

February 8, 2024

## **MEMORANDUM OF AGREEMENT**

The following recites the agreement reached between the Aerospace Corporation (“Corporation”) and the Aerospace Professional Staff Association (“APSA”), hereinafter referred to collectively as “the parties,” on the terms and conditions of their collective bargaining agreement (“Agreement”) covering the period of August 1, 2023, to August 1, 2025. This agreement shall become effective immediately *provided, however*, that the agreement is subject to ratification by APSA’s membership. Should APSA’s membership decline to ratify this agreement, the parties shall return to the bargaining table immediately.

Where appropriate, specific changes to contractual articles are indicated and, where appropriate, changes in administrative practice under the collective bargaining agreement are specified. In all cases, references to changes relate to the Articles of the parties’ collective bargaining agreement covering the period from August 1, 2021, to August 1, 2023.

### **COVER SHEET**

- Replace “August 1, 2021 through August 1, 2023” with “August 1, 2023 to August 1, 2025.”

### **CONTENTS**

- Update “XIII TELECOMMUTING” in the Table of Contents with the modified name.

#### XIII Telework

- The Table of contents shall be updated to add the following section.

#### Appendix C – Section 25. Telework

- The Table of contents shall be updated to add the following section.

#### Appendix I – Job Families

- The Table of contents shall be updated to indicate “INDEX OF SUBJECTS” starts at page “J-1.”

**PREAMBLE**

- Change the preamble date to August 1, 2023.

**ARTICLE II**            **RIGHTS OF MANAGEMENT**

- No changes.

**ARTICLE III**            **UNION SECURITY**

- No changes.

**ARTICLE IV**            **APSA COMMUNICATIONS**

- No changes.

**ARTICLE VI**            **MERIT EMPLOYMENT PROVISIONS**

- Modify paragraph 654 as follows.

654     A copy of Appendix B, Nonsupervisory MTS, Section 4, MTS Pay Plan Structure, the Aerospace Professional Career Path booklet, a description of the MTS job role characteristics, and the MTS position code designations shall be maintained in the library, as well as a copy of the current salary grade structure (minimum, midpoint, maximum) per level for the non-supervisory MTS for non high demand job families, and high demand job families along with the definitions of the job families and a list of the job families that are currently high demand. A copy of the same data shall be maintained by the administrators in all regional facilities for viewing by the MTS. Two (2) paper copies and an electronic Adobe pdf file of the same material shall be provided to APSA no later than December 15, 2023 and December 13, 2024, along with an electronic copy of the current the salary grade structure and job family definitions and a list of the job families that are currently high demand for the non-supervisory MTS in Excel.

**ARTICLE VII**            **NON-DISCRIMINATION**

No changes.

**ARTICLE VIII**            **EMPLOYEE BENEFITS**

- Modify paragraph 803 to add the following.

I-8 Professional Material Intended for External Release

**ARTICLE IX**      **COMPENSATION**

- Modify paragraph 901 to read as follows:

901 In Fiscal Years 2024 and 2025, the Corporation shall budget, in accordance with past practice, base merit salary increases and cash merit distributions aggregating 3.7% (3.2% merit and 0.5% cash merit) of the bargaining unit payroll. Budgeted base merit salary increases and cash merit distributions for the MTS who have been employed for less than one year on December 4, 2023 and December 2, 2024, may be prorated at the discretion of management respectively. Individual base merit increases and cash merit distributions, less organizational reserves, shall be administered on a common review date of no later than March 30, 2024 and no later than February 18, 2025 respectively, subject to approval of the Board of Trustees. There shall also be a separate Fiscal Year 2024 and Fiscal Year 2025 discretionary reserve for promotional and special salary increases and other contingencies of up to 1.0% each fiscal year computed on the same basis as above. A description of the compensation process is provided in Section B, Non-supervisory MTS, Section 3, MTS Compensation.

- Modify paragraph 902 to read as follows:

902 During Fiscal Year 2024 and Fiscal Year 2025, the Corporation shall budget, in accordance with past practice, for a Performance Recognition Payment Program. At least 64% of the total program funding shall be distributed to the bargaining unit employees each Fiscal Year. Total program funding is the amount actually spent on these payments to all eligible employees up to a maximum of \$6,900,000 (approximately 1.0% of the gross payroll). A description of the program is provided in Appendix E, Employee Programs, Section 1, Performance Recognition Payment (PRP) Program.

- Modify the current paragraph 903 to read as follows:

903 During Fiscal Year 2024 and Fiscal Year 2025, the Corporation shall budget, in accordance with past practice, a Corporate Awards Program aggregating 0.23% of the bargaining unit payroll as of October 1, 2023 and October 1, 2024 respectively. A description of the program is provided in Appendix E, Employee Programs, Section 4, Corporate Awards Program.

**ARTICLE XIII**      **TELEWORK**

- Modify the current paragraph Article XIII to read as follows:

**1300 TELEWORK**

1301 The Corporation has a formal telework program. The Corporation uses telework to provide staffing flexibility and to increase productivity when an employee's assignments are compatible with this method of operation. Telework as part of the normal 40-unit workweek is a voluntary agreement between the employee and their manager based on the discretion of their manager, the employee's role and business needs, and is subject to corporate policies and practices.

- 1302 Telework in no way alters the nature or scope of the position. Workdays and hours do not change due to participation in the telework program, unless an alternative schedule is developed and agreed to by the employee and supervisor. Employees teleworking during the normal 40-unit workweek submit a Telework Arrangement request through Workday for manager approval, that can be amended or terminated at any time by the corporation or the employee.
- 1303 Employees who telework are responsible for taking ordinary precautions in protecting against damage to or theft of company-owned equipment and software. The corporation assumes no liability for wear and tear to any of the employee's equipment as a result of telework.
- 1304 Employees are responsible for tax implications related to the telework location and are responsible for all costs associated with the use of their home or other location for telework. For mileage and travel reimbursement procedure refer to Policy P-10, Telework.

## **ARTICLE XVI      DISPUTES RESOLUTION**

- Modify the current paragraph 1502 to read as follows:

1502 In the event an employee in the bargaining unit believes that he or she has been dealt with unfairly with regard to any specific employment condition or any perceived violation(s) of Policy or Practice or a specific provision of this Agreement, such as the provisions with regard to determination of performance, salary level or adjustment, discrimination, grievable termination for cause involving whether an employee's job performance is acceptable to the Corporation, termination under a RIF, or a transfer, the subject employee with or without the assistance of APSA is encouraged to discuss his or her dissatisfaction with line supervision up to and including the Division or Operations General Manager, as appropriate, in an effort to resolve the matter. Grievances over initial job family assignments shall start at Step 2 and must be filed within twenty (20) working days of official job family assignment notification by management.

## **ARTICLE XVI      GENERAL PROVISIONS**

- Modify the current paragraph 1606 to read as follows:

1606 The Corporation shall provide to APSA a quarterly report (Report 022-30, SAP-ZHRRM TSO, MTS Non-Supervisory Salaries) in electronic format indicating the following information for each bargaining unit member: two-digit cost center code, geographic location, organizational level, position code, employee identification code (EIC) without names, years of experience, highest degree with year and major, EBS, hire date, grade, date of last review, review amount, current weekly salary, and scheduled number of work hours, age, race code 1, race code 2, race code 3, race code 4, race code 5, race code 6, race code 7, MTS years, Aero Years, Gender, and Veteran Status, Job Family (As of June 2024), High Demand (As of June 2024). The data shall be organized by cost center code and position code. Such data shall be provided for all bargaining unit employees as of December 31, 2017, and subsequently for each three- (3) month period. Additionally, such data shall be provided for all bargaining unit employees as of the first Monday following any general increase in salaries and the Monday before any general increase in salaries. Additionally, such data shall be provided with an additional column with any lump sum distribution for all bargaining unit employees as of the first Monday following any general increase distributed in part or whole as a lump sum distribution.

- Modify the current paragraph 1619 to read as follows:

1619 The Corporation shall provide APSA with a monthly Performance Recognition Payment report in electronic Excel format summarizing all bargaining unit employees by employee identification code (EIC), 2-digit cost center code by Division, the amount of any payment granted, and will note if the payment was granted for non-ceiling work. The monthly report shall include a statement (i.e., quantity and dollar value) of the total payments given to the bargaining unit employees during the fiscal year up to the date of the report. In the event the amount paid to bargaining unit employees is less than 64% of the total PRP program funding at the end of Fiscal Year 2025, the Corporation shall submit to APSA a statement of the total dollar value of the Performance Recognition Payments distributed to all employees throughout the Corporation as an aggregate amount.

- Change paragraph 1620 to read:

1620 The Corporation shall provide APSA respectfully in January 2024 and 2025 with a report that shall state the total revenue for FY 2023 and FY2024 non-ceiling work, total fee earned, and total fee pool that was distributed to employees.

- Modify paragraph 1623 to read as follows:

1623 Notwithstanding paragraph 1702, the Corporation may during the term of the agreement reopen Article VIII, Employee Benefits, in relation to health, medical, dental, vision, flexible spending accounts, and retiree medical plans, for calendar year 2025 by notifying the Union of its desire to do so not less than sixty (60) days prior to the effective date of the event giving rise to the re-opener, which such event includes, any healthcare option or coverage offered by the Corporation under this Agreement that becomes insufficient or deficient pursuant to any federal, state or local health care legislation or any other regulation then in effect requiring a modification of the options or coverage, and the Corporation shall have the option to do any of the following:

- a. Correct any insufficiency or deficiency without impacting the contribution levels of employees,
- b. Cease non-complying coverage options.

For other changes not required by law, the Corporation shall provide such changes by September 14, 2024; provided however, the Corporation shall maintain the 77/23 cost sharing arrangement and will not implement the flat dollar subsidy. The Corporation may declare impasse after (60) days of good faith bargaining regarding such proposed changes or on November 14, 2024, whichever occurs first.

