

Memorandum of Agreement
 Between
 PPL Services and IBEW Local 1600

This memorandum of agreement embodies the understanding between the parties regarding changes to the progression lines in the Facilities Management Department in the regions and the General Office.

In the regions, the changes include the elimination of three existing bargaining unit job descriptions, the elimination of the use of the Utility Worker-FS position and the creation of five new job descriptions.

In the General Office, the changes include the elimination of the use of the Utility Worker-FS position and the creation of two new job descriptions, Facilities Management Worker and Facilities Management Worker – Part time.

Job Descriptions

Attachment A identifies the new job descriptions associated with this agreement. Included in the attachment are the new job descriptions for Facilities Management Worker, Facilities Management Worker – Part time, Facilities Technician I, Facilities Technician II and Facilities Technician III.

Salary Table

The following new job titles and rates of pay will be implemented.

<u>Job Title</u>	<u>Pay Rate</u>
Facilities Management Worker	F-01
Facilities Management Worker – Part time	F-01
Facilities Technician I	B-58 (see below)
Facilities Technician II	B-10
Facilities Technician III	B-12

The new salary grade for the Facilities Technician I will consist of ten steps as shown below based on the salary tables effective 5/7/07:

1 st step	2 nd step	3 rd step	4 th step	5 th step	6 th step	7 th step	8 th step	9 th step	10 th step
766.04	793.16	820.28	847.56	874.76	902.00	929.60	957.08	1011.80	1039.12
19.151	19.829	20.507	21.189	21.869	22.550	23.240	23.927	25.295	25.978

The time interval between steps will be 13 pay periods.

The following job titles will be eliminated:

Building Maintenance Helper
Building Maintenance Repairer
Building Maintenance Leader

In addition, the use of Utility Worker-FS positions in the Facilities Management Department will be eliminated.

Progression Lines, Initial Staffing, Seniority & Filling Vacancies

Attachment B identifies the new progression lines for the Facilities Management Department in the following regions:

Lehigh – RC 0891,	Harrisburg – RC 0895,
Northern – RC 0892,	Lancaster - RC 0896,
Susquehanna - RC 0894,	Central - RC 0897

In the General Office, the Facilities Management Worker position will be added as the entry level position to the existing progression line. That will be the only change to that progression line covered in this agreement. See attachment C showing the change to the existing progression line.

Attachment D identifies the initial staffing and seniority ranking of the existing employees.

The initial staffing of the full-time Facilities Management Worker vacancies will be filled by a system wide posting, except for those existing employees who are currently a Utility Worker B. Active Utility Workers as of the signing of this agreement will be considered eligible bidders. The existing Utility Worker B's will be converted to Facilities Management Workers at their current location. For initial staffing only, the minimum entry of possessing a valid non-CDL vehicle license will be waived for one of the Facilities Management Worker vacancies located at the General Office. Any full time Utility Workers currently working in Facilities Management who are not successful bidders in the system wide posting, will retain their right to bump other Utility Workers with less Local 1600 seniority. If they bump a Utility Worker in Facilities Management who is part-time, they will become a Facilities Management Worker – Part time. Future vacancies will be filled in accordance with Article V, Section 2, Paragraph M (1) of the Labor Agreement (post/post/hire).

The Company also agrees to create one Facilities Technician I vacancy in each region nine (9) months after the initial full-time Facilities Management Worker vacancies are filled. These Facilities Technician I vacancies would be filled using normal progression line rules.

Initial staffing of part-time Facilities Management Worker vacancies will be filled first by 40 X 52 Utility Workers who were unsuccessful in the bidding process for full time Facilities Management Workers as explained above and then remaining vacancies will be filled by converting the existing part time Utility Workers at each location to the Facilities Management Workers – Part time job title. Future vacancies will be filled by a newly hired employee. The part-time Facilities Management Worker will be temporary employees. However they will accrue 1600 seniority, have bidding rights and will be able to bump another part-time Facilities Management Worker at any other location.

