

Beechcraft



Hawker

TEXTRON AVIATION



APPRENTICESHIP PROGRAM AGREEMENT

BETWEEN

**TEXTRON AVIATION INC.
AND THE
INTERNATIONAL ASSOCIATION**

OF

**MACHINISTS & AEROSPACE WORKERS
DISTRICT LODGE #70 – LOCAL LODGE #774**

This Apprenticeship Program Agreement ("Agreement") is effective upon date of signatures by and between Textron Aviation Inc. and the International Association of Machinists & Aerospace Workers, District Lodge #70, Local Lodge, #774.

DEFINITIONS

COMPANY	Textron Aviation Inc., including its subsidiary Textron Aviation Inc. Defense LLC
UNION	IAMAW District 70 & Local Lodge 774
APPRENTICE ADMINISTRATIVE COMMITTEE	The Union and Company selected representatives that administer the program and may be referred to as AAC
APPRENTICE TECHNICAL COMMITTEE	The Union and Company selected representatives that develop and monitor the technical requirements of the program and may be referred to as ATC
JOURNEYPERSON	The craftsman or mentor for the apprentice
APPRENTICE	Individual who has successfully been accepted for an apprenticeship in accordance with the Agreement
COLLECTIVE BARGAINING AGREEMENT "CBA"	Negotiated agreement between Company and the Union

PREFACE

To facilitate the administration of the Apprenticeship Program, an Administrative Committee and Technical Committees shall be formed, each consisting of representatives from the Company and the Union. There shall be a Technical Committee established for each apprentice skill trade. All members of each Committee shall be selected by the groups they represent and are permitted to assign a designee for instances in which attendance is not possible. The Administrative Committee shall be comprised of three (3) from the Company and three (3) from the Union and the Technical Committee shall be comprised of an equal number from the Company and the Union, not to exceed five (5) from the Company and five (5) from the Union and is recognized that each Technical Committee may include additional resources as mutually agreed upon.

The Company and Union recognize the importance of the Apprenticeship program and mutually agree to meet timely to review and address any issue that may arise pertaining to the successful outcome of this program. This Agreement may be opened and revised, at any time, should both parties mutually agree. All revisions will be in writing and signed by both parties.

ADMINISTRATIVE PROCEDURE

- The **Apprentice Administrative Committee (AAC)** shall oversee and make decisions as to the administration of the program and provide guidance as required.
- The **Apprentice Technical Committee (ATC)** shall develop and administer the internal training specific to each apprenticeship.

DUTIES OF THE APPRENTICE ADMINISTRATIVE COMMITTEE (AAC)

1. Outline the apprenticeship training program for each apprentice focus.

2. Advise with the Company, on the need of apprentices and cooperate with their selection.
3. See that the program is being properly administered and that individual apprentices are complying with training requirements.
4. Hear and resolve complaints and criticisms of the program and make recommendations for resolution of complaints of violations of apprenticeship agreement.

DUTIES OF THE APPRENTICE TECHNICAL COMMITTEES (ATC)

1. Recommend external training options
2. Develop and administer the internal training specific to each apprenticeship
3. Select Journeypersons in accordance with the selection process

1. JURISDICTION

This Agreement has been entered into for the purpose of recording agreement on wages, hours, and other terms and conditions of employment for Apprentices employed in work within the traditional and historical work jurisdiction of the agreed upon trades/skills under the direction of a qualified Journeyperson. Apprentices shall not be required to work a shift alone.

Textron Aviation Inc. and the IAMAW have entered into this Agreement covering wages, hours and other terms and conditions of employment for the Apprenticeship Program. Should a different and specific provision in the existing CBA, with respect to the Apprentices in this Agreement exist, the different and specific provisions for Apprentices made herein, shall govern. Anything not covered under this Agreement, the existing CBA shall prevail.

2. COORDINATION OF APPRENTICES

The AAC shall prepare adequate record forms to be filled in by the assigned Journeyperson and the supervisor under whom the apprentice receives instruction and experience. Supervisors shall make a report at least every three months to the AAC on the work progress of the apprentices under their supervision. Record forms relative to the class room studies and work progress shall be maintained in the apprenticeship file. Apprentices will be responsible to provide grades in accordance with the [Textron US Educational Assistance Program Policy](#) to remain in good standing.

Apprentices shall be under the general supervision of management and under the direct guidance of a qualified Journeyperson in the classification, to oversee assigned apprentices on a 1:1 ratio, unless otherwise noted in the appendix document for each apprentice classification. Said Journeyperson of apprentices is authorized to move apprentices from one operation to another in accordance with the predetermined schedule of work training, or as the need arises due to operating conditions.