**ARTICLE XVII    DURATION**

- Modify paragraph 1701 to read as follows:

1701 This agreement shall be for a term beginning at 12:01 am on August 1, 2023 to and expiring at 12:01 am August 1, 2025.

1704 In the case of notices to the Corporation:

THE AEROSPACE CORPORATION  
Attention: Stephanie Collins, Assistant General Counsel  
Office of the General Counsel and Secretary  
P.O. Box 92957  
Los Angeles, California 90009

**SIGNATURES**

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For the Corporation:

S. Collins  
J. Salcido  
D. Roberts  
A. Sullivan  
D. Grassl

For APSA:

M. Simpson  
S. Dawes  
R. Mahoney  
K. Behpour  
W. Chiado  
T. Essenpreis  
T. Fong  
J. Smedley  
C. Barber  
J. Bockman  
T. Freeze  
Y. Jacobs  
D. Heath  
M. Neumeister  
D. Ortiz

The Appendices of the Collective Bargaining Agreement will be modified as follows:

**APPENDIX B**                      **NONSUPERVISORY MTS**

- The terms and conditions of employment shall be modified for bargaining unit employees as described in the attachment entitled “APPENDIX B – SECTION 1. CAREER PATHS.”
- The terms and conditions of employment shall be modified for bargaining unit employees as described in the attachment entitled “APPENDIX B – SECTION 2. MTS JOB DESCRIPTIONS.”
- The terms and conditions of employment shall be modified for bargaining unit employees as described in the attachment entitled “APPENDIX B – SECTION 3. MTS COMPENSATION.”
- The terms and conditions of employment shall be modified for bargaining unit employees as described in the attachment entitled “APPENDIX B – SECTION 4. MTS PAY PLAN STRUCTURE.”

**APPENDIX C**                      **WORK ENVIRONMENT**

- The terms and conditions of employment shall be modified for bargaining unit employees as described in the attachment entitled “APPENDIX C – SECTION 1. PERFORMANCE DEVELOPMENT PROCESS.”
- The terms and conditions of employment shall be modified for bargaining unit employees as described in the attachment entitled “APPENDIX C – SECTION 3. ALTERNATIVE WORKWEEK PROGRAM.”
- The terms and conditions of employment shall be modified for bargaining unit employees as described in the attachment entitled “APPENDIX C – SECTION 4. EXTENDED WORKWEEK (EWW).”

**APPENDIX D**                      **WORK ABSENCES**

- The terms and conditions of employment shall be modified for bargaining unit employees as described in the attachment entitled “APPENDIX D – SECTION 3. SICK LEAVE.”
- The terms and conditions of employment shall be modified for bargaining unit employees as described in the attachment entitled “APPENDIX D – SECTION 5. MILITARY RESERVE ACTIVE DUTY.”

- The terms and conditions of employment shall be modified for bargaining unit employees as described in the attachment entitled “APPENDIX D – SECTION 6. OTHER ABSCENCES.”
- The terms and conditions of employment shall be modified for bargaining unit employees as described in the attachment entitled “APPENDIX D – SECTION 8. FAMILY AND MEDICAL LEAVES OF ABSCENCES.”
- The terms and conditions of employment shall be modified for bargaining unit employees as described in the attachment entitled “APPENDIX D – SECTION 9. COMPENSATORY TIME OFF.”

**APPENDIX E            EMPLOYEE PROGRAMS**

- No changes.

**APPENDIX F            EMPLOYEE BENEFITS/INSURANCE PLANS**

- The terms and conditions of employment shall be modified for bargaining unit employees as described in the attachment entitled “APPENDIX F – SECTION 1. MEDICAL/DENTAL/VISION PLAN COSTS.”
- The terms and conditions of employment shall be modified for bargaining unit employees as described in the attachment entitled “APPENDIX F – SECTION 2. MEDICAL/DENTAL/VISION PLAN DESCRIPTIONS.” (Add Enhanced Medical Service Travel Benefit, August 8,2022)
- The terms and conditions of employment shall be modified for bargaining unit employees as described in the attachment entitled “APPENDIX F – SECTION 5. RETIREE MEDICAL PLAN.”
- The terms and conditions of employment shall be modified for bargaining unit employees as described in the attachment entitled “APPENDIX F – SECTION 9. TEMPORARY DISABILITY PLANS.”
- The terms and conditions of employment shall be modified for bargaining unit employees as described in the attachment entitled “APPENDIX F – SECTION 10. PAID FAMILY LEAVE.”
- The terms and conditions of employment shall be modified for bargaining unit employees as described in the attachment entitled “APPENDIX F – SECTION 20: Aerospace 401(k) Retirement Plan.”



**APPENDIX G**      **EMPLOYMENT RELATED PROGRAMS**

- No changes.

**APPENDIX I**      **JOB FAMILIES**

- The terms and conditions of employment shall be modified for bargaining unit employees as described in the attachment entitled “APPENDIX I – JOB FAMILIES.”

**INDEX OF SUBJECTS**

- No changes.

**ADMINISTRATIVE PRACTICES**

1. The parties agree that no further changes to the new Agreement will be effective unless otherwise mutually agreed to in writing. The parties further acknowledge that each has had an adequate opportunity to consider and negotiate changes to the final version of the new Agreement.
2. The parties agree to edit and prepare the new Agreement as expeditiously as possible. The Corporation agrees to provide, at its expense, an original single-sided document, an electronic version in MS Word format, and five (5) copies of the Agreement, to APSA.
3. The Corporations shall provide rating data in Excel electronic format with correct data each and every member of the bargaining unit employees as of December 4, 2024 and December 3, 2025 respectively

Cost center code (first 2 digits)  
Employee Identification Code  
Org Level  
Job Family (FY25)  
High Demand (Yes/No) (FY25)  
Rating  
Compensation Ratio (Internal for FY24, External for FY25)  
Raise percent for Rating and Compensation Ratio  
Compensation Ratio Calculated at Division or Group (FY24 only)  
Age  
Years of experience (MTS years)  
Length of service (Aero years)  
Highest Degree  
Salary  
Ethnicity  
Race Code 1

Race Code 2  
Race Code 3  
Race Code 4  
Race Code 5  
Race Code 6  
Gender  
Veteran Status

- a. Because more than one race code can apply, please add a column for each race code, and place a “1” in each that applies and a “0” in each that do not.
  - b. Please present the data ordered by rating within each rated organization (with the highest-rated individual being first on the list and the lowest-rated individual being last on the list) in order to facilitate APSA's processing of the relevant data. Please provide the date from which the data is pulled. For example, does the data only include MTS who were employees on October 1, 2023 and October 1, 2024 respectively.
  - c. The supplied data should be applicable to the performance evaluation, rating, and merit salary review of employees that took place at this time (September through November 2023) at the Division level or Subdivision if rated at that level instead. The supplied data should be the detailed rating data for December 2, 2023 and rating data for December 3, 2024 that will be used by each manager to determine the FY2024 and FY2025 merit salary increases to be given to his/her subordinates.
  - d. The data shall be supplied to APSA no later than December 18, 2023 and December 19, 2024 respectfully.
4. The Corporation may add Job Families based on new business needs and updated third party market survey data annually and/or upon 10 days notice to APSA.
  5. The Corporation will review salary ranges and update them in alignment with external market trend data annually and/or upon 10 days notice to APSA based on third party market survey data. The process for adjusting salary ranges is a review of external market trend data regarding movement of salary ranges (Mercer, WTW). Additionally, the Corporation will review Mercer SIRS high tech external market data by job family and job level, limited to the job families in the CBA. The Corporation will analyze medians by job level and job families using organization weighted averages and linear regression analysis to determine midpoints and multiply by .8 and 1.2 to establish the ranges. The Corporation will provide the updated salary ranges to APSA by October 31, 2024.

6. The Corporation shall implement the following 401(k) changes:
  - a. Provide a 401(k) matching contribution that matches an employee's student loan payments, as soon as administratively feasible.
  - b. Increase the 401(k) catch-up contribution limit to \$10K for participants ages 60 through 63 effective January 1, 2025.
  - c. Add option for employees to receive Company 401(k) contributions (basic and matching) in their Roth 401(k) account as soon as administratively feasible.

7. The Corporation shall update Policy P-2, by 1 April 2024, to include the following Anti Bullying language:

Aerospace does not tolerate workplace bullying, which is malicious and abusive conduct that (1) takes the form of humiliation and/or intimidation, and (2) a reasonable person would find hostile, offensive, and unrelated to Aerospace business. Workplace bullying is not a supervisor's assignment of tasks, coaching, counseling, reprimanding, or other appropriate disciplinary actions. Nothing in this policy should be interpreted to restrict supervisors' reasonable efforts to supervise their employees. Examples of workplace bullying may include:

- Repeated verbal abuse, such as yelling, derogatory and offensive remarks, insults, and epithets;
- Physical conduct that is threatening, intimidating, or humiliating; and
- Intentional sabotage of an employee's work.

Employees who experience or witness workplace bullying should contact their manager, People Management or their Strategic People Partner. Employees who engage in workplace bullying may be subject to corrective action.

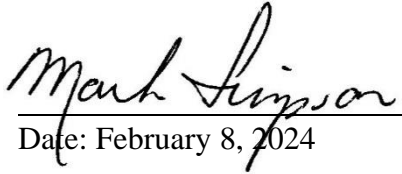
8. The Corporation shall update Policy P-21, Section 7, and CBA Appendix D, Section 5 to make the following changes to military leave effective no later 1 April, 2024.
  - a. Total Rewards will make every reasonable effort to process Military Reservist's Leave payroll deduction within four weeks after submission, provided the employee has timely submitted all the necessary documentation.
  - b. Increase supplemental pay from current 15 days to 30 days.
9. The Corporation shall audit current portable electronic device storage outside of SCIFs by September 30, 2024.