The employee benefits and entitlements for a part-time Facilities Management Worker will be limited to the following:

Workers' Compensation and Accidental Death and Dismemberment Insurance; time and one half for all hours over eight (8) on a W-Day; time and one half for all hours worked on the first ST-Day; time and one half for all hours worked on a holiday; double time for all hours worked on the second ST-Day; double time for sixteen (16) or more consecutive hours; change of shift premium; shift differential and meal allowances.

The provisions of Article V, Section 5 (Part-Time Employees) will not apply to the part time Facilities Management Worker position.

Use of Contractors for Grass Cutting

Upon implementation of this agreement, the parties agree that the Company can use contractors to perform grass cutting at the following locations:

Susquehanna Service Center; Lock Haven Service Center; Bloomsburg Service Center; Sunbury Service Center; Lehigh Service Center; SOTC (Walbert's); Bethlehem Service Center; Buxmont Service Center; Slatington Service Center; Harrisburg Annex; Harrisburg Greenwood Annex; Newport Service Center; Harrisburg Service Center; Elizabethville Service Center; Lancaster Service Center; Sinking Spring Service Center; Cocalico Service Center; Quarryville Service Center; Pocono Service Center; Scranton Service Center; Carbondale Service Center; Hamlin Service Center; Honesdale Service Center; Systems Facility Center; Hazleton Service Center; Wilkes Barre Service Center; Panther Valley Service Center; White Haven Service Center; Marion Heights Service Center; Schuylkill Office Building; Frackville Service Center; Orwigsburg Service Center; Harwood Fire/Driving School, East Mountain Business Center and the Sesqui St. Record Center.

This agreement will supersede the language in the Stipulated Award, dated May 1, 2001, issued by arbitrator Stanley L. Aiges regarding the use of contractors to perform grass cutting (as defined in the award) at the above referenced locations.

Implementation

The provisions of this agreement will be implemented at the beginning of the fourth full pay period following the signing of this agreement.



IBEW Local 1600



PPL Services

1/18/08
Date

PPL SERVICES CORPORATION - FACILITIES MANAGEMENT

JOB DESCRIPTION

JOB TITLE: Facilities Management Worker **JOB CODE:** 4597
ORGANIZATION: Facilities Management **SALARY TABLE:** F01
PURPOSE: Performs low-end duties and assists higher classifications when needed
SUPERVISOR: Supervisory personnel as assigned
DIRECTION: Other personnel of like or higher classification
DIRECTS: Other personnel of like classification

DESCRIPTION OF DUTIES: Duties include, but are not limited to:

1. Performs janitorial duties such as stocking wash rooms, cleaning windows, walls, ceilings, furniture, toilets, and sinks; maintaining finished floors using power equipment; emptying trash receptacles and recycle containers. Replenish toilet / restroom supplies i.e. paper products, soaps etc; cleaning light fixtures; changing light bulbs; cleaning HVAC vents; and changing ceiling tiles.
2. Maintains grounds in good order such as clean-up work and watering; removing trash and debris; grass cutting and weed whacking; clearing of snow using hand tools, snow blowers, power brooms, and lawn/garden type tractors.
3. Cleans, maintains and stores equipment utilized to perform assigned tasks
4. Moves furniture and office equipment
5. Performs tasks such as painting walls, floors, doors, and dock lines.
6. Performs duties using up to 28' extension ladders when required
7. Operate power-driven tools applicable to the duties of a Facilities Management Worker.
8. Completes documentation associated with job duties.
9. Operates non-CDL licensed vehicles in the performance of job duties.
10. Performs such other duties, as assigned or as necessary.

MINIMUM ENTRY REQUIREMENTS:

1. High school education or equivalent.
2. Possess a valid non CDL vehicle license.
3. Ability to observe conditions, learn methods and follow written and verbal instructions.
4. Satisfactory physical condition, strength and endurance to perform above duties in and out of doors and under all working conditions.
5. Sufficient manual dexterity to perform above duties.