3. JOURNEYPEPERSON SELECTION PROCESS

Journeyperson participation will be voluntary and, to be selected, must meet these three criteria:

1. Must possess the knowledge and skillset of the classification of apprentice being mentored
2. Must have the ability to teach others
3. Must have positive peer relationships

Each party within the ATC (Company and Union) will each select 50% of the journeypersons needed in accordance with the following:

The Company and Union will each submit names to the ATC, equal to the number of Journeypersons needed. All duplicated submissions on both the Company and Union lists will automatically be selected as a Journeyperson.

If any remaining Journeyperson openings exist, ATC Company and Union representatives will alternate selecting from each list until all openings are filled.

4. APPRENTICE APPLICATION PROCEDURE

When the Company decides to hire apprentices for the agreed upon trades/skills the openings will be posted internally on the Company Job Postings sheet with the corresponding requisition number and externally through the Company Web-Site, job boards, technical schools and any others as applicable. All applicants, internal and external, will be required to apply through the on-line posting to be considered. Once the posting process is completed the following processes will commence.

- A. **Verification** -The Human Resources Department will verify the eligibility, work experience, educational background, all documents submitted, and the eligibility of the applicant. Then the AAC and ATC will review the applications utilizing the processes below.
- B. **Application Procedure** - All apprentice openings will be sourced based on qualifications and business need.
- C. If the candidate is a current employee, the Qualifications are as follows:
 1. Meet qualifications per the job description
 2. Complete baseline skills assessment
 3. Maintain fulltime employment consisting of on the job and classroom learning, while in school
 4. Be continuously enrolled in an approved technical training program
 5. No active discipline higher than step one
 6. Be in good standing with the school
 7. Be able to work the shift hours of the apprenticeship
 8. Provide own means of transportation to and from both on the job and classroom learning.

Internal Candidate selection will not be subject to Article 11.02 of the CBA

- D. If the candidate is not a current employee, the Qualifications are as follows:
 1. Meet qualifications per the job description
 2. Complete baseline skills assessment
 3. Maintain fulltime employment consisting of on the job and classroom learning, while in school
 4. Be continuously enrolled in an approved technical training program
 5. Be in good standing with the school
 6. Be able to work the shift hours of the apprenticeship
 7. Provide own means of transportation to and from both on the job and classroom learning

5. CANDIDATE SELECTION

All applicants having successfully met the requirements of Article 3 will be considered qualified to move to the interview process. Interviews will be offered in order of baseline test scores beginning with the highest score. The ATC shall interview qualified candidates and rate them on a 1-5 scale on the following criteria. The average score from each committee member for each category will be the final score. Consideration should include:

- Reason for Applying for Apprenticeship
- Future Goals of Applicant
- Drive for Results
- Time Management
- Technical Learning
- Personal Learning
- Peer Relationships
- Problem Solving

Candidates receiving the highest total combined score from the baseline assessment and interview will be offered an apprentice position, until apprentice openings have been filled.

Internal candidate selection shall not exceed 50% of the total apprentice population by classification.

Externally selected candidates must successfully complete all pre-employment screenings and requirements to be eligible for the apprenticeship.

Internally selected candidates must successfully complete all transfer screenings and requirements to be eligible for the apprenticeship.

Apprentices new to the Company will attend Textron Aviation Inc. Orientation & IAMAW Briefing.

Apprentices must complete all required safety training, SOJT training and obtain and maintain any necessary licensing, certification or qualifications required for the role.

Apprentices will follow the current CBA, Plant Rules and Attendance Policy for all Bargaining Unit Employees.

6. TERMS OF APPRENTICESHIP

The term of apprenticeship shall be dependent on the trade/skill being pursued. The schedule of course studies and on-the-job training requirements are outlined in the appendices included in this document. To graduate the apprenticeship program, an apprentice must successfully complete the technical school and the technical skills matrix requirements.

The apprentice will be required to satisfactorily perform the on-the-job training phase of the apprenticeship.

The term of apprenticeship will be based on the program for which the apprentice is accepted, comprised of reasonably continuous employment, including the probationary period. All apprentice programs will require a maximum of 2,000 on-the-job learning hours, a minimum of 144 hours of related technical school instruction each year and the attainment of competencies applicable to the apprenticeship trade. In the event the apprentices work overtime, they shall receive credit on the term of apprenticeship for only the actual hours worked.

The Company intends and expects to give the apprentice continuous employment. However, the Company reserves the right to suspend an apprentice classification, whenever conditions of business deem it necessary. Any apprentice, whose term of apprenticeship is suspended for such reason, will be given the opportunity to be recalled in accordance with Article 10.04 of the CBA, before an additional apprentice is accepted into the suspended apprentice classification.

Any apprentice displaced as a result of the program being suspended will be reviewed and considered for any openings for which they qualify.