10. The Corporation shall reimburse, in accordance with Policy P-18, eligible MTS who are approved for tuition reimbursement.
11. The Corporation shall update Policy P-19, Section 9, and CBA Appendix D, Section 9 to increase comp time accrual bank from 20 to 40 hours for full time employees and from 10 to 20 hours for part time employees during the term of the 2023-2025 CBA by April 1, 2024.
12. The Corporation shall provide APSA with the retention bonus budget for FY24 by April 1, 2024.
13. The Corporation shall provide APSA with information regarding the estimated cost of a \$10K fertility and adoption benefit (separately for each topic) by 1 June 2024.
14. The Corporation shall not move any job family out of the high demand designation during the term of the 2023-2025 CBA. The job families designated as high demand during this period are as follows:

- Artificial Intelligence/Machine Learning
- Cyber Security Architecture
- Cyber Security Architecture and Information Systems Security
- Communications Systems Engineering
- Communications Systems Engineering & AI
- Communications Systems Engineering & Firmware Engineering
- Communications Systems Engineering & Payload Systems Engineering – RF
- Communications Systems Engineering & Signal & Image Process Engineering
- Electro-Optical Engineering
- Flight Mechanics
- Optical Engineering
- Signal & Image Process Engineering
- Signal & Image Process Engineering & AI
- Signal & Image Process Engineering & Physics

15. The Corporation shall not decrease the salary ranges or midpoints during the term of the 2023-2025 CBA.
16. The Corporation shall not make any mid term proposal during the term of the 2023-2025 CBA related to any of the benefit plans listed in paragraph 802 of the CBA.
17. The Corporation shall provide APSA with the use of its e-mail system and Donna Avila as a trusted agent to conduct an electronic vote of its membership to ratify the contract.
18. The job level numbering (not the number of job levels) in Appendix B may change with 10 days notice to APSA.

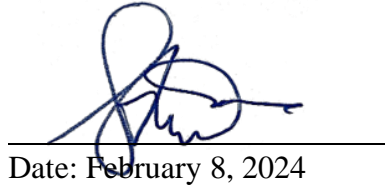
19. The job framework shall go into effect for FY2025 for merit. For FY2024, the job framework will remain the same as in the previous CBA in Appendix B-1, B-2, B-3, B-4, and C-1, except for transfers, promotions, adjustments where it shall go into effect immediately.



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Date: February 8, 2024

Mark M. Simpson  
President  
Aerospace Professional  
Staff Association



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Date: February 8, 2024

Stephanie Collins  
Assistant General Counsel  
Office of the General Counsel and  
Secretary  
The Aerospace Corporation

## **APPENDIX B – SECTION 1. CAREER PATHS**

The Corporation's mission requires highly skilled professional support in technical specialties. The Corporation, therefore, provides a professional nonsupervisory career path for Members of the Technical Staff (MTS). The MTS professional career path consists of seven job levels, depending upon the employee's job family responsibilities. Positions, in order of increasing responsibility, are levels 1, 2, 3, 4, 5, 6, and 7 MTS.

- a. Level 1 MTS includes the subcategory of Associate MTS.
- b. Level 2 MTS includes MTS.
- c. Level 3 MTS includes Senior MTS.
- d. Level 4 MTS includes Engineering Specialist, Project Engineer, and Research Engineer/Scientist.
- e. Level 5 MTS includes Project Leader.
- f. Level 6 MTS includes Sr. Engineering Specialist, Sr. Project Engineer, and Sr. Research Scientist.
- g. Level 7 MTS includes Sr. Project Leader.
- h. The next step as a nonsupervisory MTS are the positions of principal engineer and principal scientist. These positions are not included in the bargaining unit represented by APSA.

Organizational openings in all career paths are posted in accordance with corporate practice (see Policy P-28). Employees formulate their own career objectives, take necessary actions to achieve those objectives, and seek assistance within the corporation as appropriate.

MTS on the nonsupervisory career path who become available for reassignment due to organizational or programmatic changes may be transferred to other positions on the nonsupervisory career path in accordance with corporate needs and individual interests and if the required position qualifications are met. Such reassignments shall not be made for the purpose of justifying a termination of employment based upon an ostensible lack of work.

If a suitable position cannot be readily identified, the employee may be assigned to an appropriate line manager for a reasonable transition period, which is nominally 3 to 6 months. An extension of the transition period requires approval by the appropriate level 6 vice president. Continued employment may be contingent upon finding an available and suitable position during the transition period. Should a change in business conditions occur preceding or during the transition period, the employee may be subject to involuntary termination by reduction in force (RIF). The employee will receive RIF benefits and severance pay in accordance with corporate practice (see Policy P-17).

## APPENDIX B – SECTION 2. MTS JOB DESCRIPTIONS

### LEVEL 1-3 MTS JOB DESCRIPTIONS

TITLE: Advanced Degree Fellowship*	ORG. LEVEL: 1	POS. CODE: 4008
TITLE: Member of the Technical Staff	ORG. LEVEL: 2	POS. CODE: 4009
TITLE: Associate MTS	ORG. LEVEL: 1	POS. CODE: 4018
TITLE: Senior MTS	ORG. LEVEL: 3	POS. CODE: 4019
TITLE: Associate MTS – Rotation Program*	ORG. LEVEL: 1	POS. CODE: 4028
TITLE: MTS - Rotation Program*	ORG. LEVEL: 2	POS. CODE: 4029
TITLE: Senior MTS - Rotation Program*	ORG. LEVEL: 3	POS. CODE: 4039

#### Purpose

Provides professional engineering/scientific support within (research and development) engineering, systems engineering, project engineering, or technology functions/organizations.

#### Typical Assignments

Engineering assignments: Performs analytical studies, conducts tests, develops details of specifications, prepares details of analytical report findings, assists in planning and development of studies and design projects.

Systems engineering assignments: Participates in development of program interfaces between hardware and computer systems; diagnoses both hardware and software simulation tool problems; designs improvements to simulation environments; develops and/or revises programs for data reduction and analysis.

Project engineering assignments: Performs analytical studies, conducts integration tests, develops details of acquisition hardware/software and database specifications.

Technology assignments: Assists in technology planning and development; performs testing and evaluation of materials and devices; develops procurement specifications and test procedures; prepares details of analytical reports, including preliminary findings and recommendations.

#### Characteristics & Capabilities

**Associate Member of the Technical Staff:** Applies standard techniques, procedures and criteria in carrying out a series of engineering tasks under supervision and guidance. Contacts are primarily with immediate supervisor, project leaders, and/or other MTS professionals in the group. Normally possesses a bachelor's degree in an appropriate technical discipline from a recognized institution (or an equivalent combination of training and experience).

**Member of the Technical Staff:** Independently evaluates, selects, and applies engineering techniques, procedures and criteria, using judgment in making adaptations and modifications. Assignments typically have specified objectives. Contacts are primarily internal, with infrequent inter-organizational and outside customer contacts on routine matters. Normally possess a bachelor's degree in an appropriate technical discipline from a recognized institution (or an equivalent combination of training and experience) and two or more years of increasingly responsible and related engineering/scientific experience.

**Senior Member of the Technical Staff:** Plans and conducts work requiring judgment in the independent evaluation, selection and adaptation/modification of a variety of techniques, procedures and criteria. Devises new approaches to problems encountered. Frequent inter-organizational and outside customer contacts on matters of importance. Normally possess a bachelor's degree in an appropriate technical discipline from a recognized institution (or an equivalent combination of training and experience) and five or more years of increasingly responsible and related engineering/scientific experience.

\* Designates temporary assignment allowing an employee (normally assigned to an engineering/technology organization) experience in other assignments (frequently in program office environments) in order to expand technical and administrative skills and to enhance career progress.

\*\*Job classification assigned to "ungraded" status (Grade 00) to allow transfer of employees from/to any Pay Grade without need for recording a demotional or promotional transaction.

#### **LEVEL 4 MTS JOB DESCRIPTIONS**

TITLE: Engineer - Rotation Program	ORG. LEVEL: 4	POS. CODE: 4436
TITLE: Research Scientist	ORG. LEVEL: 4	POS. CODE: 4456
TITLE: Research Engineer	ORG. LEVEL: 4	POS. CODE: 4466
TITLE: Project Engineer	ORG. LEVEL: 4	POS. CODE: 4486
TITLE: Engineering Specialist	ORG. LEVEL: 4	POS. CODE: 4496

#### **Purpose**

Works independently with both internal and external customers and with technical support, as a technical authority, consultant, primary investigator, or project leader. May lead or organize technical efforts or project teams. Interfaces between customers' and Aerospace technical and management staff. May mentor less experienced MTS and serve as role model.

#### **Characteristics & Capabilities**

**Engineer - Rotation Program:** A temporary assignment allowing an employee (normally assigned to an engineering specialist or engineer/scientist role) experience in other assignments (frequently in program office environments) in order to expand technical and coordinative skills and to enhance career progress.

**Research Engineer/Scientist:** Determines analytical techniques, interpretation of results, and arranges for performance of analyses; assesses associate contractors' technologies, analyzes and resolves problems, determines associate contractors' technology support needs, and may act as pro tem consultant to associate contractors; assesses suitability of simulation models and results, and verifies results using alternative methods and approaches; devises and recommends improvements in data reduction analysis methods; prepares reports and oral presentations. May lead project teams within a department. Supports multiple programs and/or activities and frequently acts as POC for technical activities. May bring in tasks and projects beyond personal activities from internal and external sources.

**Project Engineer:** Normally responsible for (a) a specific project element (e.g., a payload, spacecraft subsystem, or software package) and associated interfaces; (b) a specific engineering discipline (e.g., fracture analysis, circuit design); (c) a program of system aspect that crosses technical boundaries (e.g., mission analysis, technical design/evaluation, on-orbit operations). In systems engineering assignments, independently services a number of project segments and/or smaller program/project efforts.