PPL SERVICES CORPORATION - FACILITIES MANAGEMENT

JOB DESCRIPTION

JOB TITLE: Facilities Technician I **JOB CODE:** 4599

ORGANIZATION: Facilities Management **SALARY GRADE:** B58

PURPOSE: Under limited supervision, performs routine skilled work in performing operation, maintenance, and renovation of building structures, equipment and systems. Assists higher classifications when needed.

SUPERVISION: Regional Foreman-Facilities Management
Regional Facilities Supervisor

DIRECTED BY: Other personnel of like or higher classification

DIRECTS: Other personnel of like or lower classification

DESCRIPTION OF DUTIES: Duties include, but are not limited to:

1. Performs all the direct duties of the Facilities Management Worker.
2. Performs routine skilled work requiring a basic working knowledge of all building related electrical and communication cabling (voice, data and video), mechanical, and instrumentation and control systems such as running conduit and wiring from prints or verbal instructions, replacement or repair of electrical and mechanical equipment components, running piping/plumbing from prints or verbal instructions, installing ceiling grid from prints or verbal instructions, and routine preventive maintenance. Also performs operating functions, carpentry, basic plumbing and pipe fitting, and non-certified welding work as they apply to building operations, maintenance and renovations in accordance with recognized codes and regulations.
3. Performs maintenance duties on office furniture and related equipment. Arranges, and assembles furniture, its components and office equipment.
4. Performs inspection, tests, and recharges portable fire extinguishers and eye wash stations.
5. Performs routine maintenance for elevators.
6. Performs stocking functions related to the handling of materials, supplies and tools including the requisition of routine materials, receiving, unpacking, checking, stocking and retrieval; and maintaining and updating the computerized inventory system.
7. Works aloft up to 75 ft. using bucket trucks, personnel lifts, scaffolds or ladders.
8. Operates power driven tools and equipment such as fork lift trucks, tractors, buffers, sanders, chipping tools, electric drills, saws, jackhammer, backfill tamper, vibrator, etc., for performance of above tasks.
9. Takes and records readings of equipment.

PPL SERVICES CORPORATION - FACILITIES MANAGEMENT

JOB DESCRIPTION

JOB TITLE: Facilities Management Worker – Part time **JOB CODE:** 4598

ORGANIZATION: Facilities Management **SALARY TABLE:** F01

PURPOSE: Performs low-end duties and assists higher classifications when needed

SUPERVISOR: Supervisory personnel as assigned

DIRECTION: Other personnel of like or higher classification

DIRECTS: Other personnel of like classification

DESCRIPTION OF DUTIES: Duties include, but are not limited to:

1. Performs janitorial duties such as stocking wash rooms, cleaning windows, walls, ceilings, furniture, toilets, and sinks; maintaining finished floors using power equipment; emptying trash receptacles and recycle containers. Replenish toilet / restroom supplies i.e. paper products, soaps etc; cleaning light fixtures; changing light bulbs; cleaning HVAC vents; and changing ceiling tiles.
2. Maintains grounds in good order such as clean-up work and watering; removing trash and debris; grass cutting and weed whacking; clearing of snow using hand tools, snow blowers, power brooms, and lawn/garden type tractors.
3. Cleans, maintains and stores equipment utilized to perform assigned tasks
4. Moves furniture and office equipment
5. Performs tasks such as painting walls, floors, doors, and dock lines.
6. Performs duties using up to 28' extension ladders when required
7. Operate power-driven tools applicable to the duties of a Facilities Management Worker.
8. Completes documentation associated with job duties.
9. Operates non-CDL Licensed vehicles in the performance of job duties.
10. Performs such other duties, as assigned or as necessary.

MINIMUM ENTRY REQUIREMENTS:

1. High school education or equivalent.
2. Possess a valid non CDL vehicle license.
3. Ability to observe conditions, learn methods and follow written and verbal instructions.
4. Satisfactory physical condition, strength and endurance to perform above duties in and out of doors and under all working conditions.
5. Sufficient manual dexterity to perform above duties.

