2003 and will be paid \$26.79 per hour.
- b) It was agreed that all employees will be trained and qualified in all Modules by no later than August 2, 2004 and will be paid the contractual rate of pay in effect at the time the employee completes the training/qualification process (see paragraph A(1) above).
- c) Any employee not in training for the Gas Planner will be entitled to their base rate increases per the existing contract.
- d) Failure on the Company's part to train and qualify Employees in accordance with paragraphs 3(a) and 3(b) above will result in employees being paid as though they had completed said training.

B) Training

1) Training Selection Criteria:

The first six (6) employees scheduled to be trained will be selected by the company. These employees will be required to assist in the training of others. The remaining employees will be selected for training based on the following criteria: Location, Classification, and Departmental Seniority.

2) Training and Qualification Locations:

In addition to being trained at the ORC, Noble, Allen Road, and/or Michigan Avenue will be the designated training sites. Employees currently assigned to Coolidge or Lynch will be trained and qualified on the Drafting and Marketing modules at the Noble complex.

3) Gas Planner Locations:

It was also agreed that with the exception of Lynch and Coolidge employees reporting to Noble, and those employees reporting to one of the training/qualification sites shown above, the parties agreed to maintain the status quo through the term of the 2000-2004 Collective

Wage Progression and Training Summary

Attachment #3

Bargaining Agreement. The Company continues to reserve the right under the C.B.A. To loan or require that an employee(s) work outside of their station boundary.

Way Progression and Training Summary

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3) Training Schedule:

Group	START	FINISH	Number- Trainees per Group	Duration- Training Period (Days)	Duration- Training Period (Weeks)	Module	CUMULATIVE			
							new	co.	now	co.
A	7/22/02	8/5/02	6	14	2	New Customer Marketing	6	0	6	0
A	8/5/02	8/26/02	6	21	3	New Customer Investigation				
A	8/26/02	9/16/02	6	21	3	New Customer Drafting				
A	9/16/02	9/23/02	6	7	1	New Customer Sizing				
A	9/23/02	10/28/02	6	35	5	On The Job Training				
A	10/28/02	11/4/02	6	7	1	Company Generated Process	0	6	6	6
A	11/4/02	11/25/02	6	21	3	Company Generated Investigation				
A	11/25/02	12/16/02	6	21	3	Company Generated Drafting				
A	12/16/02	1/20/03	6	35	5	On The Job Training				
B	12/16/02	12/30/02	8	14	2	New Customer Marketing	8	0	14	6
B	12/30/02	1/20/03	8	21	3	New Customer Investigation				
B	1/20/03	2/10/03	8	21	3	New Customer Drafting				
B	2/10/03	2/17/03	8	7	1	New Customer Sizing				
B	2/17/03	3/24/03	8	35	5	On The Job Training				
C	2/17/03	3/3/03	8	14	2	New Customer Marketing	8	0	22	6
C	3/3/03	3/24/03	8	21	3	New Customer Investigation				
C	3/24/03	4/14/03	8	21	3	New Customer Drafting				
C	4/14/03	4/21/03	8	7	1	New Customer Sizing				
C	4/21/03	5/26/03	8	35	5	On The Job Training				
D	4/21/03	4/28/03	8	7	1	Company Generated Process	0	8	22	14
D	4/28/03	5/19/03	8	21	3	Company Generated Investigation				
D	5/19/03	6/9/03	8	21	3	Company Generated Drafting				
D	6/9/03	7/14/03	8	35	5	On The Job Training				
E	6/9/03	6/16/03	8	7	1	Company Generated Process	0	8	22	22
E	6/16/03	7/7/03	8	21	3	Company Generated Investigation				
E	7/7/03	7/28/03	8	21	3	Company Generated Drafting				
E	7/28/03	9/1/03	8	35	5	On The Job Training				
F	7/28/03	8/4/03	4	7	1	Company Generated Process	0	4	22	26
F	8/4/03	8/25/03	4	21	3	Company Generated Investigation				
F	8/25/03	9/15/03	4	21	3	Company Generated Drafting				
F	9/15/03	10/20/03	4	35	5	On The Job Training				
B	9/15/03	9/22/03	8	7	1	Company Generated Process	0	8	22	34
B	9/22/03	10/13/03	8	21	3	Company Generated Investigation				
B	10/13/03	11/3/03	8	21	3	Company Generated Drafting				
B	11/3/03	12/8/03	8	35	5	On The Job Training				
C	11/3/03	11/10/03	8	7	1	Company Generated Process	0	8	22	42
C	11/10/03	12/1/03	8	21	3	Company Generated Investigation				
C	12/1/03	12/22/03	8	21	3	Company Generated Drafting				
C	12/22/03	1/26/04	8	35	5	On The Job Training				
D	12/22/03	1/5/04	8	14	2	New Customer Marketing	8	0	30	42
D	1/5/04	1/26/04	8	21	3	New Customer Investigation				
D	1/26/04	2/16/04	8	21	3	New Customer Drafting				
D	2/16/04	2/23/04	8	7	1	New Customer Sizing				
D	2/23/04	3/29/04	8	35	5	On The Job Training				
E	2/23/04	3/8/04	8	14	2	New Customer Marketing	8	0	38	42
E	3/8/04	3/29/04	8	21	3	New Customer Investigation				
E	3/29/04	4/19/04	8	21	3	New Customer Drafting				
E	4/19/04	4/26/04	8	7	1	New Customer Sizing				
E	4/26/04	5/31/04	8	35	5	On The Job Training				