**Engineering Specialist:** Conducts specialized technical studies and reports findings. Coordinates specific technical assignments for designated discipline or organizations. Provides technical advice to management, customers, and associate contractors. Initiates development of advanced analytical techniques, concepts, and/or design criteria for subsystems. May lead project teams within a department. Supports multiple programs and/or activities and frequently acts as POC for technical activities. May bring in tasks and projects beyond personal activities from internal and external sources.

### **Common Knowledge, Experience and Educational Requirements**

Normally possess a bachelor's degree in an appropriate technical discipline from a recognized institution (or an equivalent combination of training and experience) and eight or more years of increasingly responsible and related engineering/scientific experience, preferably including experience in a systems engineering and/or program management environment. Exhibits high level of innovation, creativeness, and initiative. Demonstrated ability to establish and maintain effective working relationships with customers. Broad internal recognition from peers and Aerospace program office. Broad technical/programmatic impact inside and outside of Aerospace.

### **LEVEL 5 MTS JOB DESCRIPTIONS**

TITLE: Project Leader	ORG. LEVEL: 5	POS. CODE: 4476
TITLE: Project Leader – Rotation Program	ORG. LEVEL: 5	POS. CODE: 4477

### **Purpose**

Works independently with both internal and external customers and with technical support, as a technical authority, consultant, primary investigator, or project leader. May lead or organize technical efforts or project teams. Interfaces between customers' and Aerospace technical and management staff. May mentor less experienced MTS and serve as role model.

### **Characteristics & Capabilities**

**Project Leader:** Serves as integration leader and/or coordinator of a team of technical contributors. Identifies issues, prioritizes tasks, facilitates communications, and acts as spokesperson for the working group to management/customers. Scopes requirements for and initiates acquisition of technical support from appropriate corporate resources. Monitors and may assist in development of budgets and other resource allocations to accomplish tasks, and may be given additional administrative coordination and management liaison responsibilities. Acts as mentor to team members, providing orientation, technical guidance and development insight. May participate in new business and/or technical planning efforts. May bring in tasks and projects beyond personal activities from internal and external sources.

### **Common Knowledge, Experience and Educational Requirements**

Normally possess a bachelor's degree in an appropriate technical discipline from a recognized institution (or an equivalent combination of training and experience) and eight or more years of increasingly responsible and related engineering/scientific experience, preferably including experience in a systems engineering and/or program management environment. Exhibits high level of innovation, creativeness, and initiative. Demonstrated ability to establish and maintain effective working relationships with customers. Broad internal recognition from peers and Aerospace program office. Broad technical/programmatic impact inside and outside of Aerospace.

## LEVEL 6 MTS JOB DESCRIPTIONS

TITLE: Sr. Engineer - Rotation Prgm.	ORG. LEVEL: 6	POS. CODE: 4557
TITLE: Senior Scientist	ORG. LEVEL: 6	POS. CODE: 4567
TITLE: Senior Engineer	ORG. LEVEL: 6	POS. CODE: 4577
TITLE: Senior Engineering Specialist	ORG. LEVEL: 6	POS. CODE: 4587
TITLE: Senior Project Engineer	ORG. LEVEL: 6	POS. CODE: 4597

### Purpose

Acts as senior technical authority, consultant, primary investigator, or team leader. May lead or organize interfaces between customers' and Aerospace technical and management staff. Coordinates large-scale technical efforts across program/project lines. Mentors less experienced MTS and serves as role model.

### Characteristics & Capabilities

**Sr. Engineer - Rotation Program:** A temporary assignment allowing an employee (normally assigned to a senior engineering specialist or senior engineer/scientist role) experience in other assignments (frequently in program office environments) in order to expand technical and coordinative skills and to enhance career progress.

**Sr. Engineer/Scientist:** Provides technical authority and leadership in conducting studies; provides technical guidance to associate contractors and government agencies in formulating systems criteria/requirements; prepares technical proposals to obtain internal/external funding for research and development efforts; maintains authoritative liaison with national laboratories and technical centers. May lead cross-organizational teams and organizes interfaces with customer and/or Aerospace program offices. May bring in tasks and projects beyond personal activities from internal and external sources.

**Sr. Engineering Specialist:** Independently conducts long-range technical studies and reports findings. Initiates studies designed to solve new technical problems and provide new technical solutions within area of expertise. Provides ongoing technical consultation and advice to management, customers, and contractors in area of specialization. Takes initiative to inform management of perceived technical problems and recommends courses of action. May lead cross-organizational teams and organizes interfaces with customer and/or Aerospace program offices. May bring in tasks and projects beyond personal activities from internal and external sources. Acts as organization's designated representative at technical meetings, presentations, and symposia.

**Sr. Project Engineer:** May undertake a major program segment such as system-level architectural analysis, conceptual design of a new vehicle or major payload. May be required to investigate urgent technical problems or assemble a major briefing or report. As Aerospace representative in customer's or contractor's environment, provides nondirective advice, accepts action items and may coordinate pertinent budgets, tasks, and priorities. In systems engineering assignments, generally leads/coordinates team comprised of diversely skilled engineers servicing a major portion of a large project or working across projects, and interfaces regularly with customer and contractor program management.

### Common Knowledge, Experience And Educational Requirements

Normally possess a bachelor's degree in an appropriate technical discipline from a recognized institution (or an equivalent combination of training and experience) and twelve or more years of increasingly responsible and related engineering/scientific experience, preferably including multi-disciplinary systems engineering and/or program management environments. Exhibits exceptionally high level of innovation,

creativity, and initiative. Demonstrated ability to establish and maintain effective working relationships with customers. Widely recognized internally and externally by peers, management, program office, Air Force, and contractors.

## **LEVEL 7 MTS JOB DESCRIPTIONS**

TITLE: Senior Project Leader

ORG. LEVEL: 7

POS. CODE: 4527

### **Purpose**

Acts as senior technical authority, consultant, primary investigator, or team leader. May lead or organize interfaces between customers' and Aerospace technical and management staff. Coordinates large-scale technical efforts across program/project lines. Mentors less experienced MTS and serves as role model.

### **Characteristics & Capabilities**

**Senior Project Leader:** Serves as the integration leader and/or coordinator of a team of technical contributors which may include advanced or senior level technical/project specialists, or may serve as principal technical representative to customer, coordinating efforts on several smaller projects in concurrent operation or on portions of larger multi-phase/multi-disciplinary project. Identifies issues, prioritizes tasks, facilitates communications, and acts as spokesperson for the working group to management/ customers. Scopes requirements for and initiates acquisition of technical support from appropriate corporate resources including cost and economic or market analysis specialists, as appropriate. Monitors and may assist in development of budgets and other resource allocations to accomplish tasks, and may be given additional administrative coordination and management liaison responsibilities. Acts as senior mentor to team members, providing orientation, technical guidance and development insight. May participate in new business and/or technical planning efforts. May bring in tasks and projects beyond personal activities from internal and external sources.

### **Common Knowledge, Experience And Educational Requirements**

Normally possess a bachelor's degree in an appropriate technical discipline from a recognized institution (or an equivalent combination of training and experience) and twelve or more years of increasingly responsible and related engineering/scientific experience, preferably including multi-disciplinary systems engineering and/or program management environments. Exhibits exceptionally high level of innovation, creativity, and initiative. Demonstrated ability to establish and maintain effective working relationships with customers. Widely recognized internally and externally by peers, management, program office, Air Force, and contractors.

## **APPENDIX B – SECTION 3. MTS COMPENSATION**

### **GENERAL**

Compensation budgets and salary/merit review procedures are established for effective and consistent salary administration. Base-pay salary adjustments are made to reflect changes in job responsibilities, individual performance, career growth within job assignments, and improvement of internal and external salary equity.

A variable pay program has been established as an integral part of the compensation system for regular employees. Variable pay is a form of compensation tied to the strategic mission that encourages the achievement of corporate goals. The variable pay program complements the annual merit review program and rewards employees for exceptional performance and accomplishments with a lump-sum cash award, without increasing the employee's base pay or affecting employee benefits.

The variable pay program includes hiring incentives, as appropriate, to acquire critical skills.

The corporation will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions, such as People Operations employees, cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, (c) consistent with the corporation's legal duty to furnish information, or (d) to supervisory employees in order to assist with the management of personnel.

### **PROCESS**

#### **Promotional Increases**

A promotional increase reflects an employee's movement to a position in a higher salary grade. It recognizes a major change in job assignment, usually occurring through the transfer process, such as from Member of the Technical Staff (MTS) to Manager, or an employee's growth in capability and job responsibilities, such as a reclassification to a higher-graded position within the same job family.

A position is exempt from the provisions of the Federal Fair Labor Standards Act and the California Wage Orders if it meets the criteria for exemption as defined by state and federal statutes (see Practice P-4).

Compensation may conduct a job audit to determine if the employee is performing exempt-level work as defined by state and federal statutes.

#### **Reclassification**

Reclassification involves the movement of a job classification to a higher or lower salary grade and usually results from a determination based on job evaluation or an industry/labor market salary survey. An employee in an upgraded classification may be given a salary increase to achieve an equitable position relative to the new peer group. The salary of an employee in a downgraded classification may be adjusted to reflect decreased responsibilities and should fall within the lower salary grade parameters.

When reclassifying to MTS, People Acquisition and the Compensation evaluate the employee's education and work history, agree on the equivalent years of MTS experience, and establish the appropriate salary along with any required salary adjustment.

### **Salary Inequities**

A salary adjustment may be recommended at any time by Compensation and management to correct a salary inequity based on evaluation of an employee's salary, performance level, and both internal and external salary relationships.

### **Over 15 Percent Salary Increases**

A salary increase over 15 percent must be justified and documented. When such an increase is contemplated, the supervisor should contact the appropriate Compensation Representative for assistance in preparing the required documentation as well as for concurrence with this action.

A salary increase totaling more than 15 percent within a 12-month period requires the approval of the appropriate Level 6 Vice President.