10. Performs routine diagnostic testing and utilizes standard test equipment to analyze and interpret results.
11. Performs other related duties as assigned or necessary.

MINIMUM ENTRY REQUIREMENTS:

1. High school education or equivalent.
2. Passing EEI CAST test at Level 5 or its replacement.
3. Satisfactory performance as a Facilities Management Worker or equivalent work experience.
4. Ability to read and interpret blueprints and specifications.
5. Ability to learn methods including basic computer-based applications pertaining to the job, and follow instructions.
6. Satisfactory physical condition to perform job duties indoor and outdoor in all weather conditions.
7. Valid driver's license. (Non-CDL)
8. Ability to obtain Forklift Truck Operator permit.

PPL SERVICES CORPORATION - FACILITIES MANAGEMENT

JOB DESCRIPTION

JOB TITLE: Facilities Technician II **JOB CODE:** 4560

ORGANIZATION: Facilities Management **SALARY GRADE:** B10

PURPOSE: Under limited supervision, troubleshoots and performs skilled work in the operation, maintenance and renovation of building structures, equipment and systems.

SUPERVISION: Regional Foreman-Facilities Management
Regional Facilities Supervisor

DIRECTED BY: Other personnel of like or higher classification

DIRECTS: Other personnel of like or lower classification

DESCRIPTION OF DUTIES: Duties include, but are not limited to:

1. Performs work planning and coordination.
2. Performs skilled work requiring a thorough knowledge of all aspects of building related electrical and communication cabling (voice, data and video), mechanical, and instrumentation and control systems; finish carpentry; and skilled preventive maintenance. Also performs skilled plumbing and pipe fitting as they apply to building operations, maintenance and renovations in accordance with recognized codes and regulations.
3. Performs skilled maintenance of elevators.
4. Provides on-the-job training of like or lower classification employees in the operation and maintenance of building structures, systems and equipment.
5. Interprets sketches, diagrams, and complex specifications.
6. Records and tracks refrigerants.
7. Performs complex diagnostic testing and troubleshooting and utilizes test equipment to analyze and interpret results.
8. Performs all the direct duties of the Facilities Technician I and such other related duties as assigned or as necessary.

MINIMUM ENTRY REQUIREMENTS:

1. High school education or equivalent.
2. Passing EEI CAST test at Level 5 or its replacement.
3. Thorough knowledge of safety rules pertaining to the work performed.
4. Satisfactory performance as a Facilities Technician I or three years equivalent related work experience.
5. Knowledge of computer-based systems pertaining to the job.

6. Satisfactory physical condition to perform job duties indoor and outdoor in all weather conditions.
7. Valid driver's license. (Non-CDL)
8. Ability to obtain Forklift Truck Operator permit.

PPL SERVICES CORPORATION - FACILITIES MANAGEMENT

JOB DESCRIPTION

JOB TITLE: Facilities Technician III **JOB CODE:** 4561

ORGANIZATION: Facilities Management **SALARY GRADE:** B12

PURPOSE: Normally with limited or no direct supervision directs and engages in the operation, maintenance and renovation of building structures, equipment and systems. Performs work requiring leadership and all-around knowledge, initiative, judgement and experience. Substitutes for a foreman on an as needed basis as per the Labor Agreement.