7. HOURS OF WORK

Apprentices may be reassigned to various shifts at the discretion of Management to provide more opportunities for training. Discretion should be used as not to interfere with scheduled or ongoing technical training program. Apprentice will be exempt from mandatory overtime. Due to the specialized nature of some apprentice classifications, there may be cases in which assignments occur outside of standard business hours. In all cases, overtime will be on a voluntary basis and only be permitted in conjunction with their assigned journey person. It is the responsibility of the Apprentice to ensure completion of the program within the defined timeframe. In the case apprentices work overtime or Holidays, they shall receive credit on the term of apprenticeship for only the actual hours worked. Should an apprentice's defined technical training program end prior to completion of the apprenticeship the apprentice will remain in said program on a fulltime basis until all requirements listed herein are complete.

8. RELATED INSTRUCTION AND SCHOOL ATTENDANCE

Each apprentice shall be enrolled in a course relating to their apprenticeship. Apprentices will be paid for time spent in classes required by the apprenticeship outline. Completed tests shall remain the property of the Company. The employee may review these tests; however, the tests shall not be removed from the control of the Company. No copies of tests are allowed. The testing facilities, course material and payment for classes and materials are the sole responsibility of the Company.

All apprentices shall be required to attend classes in subjects related to the occupation. One hundred forty-four (144) hours per year is normally considered necessary. These classes may be given during or outside the regular working hours, depending upon available facilities. All time spent in such classes after shall be considered as hours of work. If required to attend classes during the regular working hours, the apprentices shall be compensated at their regular hourly rate. If, for any reason, classroom instruction is not practicable, the related technical instruction may be conducted by means of distance learning, correspondence, electronic, or company-sponsored courses approved by the AAC and ATC.

The amount of time to be devoted to each subject and the sequence they are to follow will depend upon the type of work being performed by the apprentice. It is intended that this classroom instruction shall be so integrated with the work that the apprentice and the Company will receive the maximum benefits from such instruction.

Failure on the part of the apprentice to fulfill their obligation as to the related training studies and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for termination from the apprentice program.

An outline of the related technical instruction, to be included in this training, is attached hereto. The Company and the Union agree that apprentices will work on the shifts-in which the Journeyperson works and, whenever possible, attend school on the same hours as the work shift possible. Additionally, on days consisting of school and work, the apprentices will have one hour paid for lunch and travel. The parties agree that the apprentices will be scheduled for continuous work days, wherein school, work and travel/lunch will all run concurrently.

All related technical instruction must be administered by a subject matter expert, such as a journey worker/mentor, who is recognized within an industry and by the Company as having expertise in this occupation.

9. DISCIPLINE AND PROBATIONARY PERIOD

The probationary period shall align with the terms in the CBA. After the probationary period, the agreement may be canceled for cause. "Cause" shall include, but not be limited to, infraction of company rules set up in accordance with company policy, or failure to meet the required standards of proficiency. Apprentices shall be given full credit for such period toward completion of their apprenticeship.

An Apprentice will not be required to serve another probationary period if placed into a regular position within the company after successful completion of the apprenticeship program.

10. WAGES

Apprentices in each of the apprentice trades covered by these standards shall be paid and receive benefits in accordance with the CBA. Starting wages of the apprentice will depend on qualifications and experience upon entrance to the program.

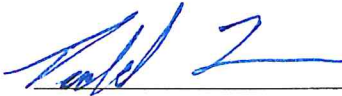
Current employees who enter an apprentice position will transfer to grade of the apprenticeship and follow the same apprentice guidelines and pay. Current employees earning above the maximum of a grade C, will have their pay frozen until such time they meet the qualifications for a higher pay rate.

11. PROGRAM COMPLETION AND RETENTION

Successful completion of the apprenticeship program will be achieved when the apprentice completes the required classroom training and demonstrates technical learning as defined in the technical requirements. Therefore, an apprentice who, by unusual aptitude and industry, or because of past education and/or practical experience, achieves the requirements in less than the 2,000-hour maximum, may complete the program.

Upon completion of the apprenticeship the Company will issue a certificate signifying completion of the apprenticeship to the apprentice, with a copy being retained in the employee's personnel file. Upon completion of the program, the apprentice shall convert to a regular full-time position into a classification corresponding with their apprenticeship for which he/she qualifies, and on shifts where full-time opening exists. The apprentice will not be eligible to transfer out of the classification for a period of (12) months.

The apprentice shall remain in good standing and employed by the Company for twelve (12) months after the completion of the apprenticeship. Should the apprentice voluntarily depart the company, they shall be responsible to reimburse the Company for all tuition assistance paid during the previous twelve (12) months of their apprenticeship.

 8-22-19

FOR THE COMPANY / DATE

 8/22/19

FOR THE UNION / DATE