The time period for calculating the 15 percent limitation is the 12 months preceding the proposed increase. For example, if an employee is to be given a salary adjustment on August 28, that increase, when combined with all other increases received since the previous August 28, cannot exceed 15 percent without special approval.

### **Salary/Merit Reviews**

Salaries of all regular employees are reviewed in the fall of each year. Salary increase forecasts are prepared for merit reviews, which usually become effective in mid-December or as authorized by the Board of Trustees.

Annual salary/merit reviews are intended to improve corporate-wide salary and employee performance relationships and provide incentive for meeting and exceeding performance expectations.

Properly administered annual salary budgets maintain overall salary levels that are competitive in the external marketplace. Within the merit budget, line managers have flexibility to adjust individual salaries according to their evaluation of salary equity compared with contributions and performance.

### **Variable Pay**

As funding permits, a sum of money for employee incentive programs is allocated along with the merit budget.

Division general managers approve the distribution of individual payments to employees at level 4 and below based on criteria including, but not limited to, exceptional performance, critical skills or capability, technical contributions, team leadership or team contributions, cost savings, support contributions, or significant employee accomplishments.

Individual awards of more than \$10,000 require approval of the Executive Team.

The Board of Trustees approves the distribution of funds to management employees above level 4 to recognize exceptional job performance in advancement of corporate goals.

Merit cash payments do not become part of an employee's base salary; however, payments are taxable and reported to Internal Revenue as income earned.

**Hiring Incentives**

Any employee who voluntarily terminates employment or is terminated for cause within 12 months of the date of hire after receiving a hiring bonus is obligated to repay the bonus upon termination of employment.

**Compensation Budgets**

The Compensation Department recommends annual compensation budgets based on compensation survey data and goals defined by the Executive Team. The budgets are approved by the Board of Trustees and allocated to the Executive Offices and the Groups by the Compensation Department.

A corporate reserve is established for promotions, defined inequities, and exceptional salary adjustment requirements occurring throughout the year. This reserve is distributed based on a collaborative decision process normally involving the Finance Directors and the Compensation Department.

The Compensation Department develops and, with Executive Team approval, communicates instructions each year for the allocation and administration of salary adjustment budgets.

Compensation budgets for bargaining unit employees are negotiated annually with the Aerospace Professional Staff Association.

## **APPENDIX B – SECTION 4. MTS PAY PLAN STRUCTURE**

The Aerospace Corporation and the Aerospace Professional Staff Association agree that the MTS pay will be conducted in conformity with the following description and guidelines:

### **OBJECTIVE OF PROPOSED STRUCTURE**

The objective of the MTS structure is to provide the organization with a structure that reflects internal pay practices and one that is representative of the external marketplace. The proposed structure does both. In addition, it provides a clear, defensible guideline that meets the requirements of our customers and of our auditing agencies.

### **OVERVIEW OF NEW STRUCTURE**

The proposed MTS structure will recognize pay differences related to job levels and families. Bargaining unit employees will be found in the first seven levels.

Each of the seven bargaining unit organizational levels will be defined by a minimum and a maximum rate of pay. The minimums and maximums reflect market pay for comparable work in competitive organizations.

### **JOB FAMILIES AND GROUPS**

Each MTS will be assigned a Job Family that reflects the work that the MTS performs in his or her current role. Management is responsible for assignment of Job Families. Job Families may be added, removed, or consolidated based on business and customer needs upon ten days notice to APSA. Job Family Groups consist of related Job Families. The corporation will maintain a current list of Job Families and Job Family Groups available to all employees in Workday.

## MTS Salary Structure

The salary ranges for each MTS level are set forth below:

	Salary Grade Structure					
	Grade Structure			Grade Structure - High Demand		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
Assoc MTS	\$70,100	\$87,600	\$105,100	\$77,100	\$96,400	\$115,600
MTS	\$86,600	\$108,200	\$129,800	\$95,200	\$119,000	\$142,800
Sr MTS	\$100,300	\$125,300	\$150,400	\$110,400	\$137,900	\$165,500
Project Engr/Research Scientist/ Engr Specialist	\$117,300	\$146,500	\$175,900	\$129,000	\$161,200	\$193,500
Project Leader	\$120,800	\$150,900	\$181,100	\$132,900	\$166,100	\$199,300
Sr Project Engr/Sr Research Scientist/Sr Engr Specialist	\$151,300	\$189,100	\$226,900	\$166,400	\$208,000	\$249,600
Sr Project Leader	\$155,900	\$194,800	\$233,900	\$171,400	\$214,300	\$257,100

Job families that Compensation determines via external market survey data to be paid at a rate more than 10% above market will be designated as high demand on the chart above. Salary ranges will be evaluated annually, and any necessary adjustments will be made to ensure alignment with the external market. Midpoints of the salary ranges will be used to determine each MTS employee's external compa ratio for purposes of merit and salary adjustments, as well as for setting starting pay for new hires. External compa ratio is defined as the base salary divided by the midpoint salary for employee's job level in the applicable salary range. The corporation will maintain a current Salary Grade Structure and list of job families designated as high demand available to all employees in Workday.

### USE OF THE PROPOSED STRUCTURE

The proposed structure will be used internally in the following way:

To provide an administrative guideline for salary determination for newly-hired or recently promoted employees, to establish minimum and maximum rates of pay as required by our customer(s), and to meet the requirements of external auditing agencies.

The proposed structure will be utilized primarily by the compensation and employment departments and by administrators in the technical groups.



## SPECIFIC ADMINISTRATIVE ISSUES

Comparing today's actual internal population with the proposed structure, we see that essentially all of the current population fits within the proposed minimum and maximum rates of pay by organizational level. However, over time, as salaries and job assignments change, that may not be the case. Salaries falling outside the proposed ranges of pay will be addressed in the same manner as they are today. In general, guidelines for such situations are as follows:

- a. Promotion for an employee whose current salary is less than the minimum of the new organizational level: If the employee's EBS is at or above the "typical entry point" for the new organizational level, the employee will be automatically moved (i.e., non-budgeted increase) to the minimum of the new pay range, and then promotional dollars will be applied to bring the salary into an equitable relationship with those of peers. This reflects the current practice for promotions of this type. Instances where an employee's EBS is less than the "typical entry point" will be handled on an exception basis to ensure equity among other employees at or above the "typical entry point."
- b. Voluntary demotion for an employee whose higher-level job is eliminated. When an employee is reclassified to a lower-graded position, the employee's salary should be adjusted to reflect a decrease in responsibility and should not exceed the current maximum of the lower-grade rate range. MTS transferring from Level 5 to Level 4 or Level 7 to Level 6 may maintain their base salary where it exceeds the maximum rate for the organization levels with documented justification and approval of the appropriate Vice President.
- c. Salary movement for an employee whose salary falls beneath the minimum of the pay range after the (annual) merit planning takes place: Compensation will continue to notify management whenever this occurs. In almost all instances, a non-budgeted increase is given to bring that employee to the minimum of the pay range. However, management maintains the final decision for determining whether an increase to the minimum of the new range will be given. Instances in which the range is not adjusted include an employee who entered an organizational level two or three position earlier than at the "typical entry point" OR an individual whose overall level of contribution or utility is ranked very low relative to those of their peers.
- d. Salary movement for an employee whose salary is at the maximum of the pay range: Increases in pay will generally not occur until the maximum pay range for the level increases, which usually occurs whenever the structure is adjusted (usually on an annual basis). **In cases where a pay increase is not granted, a lump sum award may be utilized at management's discretion to recognize the employee's overall performance and contribution to the organization.** Base salary increases above the maximum rate for the organization levels are allowed with documented justification and approval of the MTS's Vice President.

**STRUCTURE**

These MTS Salary Structure will be updated each year with an effective date of mid-December.

**OTHER ISSUES**

In the HRMIS/SAP system, the EBS field will be updated to reflect only whole numbers effective October 4, 1993. Employees whose EBS now reflects one-half years will be rounded up to the next whole number, i.e., EBSs will be rounded off to the nearest integer. On October 1, 2023 and on October 1, 2024, all MTS will be credited with an additional year of experience to reflect the end of another year.

The following changes will also be reflected in HRMIS/SAP April 1, 2024 for minimum and maximum salaries:

		Salary Grade Structure			
		Grade Structure		Grade Structure – High Demand	
Level	Title	Minimum	Maximum	Minimum	Maximum
Level 1	Assoc MTS	\$70,100	\$105,100	\$77,100	\$115,600
Level 2	MTS	\$86,600	\$129,800	\$95,200	\$142,800
Level 3	Sr MTS	\$100,300	\$150,400	\$110,400	\$165,500
Level 4	Project Engr/Research Scientist/ Engr Specialist	\$117,300	\$175,900	\$129,000	\$193,500
Level 5	Project Leader	\$120,800	\$181,100	\$132,900	\$199,300
Level 6	Sr Project Engr/Sr Research Scientist/Sr Engrg Specialist	\$151,300	\$226,900	\$166,400	\$249,600
Level 7	Sr Project Leader	\$155,900	\$233,900	\$171,400	\$257,100

## **APPENDIX C – SECTION 1. PERFORMANCE DEVELOPMENT PROCESS**

### **EMPLOYEE PERFORMANCE**

The employee's performance is a major consideration in the following situations:

- a. Salary management
- b. Reduction-in-force
- c. Promotion
- d. Transfers
- e. Job assignments

The parties agree that an employee's performance is composed of the employee's performance of his or her job responsibilities, accomplishment of his or her goals, and his or her performance of the performance dimensions included with the PDP form which is incorporated herein by reference.

### **PERFORMANCE DIMENSIONS**

#### **Customer Impact & Value-Added:**

Addresses the extent to which the Employee's efforts contributed to mission success, and met or exceeded the identified needs and expectations of internal and external customers and stakeholders. Exemplars include delivering specific work products/services with recognized customer impact and value-added; identifying and meeting the expectations and requirements of internal and/or external customers; customer's acceptance and use of your services/products; impacting schedule, cost, and/or performance in a beneficial manner; working on high priority activities; identifying and/or fixing a problem; contributing to effective application of scarce resources to critical activities/issues/problems.