SUPERVISION: Regional Foreman-Facilities Management
Regional Facilities Supervisor

DIRECTED BY: Other personnel of like or higher classification

DIRECTS: Other personnel of like or lower classification

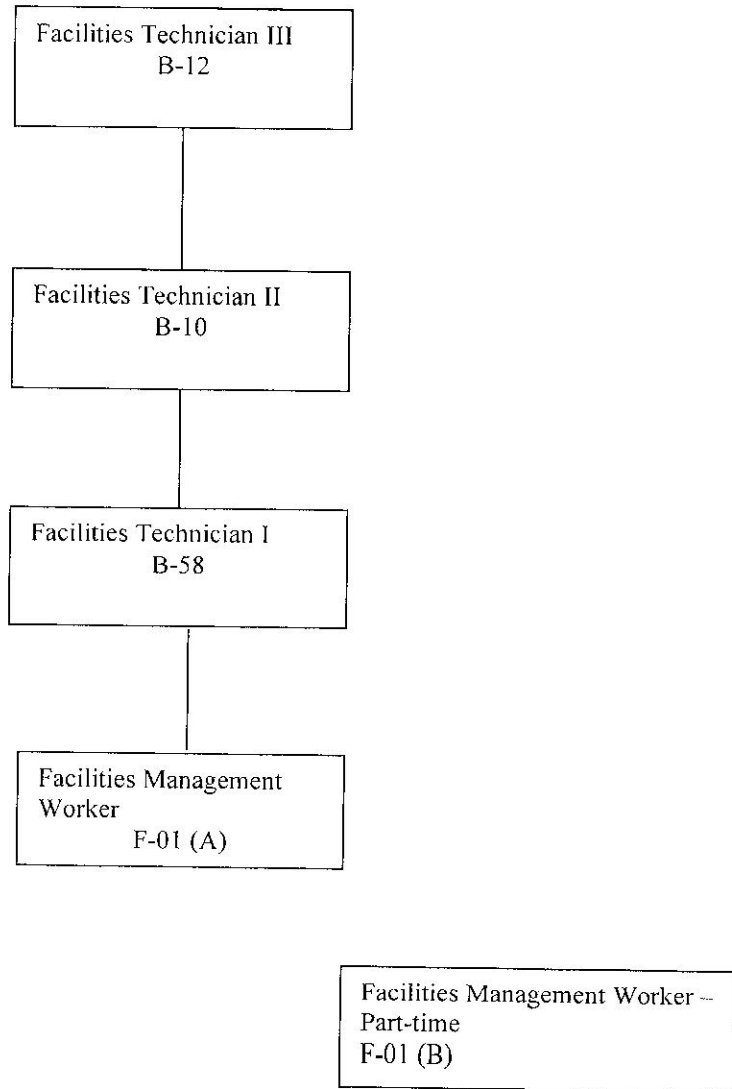
DESCRIPTION OF DUTIES: Duties include, but are not limited to:

1. Leads, directs, assigns work and functions as leader of a work group.
2. Develops and maintains operations and maintenance procedures.
3. Trains and develops like or lower classification employees in the operation and maintenance of building structures, systems and equipment.
4. Instructs operating personnel in (i) interpreting the indications, intelligence and the interrelated functions of the various pieces of equipment as indicated by instruments and (ii) the differentiation between equipment malfunction and instrument malfunction.
5. Directs investigation and performs the highest degree of diagnostic testing and troubleshooting of building equipment where the most complex instrumentation or controls may be involved.
6. Troubleshoots and configures end user software associated with computerized building systems such as HVAC, fire panels, security panels, elevators, etc.
7. Makes recommendations for upgrades and replacement of building equipment and systems.
8. Provides documentation and assists in the development and implementation of operating and maintenance instructions.
9. Performs all the direct duties of the Facilities Technician II and such other related duties as assigned or as necessary.

MINIMUM ENTRY REQUIREMENTS:

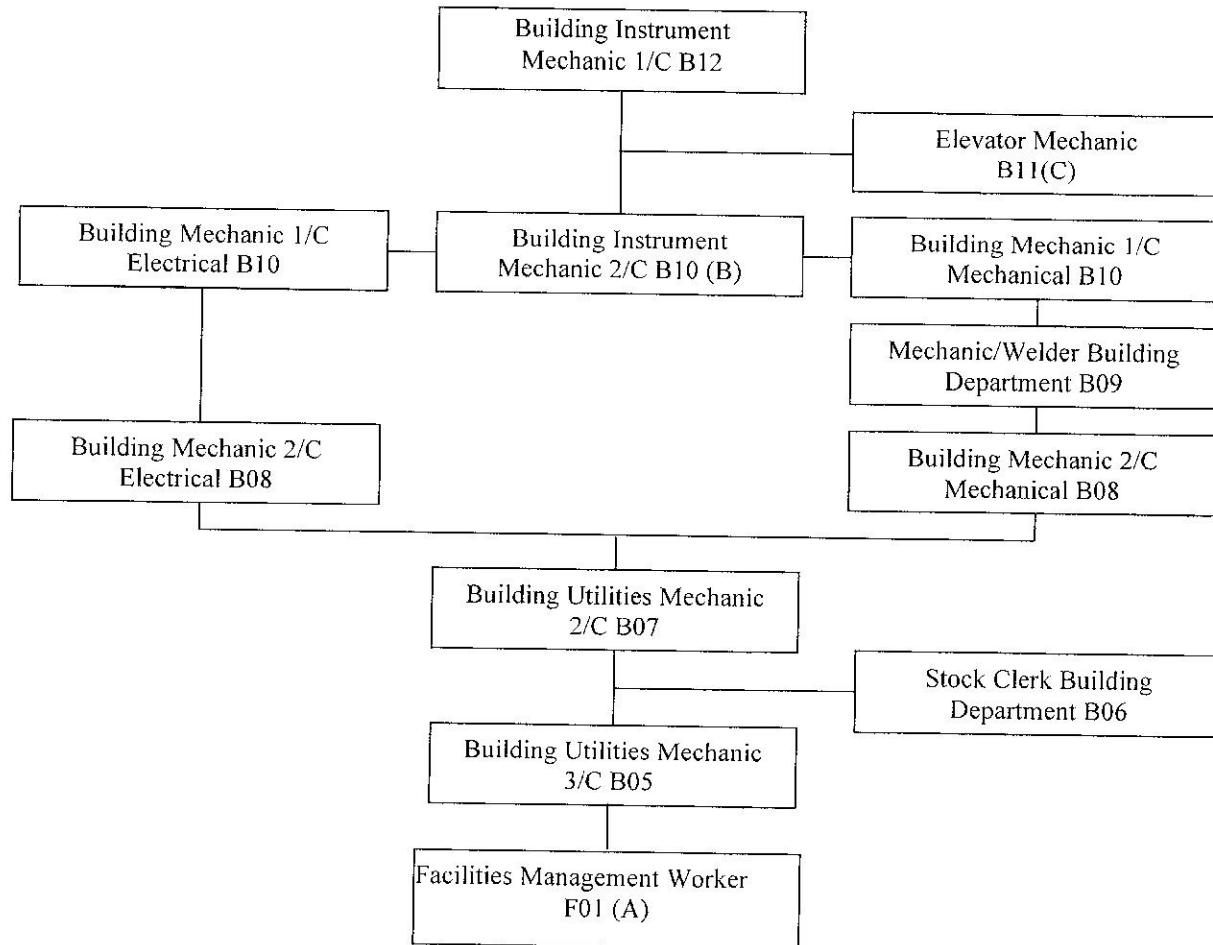
1. High school education or equivalent.
2. Passing EEI CAST test at Level 5 or its replacement.
3. Satisfactory performance as a Facilities Technician II or five years of equivalent practical experience and/or general knowledge of building equipment and systems.
4. Thorough knowledge of safety rules pertaining to the work performed.
5. Knowledge of computer-based systems pertaining to the job.
6. Satisfactory physical condition to perform job duties indoor and outdoor in all weather conditions.
7. Valid driver's license. (Non-CDL)
8. Ability to obtain Forklift Truck Operator permit.

Facilities Management Regional Progression Line



- A) Vacancies to be filled in accordance with Article V, Section 2, Paragraph M (1).
- B) Vacancies to be filled by outside hire.

