

Nodak Electric Cooperative, Inc.
Grand Forks, North Dakota
Position Description

Seasonal Apprentice
Journeyman Lineman

Notice of Intent:

It is the intent of the Cooperative to manage its workforce as close as possible to match the workload. This will generally be accomplished by using permanent employees and at times the use of Seasonal Apprentices, and/or contract laborers may be needed. If Seasonal Apprentices are used, it shall be with the preference that the Seasonal Apprentices will be given opportunity for full-time employment when a position opens that they are qualified for. If it becomes necessary to lay off a Seasonal Apprentice, he/she will be given an opportunity to return to work for the Cooperative when a future position opens up.

Purpose for the Position: It is the purpose of the Seasonal Apprentice position to:

- Provide an entry position with the Cooperative
- Provide an opportunity for the Cooperative to evaluate the Apprentice

Employment Terms: The following are intended terms whereby the Seasonal Apprentice candidate shall be employed:

- Candidate will have completed an approved Department of Labor Apprenticeship program if available
- Upon employment as a Seasonal Apprentice, the candidate shall be enrolled in the Cooperative's Apprenticeship Program with an expectation that the Apprentice shall progress from step to step on a timely manner
- Candidates shall be employed on a probationary status for the first six months
- Seasonal Apprentices shall participate in the Cooperative's safety training program
- Seasonal Apprentices shall be assigned to working situations that afford them a well-balanced learning experience
- Seasonal Apprentices may be utilized for emergency maintenance work at the discretion of the foreman in charge

Compensation and Benefits:

- Seasonal Apprentices will be placed on a progressive wage scale equal to 90% of the appropriate full-time Apprenticeship Journeyman Lineman rate as posted in the current IBEW Union Contract
- The Cooperative will pay 50% of the rate of a single health insurance policy while employed as a Seasonal Apprentice. The employee may elect to increase coverage to include dependents, or a family plan at their own expense.

- The Cooperative will reimburse the Apprentice 50% of the book cost upon successful completion of each book and split with the Apprentice 50/50 the AT&S Training Document Processing fee
- Seasonal Apprentice employees will be offered the Cooperative's NRECA-sponsored Retirement and Security Plan benefits upon completion of minimum service hour requirements and waiting periods. Nodak will pay for 100% of the R&S monthly premium.
- Seasonal Apprentice employees will be offered 401(k) plan benefits upon completion of minimum service hour requirements and waiting periods. This Cooperative-paid benefit equates to 2% of the employee's base annual salary dependent upon a 1% base annual salary contribution by the employee. Additional employee 401(k) contributions are allowable subject to IRS-mandated maximum levels.
- Seasonal Apprentice employees will be offered NRECA-sponsored Group Life, and supplemental accident and business travel insurances with no waiting period. Monthly premiums for these insurances will be shared with the employee at a rate of 50% each. NRECA long-term disability insurance will also be offered, with participation of 25% of the monthly premium paid by Nodak with no waiting period.
- The Cooperative shall provide for Seasonal Apprentices that are required to wear FR clothing one-half the cost of purchasing shirts, trousers, coveralls, and other outerwear approved by the Cooperative up to a maximum of \$120 for each calendar year.
- Seasonal Apprentices shall receive holiday payment for the holidays that fall within the active employment period

Full Time Apprentice Journeyman Lineman Salary Scale

| <u>Steps</u> | <u>% of Journeyman Wage</u> |
|---------------------|------------------------------------|
| 1st 6 months | 60% |
| 2nd 6 months | 63% |
| 3rd 6 months | 66% |
| 4th 6 months | 69% |
| 5th 6 months | 74% |
| 6th 6 months | 79% |
| 7th 6 months | 84% |
| 8th 6 months | 89% |
| Thereafter | 90% |

Seasonal Apprentice Journeyman Lineman Salary is 90% of the above full time scale

Physical Requirement:

- A. In an eight-hour day, an employee must be able to:
- Balance: Frequently
 - Bend: Frequently

Climb: Frequently
Crouch: Frequently
Kneel: Frequently
Sit: Frequently
Stand: Frequently
Stoop: Frequently
Walk: Frequently

- B. Employee must lift/carry:
Up to 10 lbs.: Occasionally
11–34 lbs.: Occasionally
35-50 lbs.: Occasionally
50-100 lbs.: Occasionally
- C. Employee must use hands for repetitive:
Simple grasping: Yes
Pushing and pulling: Yes
Fine manipulation: Yes
Feeling: Yes
Fingering: Yes
- D. Employee must be able to work outside in all weather conditions: Continuously
- E. Employee must be able to reach above shoulder: Yes
- F. Employee must be able to work per day: 8 Hours
- G. Overtime: Yes
- H. Work requires use of a negative pressure respirator: No
- I. Work requires employee to work off a scaffold or ladder: Yes
- J. Employee must possess a valid CDL drivers license
- K. Other physical abilities that may be required:
Make fine distinctions in sound: Yes
Express/exchange ideas by means of spoken work: Yes
Distinguish objects visually: Yes

Note: In terms of an eight-hour workday, occasionally equals 1 to 33 percent, frequently equals 34 to 66 percent, and continuously equals 67 to 100 percent.

Agreed:

Approval:

Employee

Engineering / Operations Manager

Date

Date