#### **Leadership Skills:**

Addresses the extent to which the Employee effectively motivated, influenced, led, and gained the trust of others both within and outside the organization. Exemplars include demonstrated ability to influence; effectively addressing change and ambiguity; ability and willingness to take personal initiative to anticipate and resolve problems/issues including elevating important unresolved problems/issues in an appropriate, timely manner; mentoring and coaching of others; taking an appropriate stand on an issue/problem; taking measured risks; building and/or leading teams, when appropriate; focusing on "doing the right thing" instead of just "doing things right;" and exhibiting persistence when confronted with challenging situations.

#### **Growth & Maturity:**

Addresses the extent to which the Employee demonstrated growth in one or more of the following areas: responsibilities, capabilities, knowledge, and maturity. Exemplars include adding skills required by the environment; demonstrating good judgment (e.g., when faced with ambiguous and/or tough situations); taking responsibility for actions; functioning independently; dependability; attention to and learning the lessons of experience; staying calm, focused, and functioning effectively and professionally under pressure; demonstrating patience when needed; integrating multiple points of view into effective "win-win" solutions.

**Corporate & Organizational Perspective:**

Addresses the extent to which the Employee demonstrated understanding and commitment to the Aerospace mission and the Corporate Accountabilities, and to how the goals of his/her organization flow from and support them. Exemplars include dedication to maintaining the highest standards of integrity and objectivity in all technical and business activities; contributing to higher management priorities; understanding how your organization affects other organizations; helping others in your organization understand their role in your organization's functional activities; documenting and sharing knowledge; effectively serving as a "corporate ambassador" with customers, the public, and others.

**Interpersonal Skills:**

Addresses the extent to which the Employee demonstrated ability to work and interact with others in an effective manner to promote attainment of Corporate Accountabilities and Organizational Goals. Exemplars include developing effective working relationships with customers and other "mission partners"; fostering cooperation; listening; effectively handling conflict without creating defensiveness or damaging relationships; relating well and respectfully to others, internal or external to the organization; effective use of diplomacy and tact with others; sensitivity to the "human dimension" of how people work together; and ability to contribute effectively to overall workgroup or project team performance.

**Communication Skills:**

Addresses the extent to which the Employee communicated effectively with others in a manner that supports Corporate Accountabilities and Organizational goals. Exemplars include consistently sharing information with others in a timely manner; knowing who needs to be informed and informing them; actively listening and clarifying what's been said to ensure understanding; writing and speaking in a clear manner; creating and delivering presentations effectively; demonstrating audience sensitivity; engaging in productive and constructive debate; facilitating the "airing" of other points of view (including dissenting views); maximizing the communication systems and tools that are available.

**Productivity:**

Addresses the extent to which the Employee demonstrated utilization of job knowledge and skills to produce work of consistently high quality, desired quantity, and timeliness meeting the professional standards of the organization. Exemplars include setting appropriate Objectives; organizing skills; maintaining quality standards required by the Employee's organization & customers; and dependability, including completing work assignments in a comprehensive, timely manner.

**Job Knowledge & Experience:**

Addresses the extent to which the Employee possesses and effectively applies technical/business knowledge and experience critical to the position. Exemplars include understanding of the skills, principles, techniques and procedures necessary to perform all phases of the position/level; demonstrating appropriate diversity and depth of required skills to perform both fundamental and specialized tasks; developing an appropriate, objective understanding of the context of programs/projects worked on; identifying and framing problems for objective analysis and resolution; exhibiting creativity; recognizing and incorporating innovative techniques and procedures into their work; maintaining currency in the field; advancing the state-of-the-art.

## **Other Factors**

- a. Experience and Training
  - 1. Proven skills and talents
  - 2. Competency stage
  - 3. Credentials
  
- b. Organizational and Corporate Needs
  - 1. Level of responsibility
  - 2. Importance and difficulty of assignments
  - 3. Impact of current contributions
  - 4. Likely future contributions
  - 5. Degree of job match
  - 6. Degree of geographic match
  - 7. Has useful contacts
  - 8. Criticality of customers supported
  
- c. Latent Skills and Talents
  - 1. Potential
  - 2. Marketable unused qualities and traits
  
- d. Marketplace
  - 1. Value of employee's products and contributions relative to the marketplace
  - 2. Constraints placed on Aerospace by external policy-makers

## **SALARY MANAGEMENT PROCESS**

Generally, an employee's salary and merit increase is based on the employee's individual performance, present salary relative to the midpoint of the external market pay range associated with their salary grade, and the Corporation's merit review budget.

The parties agree, that for the purpose of salary management, the rating assessment of employees shall be performed after the manager receives and reviews the PDP Sections 2 and 3 from the employees.

Employees shall provide their completed PDP form to management between October 1, 2023 and October 15, 2023.

Management assesses an overall rating in accordance with the Performance Development Process in Article VI.

An employee's merit distribution is based on their overall rating, compa-ratio, and the available budget. External compa-ratio is defined as the base salary divided by the midpoint salary for the employee's job level.

Compensation develops merit recommendation for management’s use based on the ratings distribution, compa-ratios, and merit budget. The recommendations shall be based on a maxtrix with external compa-ratios within a range on the X axis and the performance ratings along the Y axis.

The matrix below in a baseline only for FY2025, pending the actual ratings distribution and budget.

**COMPA-RATIO MATRIX\***

\*Baseline Only -- Actual Results Will Vary

	<b>0.8 - 1</b>		<b>1 - 1.1</b>		<b>1.1 - 1.2</b>	
	<b>Base</b>	<b>Cash</b>	<b>Base</b>	<b>Cash</b>	<b>Base</b>	<b>Cash</b>
	<b>Up To</b>		<b>Up To</b>		<b>Up To</b>	
<b>FE</b>	5.26%	0.00%	5.00%	0.40%	1.32%	3.20%
<b>EE</b>	4.39%	0.00%	4.17%	0.34%	1.10%	2.72%
<b>SM(+)</b>	3.67%	0.00%	3.48%	0.27%	0.92%	2.14%
<b>SM</b>	3.33%	0.00%	3.16%	0.25%	0.83%	2.00%
<b>SM(-)</b>	1.75%	0.00%	1.66%	0.13%	0.44%	1.04%
<b>MS</b>	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>FS</b>	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

**REPORTING TO EMPLOYEES**

The employees receive annual performance evaluations in accordance with Article VI of the current collective bargaining agreement. The parties agree that a written performance assessment shall be provided. This assessment shall include a narrative on one or more performance dimensions. The manager shall be prepared to discuss all aspects of the PDP assessment, including the employee’s overall rating, accomplishment of his or her goals, and his or her demonstration of the performance dimensions.

The parties agree that management expectations for the forthcoming year are an appropriate subject of discussion between the manager and the employee, but shall not be incorporated into the documentation of the current annual performance evaluation.

**REPORTING TO APSA**

Employee salaries are provided to APSA pursuant to Paragraph 1606 of the collective bargaining agreement.

The parties agree that bargaining unit rating data for PDP as provided by the Corporation to APSA pursuant to a lawful request by APSA shall be provided as an Excel file in electronic format.

## **APPENDIX C – SECTION 3. ALTERNATIVE WORK WEEK PROGRAM POLICY OVERVIEW**

The corporation supports creative solutions to work, family, and life demands, while maintaining a progressive and productive work environment. The voluntary Alternate Work Schedules are offered to increase workplace flexibility for eligible employees. The corporation's Alternate Work Schedule (AWS) policy consists of a schedule of 80 work hours over a 9-day period, with a day off every other Friday, commonly referred to as a 9/80 workweek. AWS participation and assigned workdays and hours for individual employees are subject to internal and external corporate needs as determined by management.

### **ELIGIBILITY**

To be eligible for AWS, employees must be full-time, and either regular, intern, or temporary employees. Employees in certain positions may not be eligible for desired schedules due to the nature of the job or customer requirements. Part-time, casual, and part-time temporary employees are not eligible to participate in this program.

### **WORK SCHEDULE**

AWS consists of 9-hour workdays each Monday through Thursday over a 2-week period, with an 8-hour workday on the Friday of the first week, and a day off the Friday of the second week (Regular Day Off - RDO). Nonexempt AWS employees waive the ability to receive overtime pay for the 9th hour of work Monday through Thursday, and the additional 4 hours over 40 in the week (applicable to California).

To better manage business operations, employees can choose from one of two Alternate Work Schedules (AWS). The two calendars indicating Alternate Work Schedule 1 (AWS 1) and Alternate Work Schedule 2 (AWS 2) are provided to employees on an annual basis and are posted on the Payroll website. Employee selection of an AWS will be subject to approval by immediate management.

- a) Management attempts to accommodate an employee's choice of work schedule; however, employees may be required to work on their regular day off depending on customer or corporate requirements.
- b) Newly hired, AWS-eligible employees begin working on the standard 5/40 workweek (consisting of 8-hour workdays Monday through Friday over a 2-week period) schedule. New hires choosing to work an AWS must request their preferred AWS option (with management approval) and will be informed by Payroll when their AWS commences. AWS will have no impact on employee benefits such as sick leave and vacation accrual, medical, dental, vision, life insurance, voluntary personal accident insurance, retirement, disability, or flexible spending accounts.

### **PAYROLL WORKWEEK START TIME**

The payroll workweek for employees on AWS begins on Friday.

- a) For exempt employees, the payroll workweek begins on Friday mid-day.
- b) For nonexempt employees, the payroll workweek begins on Friday four hours after the scheduled starting time assigned to the employee. For example, if a nonexempt employee

is assigned to a workday schedule that begins at 7 a.m., the payroll workweek begins at 11 a.m. each Friday.