FACILITIES MANAGEMENT GENERAL OFFICE



- (A) Vacancies to be filled in accordance with Article V, Section 2, Paragraph M (1).
- (B) The job of Building Instrument Mechanic 2/C to be filled by uniform consideration of job seniority and qualifications of employees in the jobs of Building Mechanic 1/C Electrical and Building Mechanic 1/C Mechanical. Second consideration shall be given to the seniority and qualifications of employees in the jobs of Mechanic/Welder Maintenance. Third consideration shall be given to the seniority and qualifications of employees in the jobs of Building Mechanic 2/C Electrical and Building Mechanic 2/C Mechanical.
- (C) Incumbent only position

Initial Staffing Seniority Ranking

Job Title	Salary Grade	Ranking No.	RC 891- Lehigh	Job Seniority Date	RC 892 - Northern	Job Seniority Date	RC 894 - Susquehanna	Job Seniority Date	RC 895 - Harrisburg	Job Seniority Date	RC 896 - Lancaster	Job Seniority Date	RC 897 - Central	Job Seniority Date	RC 893- General Office
FT III	B12	1 2	1 W. Ruth 2 J. Brazil	12/28/1988 2/8/1999	J. Ruddy	9/4/2000	R. Stein	4/8/1974	J. Fair	11/25/2002	G. Sellers	5/22/2006	G. Pancheri T. Russell	4/8/1996 9/4/2000	
FT II	B10	1 2 3 4 5	1 C. Berger 2 R. Hoffert 3 G. Yerusavage 4 J. Marushak 5 M. Terfinko	8/24/1987 8/5/1991 9/11/1995 11/16/1998 1/25/1999	J. Labomis W. Hancock	1/11/1999 10/2/2000	L. Whaley J. Dodge	7/9/1990 3/22/1999	R. Smith J. Bartles	11/18/2002 1/28/2008	C. Garcia G. Garmin	1/7/2002 7/3/2006	M. Higgins W. Dentler C. Gronolowski J. Beltz	2/14/1983 4/8/1996 9/4/2000 10/13/2003	
FT I	B58		1 vacancy (after 9 months)		1 vacancy (after 9 months)		1 vacancy (after 9 months)		1 vacancy (after 9 months) Faulkner		1 vacancy + 1 vacancy (after 9 months)		1 vacancy (after 9 months)		
FMW	F01		6 full time 2 part time		J. Stanford (UW-B) 6 full time 1 part time		5 full time 1 part time		5 full time 2 part time		4 full time 1 part time		9 full time 1 part time		D. Ott (UW-B) 3 full time

Attachments can contain viruses that may harm your computer. Attachments may not display correctly.

Knoebel, Steven C

From: Martin, Kenneth A **Sent:** Tue 3/11/2008 2:28 PM
To: Knoebel, Steven C; Hunscher, Gregory L; Miller, Cheryl E
Cc: Clipper III, John; Sweeney, Timothy J; Murray, R William; Miller, Diane M
Subject: MA for Facilities
Attachments: 4600.doc(34KB) 4601.doc(35KB)

Steve/Greg,

Per previous emails or discussions, the job codes shown on the job descriptions for Facilities Technician II and Facilities Technician III that were included in the subject MA were incorrect. Attached are revised copies with the correct job codes. Please use the attached revised job descriptions to replace the job descriptions that are included in any copies of the MA that you have.

Cheryl,

Please use the attached job descriptions to replace the ones in the MA in our database. Thanks.

<<4600.doc>> <<4601.doc>>

PPL SERVICES CORPORATION - FACILITIES MANAGEMENT

JOB DESCRIPTION

JOB TITLE: Facilities Technician II **JOB CODE:** 4600

ORGANIZATION: Facilities Management **SALARY GRADE:** B10

PURPOSE: Under limited supervision, troubleshoots and performs skilled work in the operation, maintenance and renovation of building structures, equipment and systems.