Wage Progression and Training Summary

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F	4/26/04	5/10/04	4	14	2	New Customer Marketing	4	0	42	42
F	5/10/04	5/31/04	4	21	3	New Customer Investigation				
F	5/31/04	6/21/04	4	21	3	New Customer Drafting				
F	6/21/04	6/28/04	4	7	1	New Customer Sizing				
F	6/28/04	8/2/04	4	35	5	On The Job Training				

**GAS PLANNER CLASSIFICATION
FINAL**

	Proposal	Status	Date
1	Classification and Job Duties	Agreement Reached - SEE ATTACHMENT NO. 1. It was agreed that after ratification the parties would meet to negotiate an Associate Planner classification.	6/4/02
2	Eligible Population	Agreement Reached - SEE ATTACHMENT NO. 2.	4/16/02
3	Training and Wage Structure	Agreement Reached - SEE ATTACHMENT NO. 3.	6/5/02
4	Resolve All Outstanding Grievances	It was agreed that after ratification all grievances related to Drafters doing Distribution field work or vice versa will be withdrawn.	6/5/02
5	Review All Letters of Agreement	It was agreed that the 4-10 and Flextime Agreements will be suspended for one year once an employee begins Gas Planner Training. It was also agreed that the parties would meet in one year from the date of ratification to determine if 4-10 work weeks or flextime are feasible to continue. It was further agreed that the procedure for assigning a Drafter to follow main construction projects will remain in the Drafter classification.	6/5/02
6	Contract Inspection and Quality Checks	It was agreed that these responsibilities shall remain in the General Fitter classification.	6/5/02
7	Overlapping Duties within the Gas Planner, Sr. Drafter Classifications	<p>Agreement Reached - The parties acknowledge and agree that in those instances where overlapping duties exist within the Gas Planner and Sr. Drafter classifications the Company reserves the right to assign said duties within the classifications except as follows;</p> <ul style="list-style-type: none"> ▪ Resurfacing ▪ Main Location ▪ Maps of Special Nature ▪ Drawing & Adding New Areas to System not Currently Franchised ▪ Lamp Projects ▪ Final Graphics to M.A.R.S. Maintenance ▪ Pavement Project Entry & Extraction ▪ Following High Pressure Main Jobs <p>These duties shall remain the sole and exclusive responsibility of a Drafter.</p>	6/5/02
8	Seniority	<p>Distribution department seniority will be used in combining the Investigator and Senior Drafter classifications.</p> <p>Marketing Representatives accumulated time in their current classification shall be used in determining departmental seniority. Their Company seniority (Bargaining Unit Seniority) begins the day they enter the Union.</p>	6/5/02
9	Overtime	The Distribution department overtime guidelines shall apply	6/5/02

	Current	Proposed	Increase
Hourly Rate	\$23.790	\$30.615	\$6.825
Annual Salary (2,080 hrs.)	\$49,483.20	\$63,679.20	\$14,196.00
Effect of 401(k) Company Match (6% Company Match)	\$2,968.99	\$3,820.75	\$851.76
Annual Effect on Pension Benefit*	\$11,257.43	\$14,487.02	\$3,229.59
Annual Effect on Pension Benefit**	\$20,586.01	\$26,490.55	\$5,905.54
Effect on Life Insurance (1/2 X pay)	\$24,800.00	\$31,900.00	\$7,100.00
Effect on AD&D (1 X pay)	\$49,500.00	\$63,700.00	\$14,200.00

* Retires at age 55 with 25 years of service

** Retires at age 62 with 32 years of service

This comparison is for "illustrative purposes" only.