- The scheduled start time of nonexempt employees on the Friday of the first week of the AWS schedule (the Friday worked) cannot deviate from the assigned schedule.
- Nonexempt full-time employees who wish to change to a different workday start time must complete a work schedule request in Workday. For instructions on how to complete this request, refer to the Request Work Schedule Change in Workday job aid.

## **TIME OFF PAY**

### **Monday – Friday**

Employees on AWS charge actual hours for vacation, sick time, holidays, jury duty, legal absence, bereavement, and extended workweek.

When a holiday falls on a 9-hour workday (Monday through Thursday), employees on AWS charge 8 hours to Holiday, and the additional hour to vacation or may make-up the additional hour in the same workweek. Nonexempt employees require prior management approval to make up the additional hour. Nonexempt employees may also charge the hour to no pay.

### **REGULAR DAY OFF (RDO)**

RDO is treated the same as a weekend day with regard to pay for legal absence, occasional sick leave, and jury duty.

- a) Employees are not paid for absences that occur on their RDO, with the possible exception of an exempt employee on authorized Extended Workweek (EWW).
- b) Jury Duty - Employees are paid a maximum of 40 hours per week for jury service. RDO is treated like a weekend day; no additional compensation will be paid to employees asked to appear for jury duty on their RDO.
- c) Holiday - When a holiday falls on an employee's RDO, the employee takes the preceding Thursday as the holiday.
- d) Exempt employees on AWS and EWW have the option of working on the preceding Thursday and receiving pay for the holiday and the extra day off.



**PROCEDURE**

Eligible employees who wish to go on the AWS, change to a different AWS, end the AWS, or change their workday start time, must complete a work schedule request in Workday. For instructions on how to complete this request, refer to the Request Work Schedule Change in Workday job aid. Management will receive notification requesting to approve or deny the request.

- a) A standard work schedule must be worked one week between changes to and from AWS.
- b) Nonexempt full-time employees must be assigned to a workday start time between 5:30 a.m. and 9:30 a.m. (refer to the Payroll Workweek (b) section of this policy). Nonexempt employees may express a preference, but management has the authority to assign the work schedule starting time.
- c) A three-month commitment should be made to the new schedule to minimize frequent schedule changes while still allowing flexibility.
- d) Employees on AWS may elect to return to the standard 5/40 workweek at the end of any 9/80-workweek cycle (two weeks), subject to management approval.
- e) An employee who voluntarily terminates participation in AWS has to wait three months before requesting to return to an AWS.

**RECORDING FRIDAY AWS HOURS IN EZ-TIME**

Friday AWS hours must be recorded for Week 1 as 4 regular hours, and for Week 2 as 4 carryover hours.

	Total	Carryover	Mon	Tue	Wed	Thurs	Fri
Week 1	40	0	9	9	9	9	4
Week 2	40	4	9	9	9	9	0

## **APPENDIX C – SECTION 4. EXTENDED WORKWEEK (EWW)**

### **POLICY OVERVIEW**

The corporation recognizes that our business environment may shift during a fiscal year. Occasionally, business circumstances may justify the need for increased work hours, beyond the standard work hours, on a specified project or task. This policy allows for additional compensation for exempt employees contributing extended work hours in support of the deliverables of the corporation.

When business needs dictate that the workweek exceed a specific threshold of standard hours, the corporation may offer additional compensation to eligible employees. Offering Extended Workweek (EWW) is at management's discretion and may be authorized in increments of up to three months.

### **DEFINITIONS**

- **Alternate Work Schedule (AWS):** Work schedule option consisting of 9 workdays over a period of 2 weeks (eight 9-hour days and one 8-hour day)
- **Compensatory Time:** Time off available to regular full-time exempt employees, at management discretion, for working more than 40 hours in a week. EWW and compensatory time accumulation are not allowed in the same workweek. Compensatory time may not be used to satisfy EWW eligibility requirements. EWW time may not be used to satisfy eligibility requirements to accrue compensatory time.
- **Regular Day Off (RDO):** Regular day off as part of the AWS
- **MTS:** Member of the Technical Staff
- **Standard Hours:** For full-time employees: 40-hour workweek; for part-time employees; employee's regular work schedule for the week

### **ELIGIBILITY**

Exempt employees through Level 3, and non-supervisory Level 4 MTS (such as Principal Engineers, Distinguished Scientists/Engineers, and with the exception of Technical Fellows) are eligible to receive temporary, additional compensation when EWW is specifically tasked and authorized in advance by the Level 4 manager with program or project budget authority. No employee may authorize their own EWW.

### **COMPENSATION**

Full-time employees receive EWW compensation when the employee works the equivalent of at least six standard workdays (48 hours) during the workweek. Part-time employees receive EWW compensation when the employee works at least 8 hours over the regular work schedule during the workweek.

Compensation for EWW includes an employee's base weekly salary and the equivalent hourly rate for the 8 EWW hours worked beyond the standard hours. After the weekly minimum of 8 hours over the regular work schedule has been met, EWW may be charged in 1-hour increments.

- a) EWW hours worked on a Friday are recorded on the day that they are worked and are not divided for time recording purposes.

- b) When a scheduled holiday falls on an RDO, the employee takes the preceding Thursday as the holiday. An employee on AWS and EWW has the option of working on the preceding Thursday and receiving pay for the holiday and the extra day of work.
- c) Holidays, bereavement, jury duty, vacation approved in advance, and paid sick leave, up to five consecutive days, are considered standard workdays. Employees who take vacation while on EWW shall not be denied credit for work associated with EWW provided the vacation was approved in advance by the Level 5 manager.
- d) Employee's EWW compensation may not exceed 20 hours in a workweek or 400 hours in a fiscal year, except for non-supervisory Level 4 MTS, who may not exceed 150 hours in a fiscal year.
  - Line management may approve an exception to the EWW 20-hour workweek maximum only when an employee is directed to work on holidays while on EWW and is required to work additional EWW hours in that week.
  - Employees directed to work on holidays when on EWW will receive EWW pay for the hours worked, in addition to the normal holiday compensation.
- e) A Vacation Accrual Limitation Waiver Request (Form 34), approved by the Chief Operating Officer (COO), must be submitted to Payroll when an employee reaches the maximum vacation accrual while on EWW or following termination of the scheduled EWW.

## **PROCEDURES**

- a) Level 4 manager with program or project budget authority approves EWW schedules and the total number of EWW workdays based on program or project needs and available funds.
- b) Program or project management:
  - Determines EWW requirements, tasks, schedules, and the total number of authorized workdays prior to commencement of the EWW
  - Obtains approval of the Level 4 manager with budget authority
  - Notifies the employee, the employee's Level 4 manager, and other appropriate management of the requirements and authorized schedules
  - Submits the online EWW request through Workspace. Upon submission, the approving manager will receive an e-mail containing a link to the pending request to approve or reject. The EWW request must be submitted no later than the Wednesday after the start date and approved by the Friday after the start date.

## **Approvals**

- a) Employee's line management approves work schedules and timesheets of employees authorized for EWW.
- b) The Executive Vice President approves exceptions or deviations to this policy. Exceptions may be requested, by line managers for their direct report employees, through the EWW Exception Approval Request tool.

## **APPENDIX D – SECTION 3. SICK LEAVE**

### **SECTION 3. SICK LEAVE**

#### **GENERAL**

Paid occasional and supplemental sick leave are provided to protect regular and temporary employees against loss of income due to illness or injury. Regular and temporary employees are eligible for occasional and supplemental sick leave from the time employment begins. Casual employees are not eligible for occasional or supplemental sick leave.

Sick leave payments are based upon the employee's base rate of pay, excluding overtime, shift differential, extended workweek pay, or other additional compensation. Part-time employees accumulate and receive paid sick leave at half the rate of full-time employees. Employees cannot receive pay in lieu of sick leave or be paid for unused sick leave at termination.

A paid sick leave absence is counted as hours worked for the purpose of computing a 40-hour workweek and for computing overtime hours for nonexempt employees for the week in which it occurred (see Policy P-7). A paid sick leave absence is counted as hours worked for the purpose of computing a 40-unit workweek and for computing compensation for exempt employees on extended workweek (see Policy P-7 and Policy P-8).

Depending on the circumstances, inappropriate use of sick time or excessive use of sick time over an extended period of time that results in the employee's unavailability can result in corrective action, up to and including termination of employment (see Policy P-14)

With the exception of the Aerospace Federal Credit Union, employees who are on disability or workers' compensation leave on a full-time basis are not permitted to be on corporate premises while on such leave. Additionally, bargaining unit members are allowed on corporate premises to participate at union meeting or in meetings with union representation.

The corporation will comply with the applicable state and federal laws governing the confidentiality of an employee's personal and medical information.

#### **DEFINITIONS**

Occasional sick leave is a paid absence provided to regular and temporary employees to protect against loss of income due to brief periods of non-occupational illness or injury.

Occasional sick leave provides full salary continuation for brief periods based on eligibility, available hours of sick leave, and management approval. Supervisors may request a doctor's certification of injury or illness.

A full-time nonexempt employee is credited with an occasional sick leave allowance of 80 hours at the beginning of the fiscal year (40 hours for a part-time employee). Unused allowance accumulates from year to year to a maximum of 999 hours. The maximum occasional sick leave payable to a full-time nonexempt employee in any single fiscal year is 160 hours (80 hours for a part-time employee). A nonexempt employee's first-year allowance is prorated.

Casual and intern employees accrue sick time at the rate of one hour of paid sick leave for every 30 hours paid up to a maximum banked accrual cap of 80 hours. Casual and intern employees may use up to 40 hours of accrued sick time per year on days they were previously scheduled to work.

Kin Care – Nonexempt employees only may use up to one half of their annual sick leave (i.e., 40 hours for full-time nonexempts, and 20 hours for part-time nonexempts) to attend to the illness of a child, parent, spouse, spouse’s parent, eligible domestic partner, and the child or parent of an eligible domestic partner. The kin care allowance applies to all occasional sick leave used for all family members combined and cannot be reached for each eligible family member. Kin care is recorded as “K” on the timesheet.

