

**LETTER AGREEMENT REGARDING MAINTENANCE REPRESENTED
EMPLOYEES WORKING A 4 – 10 WORK WEEK SCHEDULE**

February 10, 2015

CBA: EXHIBIT “E”

The Company and the Union have held discussions regarding changing the standard work week for its Maintenance workforce from five 8-hour days to four 10-hour days. Both sides believe that the four 10-hour day schedule will improve productivity and efficiency and will also be viewed as a more desirable work schedule by the Maintenance workforce.

As a result of these discussions, the Company and the Union have agreed to the following work rules regarding the four 10-hour day schedule:

- The new work schedule will go into effect on Monday, March 9, 2015.
- Work hours will be from 7 am to 6 pm with one hour for lunch from noon to 1 pm.
- Standard work days will be Monday through Thursday on weeks which do not contain a Company holiday.
- On weeks which do contain a Company holiday, Maintenance employees will work the other weekdays on an 9-hour day schedule. The work hours on these weeks will be 7 am to 4 pm with one hour for lunch from noon to 1 pm.
- A sick day will be shown as 10 hours of sick time unless the sick day occurs during a holiday week. A sick day during a holiday week will be shown as 8 hours of sick time. The Company will pay the first day of the first two sick events of the year at 10 hours of sick time (unless the sick day occurs during a holiday week which will result in an 8 hour sick day being paid).
- On a 10 hour work day, overtime begins after the 10 hours worked. On an 8 hour work day, overtime begins after 8 hours worked. The “Maintenance After Hours Overtime Guidelines which were previously agreed to on October 28, 2004 will be revised as follows on the next page.
- Vacation time will be counted in hours and not days, basically as it has been done. Vacation days will count either as 10 hours or 8 hours depending on fi taken during a regular work week or holiday week.
- Double time pay will remain unchanged and will be paid the 7th consecutive day worked in any work week.
- Civic duty rules will remain unchanged as per the Working Agreement for day workers.
- Previously agreed to “Beginning of the Year Call-Out Procedure” for Maintenance will remain unchanged.
- This revised work schedule will be in effect for a one year trial period. However, the Company may cancel this agreement at any time for any reason and resume an 8-hour five day work schedule at the beginning of the following pay period.

Agreed to By:

Robert Wegner
BSR Maintenance Manager

Steven Grigg
Chairman, Local 351 Workman’s Committee

Keith Imken
GM, Human Resources

Jason Kennemur
Committeeman

Maintenance After Hours Overtime Guidelines

Revised for 4-10 Work Schedule

(1) If a Maintenance day employee stays over or is called out and leaves by midnight, s/he should report to work at the normal starting time of 7:00 am for the following day shift.

Example: Employee stays over past 6pm and works till midnight, he should report at 7am. Employee called out at 9pm and works until midnight, he should report at 7am.

(2) If a Maintenance day employee stays over or is called out before midnight and works past midnight, s/he should report to work eight hours from the time s/he leaves the refinery. S/he will be paid for the entire 10 hour day shift.

Example: Employee stays over past 6pm and works until 2am. He should report back for day shift at 10am and will be paid for entire 10 hour day shift. Employee called out at 11pm and works until 2am. He should report to work at 10am and will be paid for the entire day shift.

Exception: If the employee works until 7am, he will be given the option of staying until 9am (and doing some useful work) and then going home. He will be paid for the 10 hour day shift and will not have to report back until the following morning at 7am. The extra time at work from 7am until 9am is not considered overtime.

(3) If a Maintenance day employee is called out between 5am and 7am, s/he will be expected to report for the day shift at the normal starting time of 7am and work the entire shift.

Example: Employee called out at 5am and works until 7am. He should report for day shift at 7am.

(4) If a Maintenance day employee is called out after midnight and works until 7am, he will stay for 12 hours and will be paid for the entire 10 hour day shift.

Example: Employee called out at 2am and call out keeps him until 7am, he will work until 2pm.

(5) If a Maintenance day employee is called out after midnight and before 5am and is released before 7am, s/he will report back to work 8 hours later.

Example: Employee called out at 2am and is released at 3am. Employee reports back to work at 11am.

*Note: All times referenced are clock in/out times.