

INSTRUCTIONS FOR COMPLETING THE IAM NATIONAL PENSION FUND STANDARD CONTRACT LANGUAGE FORM

SECTION A: Please enter the contribution rates and effective dates in this portion of the form. Please be advised that contribution rates must be based on either hourly or daily rates only. Also, if employees work a non-standard work week of less than 40 hours, contributions must be made at a daily rate. A daily rate is based on \$.05 increments when broken down to an hourly rate.

Please be sure to check one of the boxes regarding the covered job classifications. Also, check only one box that limits contributions to either 40 hours per week or 2080 hours per year. You may also check the box with neither a weekly nor annual maximum.

SECTION B: This section refers to the time for which contributions are to be paid. This section specifically refers to vacations, holidays, severance pay, vacation pay at termination and vacation pay in lieu of time off or any other contractually obligated time.

SECTION C: This section refers to the paid time where contributions may be excluded. Please list the exclusions in this section (i.e. severance pay, bereavement, etc.). If contributions are due for all paid time, please check the box labeled “None”.

SECTION D: This section refers to the unpaid time for which contributions are to continue for employees on leave for union business. If contributions are to continue for this time, please check “yes” and enter the length of time contributions are to continue. If this does not apply, please check “no”.

SECTION E: This section specifies the length of time contributions are to be excluded for probationary and temporary employees. Please be sure to answer all questions in this section.

PARAGRAPHS F, G, H and I: These paragraphs consist of the contract language that **cannot** be altered.

When entering the Lodge information feel free to enter either Local Lodge numbers or District Lodge numbers.

When entering the name of the Company please be sure to add the **full** name of the Company (include “Inc.”, “LLC” etc).

Please be sure to enter the IRS number for the Company. The address(es) for the locations covered under the Agreement must be entered where it states: “For Plants or terminals located at:”.

Please be advised that the Standard Contract Language must be signed by both the Union representative and Employer representative in order to be accepted.

If you have questions or need assistance with the Standard Contract Language, please contact Eunice Dietz, Manager, Education and Employer Services, at 202-785-2658, extension 793 or Molly Madera, Assistant Manager, at extension 751.