SUPERVISION: Regional Foreman-Facilities Management
Regional Facilities Supervisor

DIRECTED BY: Other personnel of like or higher classification

DIRECTS: Other personnel of like or lower classification

DESCRIPTION OF DUTIES: Duties include, but are not limited to:

1. Performs work planning and coordination.
2. Performs skilled work requiring a thorough knowledge of all aspects of building related electrical and communication cabling (voice, data and video), mechanical, and instrumentation and control systems; finish carpentry; and skilled preventive maintenance. Also performs skilled plumbing and pipe fitting as they apply to building operations, maintenance and renovations in accordance with recognized codes and regulations.
3. Performs skilled maintenance of elevators.
4. Provides on-the-job training of like or lower classification employees in the operation and maintenance of building structures, systems and equipment.
5. Interprets sketches, diagrams, and complex specifications.
6. Records and tracks refrigerants.
7. Performs complex diagnostic testing and troubleshooting and utilizes test equipment to analyze and interpret results.
8. Performs all the direct duties of the Facilities Technician I and such other related duties as assigned or as necessary.

MINIMUM ENTRY REQUIREMENTS:

1. High school education or equivalent.
2. Passing EEI CAST test at Level 5 or its replacement.
3. Thorough knowledge of safety rules pertaining to the work performed.
4. Satisfactory performance as a Facilities Technician I or three years equivalent related work experience.
5. Knowledge of computer-based systems pertaining to the job.
6. Satisfactory physical condition to perform job duties indoor and outdoor in all weather conditions.

7. Valid driver's license. (Non-CDL)
8. Ability to obtain Forklift Truck Operator permit.

Issued: 03/10/08

PPL SERVICES CORPORATION - FACILITIES MANAGEMENT

JOB DESCRIPTION

JOB TITLE: Facilities Technician III **JOB CODE:** 4601

ORGANIZATION: Facilities Management **SALARY GRADE:** B12

PURPOSE: Normally with limited or no direct supervision directs and engages in the operation, maintenance and renovation of building structures, equipment and systems. Performs work requiring leadership and all-around knowledge, initiative, judgement and experience. Substitutes for a foreman on an as needed basis as per the Labor Agreement.

SUPERVISION: Regional Foreman-Facilities Management
Regional Facilities Supervisor

DIRECTED BY: Other personnel of like or higher classification

DIRECTS: Other personnel of like or lower classification

DESCRIPTION OF DUTIES: Duties include, but are not limited to:

1. Leads, directs, assigns work and functions as leader of a work group.
2. Develops and maintains operations and maintenance procedures.
3. Trains and develops like or lower classification employees in the operation and maintenance of building structures, systems and equipment.
4. Instructs operating personnel in (i) interpreting the indications, intelligence and the interrelated functions of the various pieces of equipment as indicated by instruments and (ii) the differentiation between equipment malfunction and instrument malfunction.
5. Directs investigation and performs the highest degree of diagnostic testing and troubleshooting of building equipment where the most complex instrumentation or controls may be involved.
6. Troubleshoots and configures end user software associated with computerized building systems such as HVAC, fire panels, security panels, elevators, etc.
7. Makes recommendations for upgrades and replacement of building equipment and systems.
8. Provides documentation and assists in the development and implementation of operating and maintenance instructions.
9. Performs all the direct duties of the Facilities Technician II and such other related duties as assigned or as necessary.

MINIMUM ENTRY REQUIREMENTS:

1. High school education or equivalent.
2. Passing EEI CAST test at Level 5 or its replacement.
3. Satisfactory performance as a Facilities Technician II or five years of equivalent practical experience and/or general knowledge of building equipment and systems.
4. Thorough knowledge of safety rules pertaining to the work performed.
5. Knowledge of computer-based systems pertaining to the job.
6. Satisfactory physical condition to perform job duties indoor and outdoor in all weather conditions.
7. Valid driver's license. (Non-CDL)
8. Ability to obtain Forklift Truck Operator permit.

Issued: 03/10/08