Feedback on Learning of Gas Planner Skills During the Training Period

Training for the Gas Planner will include the following:

- 1. Classroom work with the ORC and/or others*
- 2. "ride withs" using checklist of tasks*
- 3. Assignment of appropriate work to utilize new skills*

- 1) During the course of the training there will be quizzes to check understanding of concepts presented in classroom situations. These will be for the trainee to determine if they understand the concepts presented. These quizzes will most likely consist of short answer open-ended questions that may require a demonstration of the acquired skills. The group will discuss the correct responses to the quizzes. There will be an end of each module quiz that the employee must attain a 75 percent passing grade.
- 2) The T.A., Supervisor, and/or Subject Matter Expert (SME) (for their specific module) will review each trainees STORMS work packets, associated drawings, and work products every two weeks during the on the job training section of each segment. Utilizing the checklist of skills developed for the Gas Planner Training, the T.A., Supervisor and/or the SME will provide feedback on the progress of each employee on the tasks completed. The purpose of this is to provide trainees written feedback on what they need to work on to assure that they are ready to qualify. The checklist with comments from the T.A., Supervisor, and/or the SME will be provided to the employees every two weeks. It will be the employee's responsibility to do the following to get prepared for qualification as a Gas Planner:
 - Get with TA to arrange training and help learning skills identified in bi-weekly checklists.
 - If TA can not or does not provide adequate help, go directly to supervisor and ask for assistance.

**Qualification in Gas Planner Skills at the end of
the New Customer and at the end of the Company
Generated Training Segments**

The Gas Planner training will be made up of two segments, New Customer and Company Generated work. Each segment will be made up of a number of training modules which includes an on the job training module. At the end of each segment, the following will be completed to assure that the Employee meets the Qualifications for that segment.

- 1) Each segment will have tasks that are required for the Gas Planner to complete routine day-to-day work. These lists are being developed and will be used as an outline for the training.
- 2) The employee will be given simulated typical work assignments for the type of work required in the segment to be qualified. Testing of each group at the same time will be done where possible to utilize the same simulation for the entire group. The employee will have the list of tasks required for the segment and will be expected to complete the required tasks correctly for the assignment.
- 3) The employee will complete each step and will end up with appropriate documents and drawings. The employee will demonstrate knowledge of MichCon policy, processes, and procedures, the ability to use various computer programs and calculations and demonstrate a full understanding of what is needed in this training segment to meet customer and company requirements. The employee will have access to all reference materials provided by the training as well as other reference materials used in their daily work. For the New Customer segment the employee will demonstrate completion of types of simulated work assignments including:

- New Subdivision (with approximately 50 lots) (2 day assessment)
- New Condo/Apartment Complex (2 day assessment)
- Add Load (0.5 day assessment)
- New Commercial Customer (1.0 day assessment)
- Short Main Extension with new service (0.5 day assessment)

The Company Generated simulated work assignment will be developed later but will include Public Improvement, Main Renewal, and Service Relocation work.

- 4) The TA, supervisor and SME will review the documents prepared by the employee for the the various tasks for the segment with the employee, ask any clarification questions necessary and will assess the work on a form that is similar to the following (these are by no means all of the tasks, just a sample to give an idea of the assessment plan):

<u>TASK:</u>	<u>QUALIFIED:</u>	<u>COMMENTS</u>
Review pending Projects	YES NO	Sample tasks
Access STORMS	YES NO	Sample tasks
Access MARS	YES NO	Sample tasks
Determine Load	YES NO	Sample tasks
Determine customer location	YES NO	Sample tasks
Determine desired meter location	YES NO	Sample tasks
Need Elevated Pressure?	YES NO	Sample tasks
Use MARS/CADD to enter Land And proposed facilities	YES NO	Sample tasks
Extract Land and proposed facilities from MARS and complete construction drawing on Micro Station.	YES NO	Sample Tasks

Completed documents, drawings, STORMS Entries, output from computer programs, as well as observations on the above form by the TA, Supervisor and the SME will provide documentation of the assessment process.

If the NOT Qualified is indicated for a task, the comments section must contain observations of what is not adequate. Even if task is completed and determined to be qualified, the TA, Supervisor, and SME will give feedback to employee in the comments section when possible.

- 5) The TA, Supervisor, and the SME will come to a consensus as to the qualification or disqualification of the employee. The following will be the outcome of the assessment:
- If qualified, the TA and/or Supervisor will notify employee, and employee will go on to next segment or if last segment become qualified Gas Planner.
 - On the first attempt to qualify, if NOT Qualified, the TA and/or Supervisor will notify employee, and employee will have two weeks to get ready to take the test again. TA and/or Supervisor will review with the employees the sections of the assessment that they did not qualify on. It will be the employee's responsibility to do the following to get ready for the retest.
 - Get with TA to arrange training and help learning skills identified in review of the assessment.
 - If TA can not or does not provide adequate help, go directly to supervisor and ask for assistance.
 - On the second attempt to qualify, if NOT Qualified, the TA, Supervisor, and SME will present findings to the Gas Planner Qualification Review Board and will follow that process.