Child includes biological, foster, or adopted child, stepchild, a legal ward, or a child of a person who is acting in place of either parent.

Parent includes biological, foster, or adoptive parent, a stepparent, or a legal guardian, or someone who has acted in place of either parent.

To establish that a person is an Eligible Domestic Partner, one of the following conditions must be met. The employee has filed with the California Secretary of State a Declaration of Domestic Partnership or its equivalent in other states recognizing registered domestic partnerships, and has provided a certified or other appropriately authenticated copy thereof to the Benefits Department. If the state in which the employee is employed does not legally recognize marriage or domestic partnerships between same sex couples, an employee’s same sex domestic partner will qualify as a dependent for purposes of this practice if the employee and the employee’s same sex partner satisfy the conditions set forth in the Aerospace Affidavit of Domestic Partnership form and submit the completed form to the Benefits Department.

The corporation will abide by any and all Internal Revenue Service guidance and state law tax guidance with respect to the attribution of any taxable event that results from domestic partners receiving benefits under the corporation’s benefits policies.

Hours used for kin care are subtracted from the annual accrual of occasional sick leave. For example, if a full-time nonexempt employee records 10 hours of kin care during the fiscal year, the employee would have 70 hours of his or her annual occasional sick leave accrual remaining for his or her personal illness.

Unused kin care allowances do not accumulate from year to year.

When a nonexempt employee’s status changes between full-time and part-time, the fiscal year allowance for the new category becomes effective for the entire current year.

A nonexempt employee’s cumulative sick leave charges are recorded in one-minute increments up to the maximum allowance and approved by management.

Occasional sick leave for exempt employees is not subject to an annual accrual. Exempt employees cannot use occasional sick leave to supplement vacation, for illness of family members, or any purpose other than personal illness or personal health-related examinations.

Organ/Bone Marrow Donor Leave is a paid absence provided to regular and temporary employees to be a bone marrow or organ donor. Organ and bone marrow donor leave does not run concurrently with leave under the Family and Medical Leave Act (FMLA) (see Policy P-20).

Employees are allowed a leave of absence not exceeding five business days to donate bone marrow to another individual in any one-year period. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

Employees are allowed a leave of absence not exceeding 30 business days to donate an organ to another individual in any one-year period. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months

In order to receive leave to donate bone marrow or an organ, the employee provides written verification to the corporation that he or she is a donor and there is a medical necessity for the donation of an organ or bone marrow.

As a condition of receiving organ or bone marrow donor leave, the corporation will require that the employee take up to five days of earned but unused sick leave or vacation for bone marrow donation and up to two weeks of earned but unused sick leave or vacation for organ donation.

Any period of time an employee is required to be absent by reason of being a bone marrow or organ donor is not considered a break in service for purposes of seniority, vacation, paid time off, sick leave, or salary adjustments, so benefits will continue to accrue, and the corporation will continue group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Upon expiration of an authorized organ or bone marrow donor leave, the corporation will restore the employee to the position he or she held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment; however, this does not guarantee reinstatement should business conditions change during the leave.

State Disability Insurance (SDI) is a benefit that provides payment for time off work for employees inside California for an injury or illness that last at least eight days, up to 26 weeks or 1040 hours. SDI runs concurrently with FMLA for the first 12 weeks of the disability, up to a maximum of 12 weeks or 480 hours.

Short-Term Disability (STD) is an employee-paid insurance benefit that provides payment for time off work for employees outside California for an injury or illness that lasts at least eight days, up to 26 weeks or 1040 hours. STD runs concurrently with FMLA for the first 12 weeks of the disability, up to a maximum of 12 weeks or 480 hours.

Supplemental sick leave pay represents the difference between the employee's base compensation and payments either from State Disability Insurance (SDI) for employees inside California or an insurance carrier for employees outside California.

In California, SDI benefits begin on the eighth consecutive calendar day of a doctor-certified disability, when an employee is unable to work due to illness or injury.

Outside California, employees have the option to purchase Employee Paid STD with benefits that begin on the eighth consecutive calendar day of a doctor-certified disability, when an employee is unable to work due to illness or injury.

Supplemental sick leave pay may continue to a maximum of 26 weeks or 1040 hours. Supplemental sick leave pay is offset by payments an employee receives or is eligible to receive from SDI, EPSTD, or Workers'

Compensation. Employee status is changed to Long-Term Disability leave after 26 weeks or 1040 hours (see paragraph 11.5).

Full-time employees receive supplemental sick leave payments for 40 hours of leave per week. Part-time employees receive supplemental sick leave payments according to the employee's scheduled workweek.

The corporation pays an employee's regular salary for a maximum of two weeks to allow continuation of income while the employee is waiting for disability payments to begin. Supplemental sick leave overpayments may occur during the initial two-week period when disability payments have not yet started and the corporation continues to pay full salary. Payroll recovers the overpayment by adjusting the employee's subsequent checks starting with the third week.

Nonexempt employees who have utilized all occasional sick leave hours may use vacation or no pay for the first week of illness or injury.

Supplemental sick leave benefit payments may be discontinued if a physician's certification is not received by the appropriate insurance carrier, with a copy to Employee Benefits.

Outside California, when supplemental sick leave benefits begin, occasional sick leave hours are automatically transferred to supplemental sick leave, and the occasional sick leave hours are restored to the employee.

If another doctor-certified disability is experienced any time before 90 days after the employee has returned to work, the recurrence is treated as a continuation of the initial period of the supplemental sick leave benefit. This reduces the 26-week (1040 hours) payment period by the number of weeks already paid.

An employee must be back 90 days in regular pay status in order for the supplemental sick leave pool to be replenished.

Employees who come back from disability on a part-time basis can charge "S" and if they have supplemental sick leave remaining, sick leave hours are automatically transferred to supplemental sick leave. If the employee has used up the 1040 hours of supplemental sick leave and needs to continue to work part time, the employee's status will be changed to part time.

Workers' Compensation Disability Leave is granted by the corporation to employees with an occupational (work-related) illness or injury in accordance with state law. Leave taken under Workers' Compensation Disability Leave runs concurrently with FMLA Leave under both federal and state law (see Policy P-20).

Employees must report as soon as possible all workplace accidents, injuries and illness no matter how minor to their supervisor and the Environmental Health and Safety Department. Claims are coordinated through Environmental Health and Safety.

Employees must also provide the corporation with a certification from a healthcare provider of the workplace illness or injury, the employee's inability to work and/or work restrictions, and the expected duration of the restrictions and/or inability to work.

Workers' compensation benefits begin on the fourth calendar day of a doctor-certified nonhospitalization disability or on the first day of hospitalization, when approved by the workers' compensation carrier. For employees on workers' compensation, supplemental sick leave begins on the eighth day.



During workers' compensation leave, employees may use supplemental and sick leave, SDI, EPSTD, LTD, or actual vacation time as permitted by corporate practice. All such payments will be integrated with any wage reimbursement benefits that employees may receive. At no time will employees receive a greater total payment than their regular compensation.

The corporation maintains group health coverage for employees on Workers' Compensation Disability Leave, if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work.

Employees will be considered for reinstatement in accordance with applicable law, upon the submission of a return to work certification. If the employee is disabled due to an industrial injury, the corporation will work with the employee to provide reasonable accommodation. The corporation may, as an alternative, offer such employees modified work.

If the employee is returning from a Workers' Compensation Disability Leave, which runs concurrently with an FMLA Leave, then the provisions of the FMLA practice will also apply (see Policy P-20).

Employees should provide as much notice as possible of their return to work.

## **PROCESS**

Employees notify management of absences due to injury or illness at the start of every work period.

An employee who has been absent from work due to illness or injury for more than five consecutive workdays or has been hospitalized must submit a California Employee's Return to Work Certificate (Form 5604), or a Non-CA Employee's Return to Work Certificate (Form 5604-1), signed by the health care provider, to Employee Benefits prior to resuming any duties. This form includes an authorization to return to work on a specified date and an explanation of any restrictions.

Employees file SDI or STD disability insurance claims when injury or illness-related absences exceed seven consecutive calendar days. Employees charge absence time to Sick Leave, "S" on the timecard. The employee must provide Payroll with a copy of a statement or proof of benefits from other sources (e.g., SDI, STD, Workers' Compensation) within 30 days from the start of the disability. Supplemental sick leave pay will be discontinued if the employee does not provide Payroll with copies of proof of benefits as they are received from SDI, STD, or Workers' Compensation.

Employees on disability notify management and Employee Benefits of extensions of leave and return-to-work dates.

An employee returning from Long-Term Disability (LTD) submits the appropriate form (Form 5604 or Form 5604-1) to Employee Benefits as explained in paragraph 11.1. The returning employee is transferred from LTD to regular active status, and processed through Personnel Security for reinstatement of security clearance and reissue of identification badge.

An employee on disability leave or LTD may participate in a rehabilitation program that allows the employee, under approved circumstances, to return to work to his or her previous position or similar position on a part-time basis. The employee will receive full-time regular benefits from the corporation, as well as pay for hours worked, and where the employee elected LTD coverage, proportionally reduced disability benefits from the insurer, provided the insurer approves the individual's rehabilitation program. (See Summary Plan Description for details.)

Employees who participate in the rehabilitation program are reviewed by Employee Benefits and an Employee Relations representative on a case-by-case basis to determine job placement, where practicable, considering availability of suitable work and individual restrictions, in accordance with applicable federal and state laws.

An employee authorized by the physician for rehabilitation submits the appropriate form (Form 5604 or Form 5604-1) to Employee Benefits and returns to the previous position and organization, or is referred to Employee Relations.

The employee records hours of work (see Policy P-7) and hours of absence (charged to Code "R") on the timesheet.

Employees charge absence time to Sick Leave, "S" on the timecard, when a workers' compensation case is pending and not approved. Absence time is charged to Industrial Injury Time Loss, "I" on the timecard, once the workers' compensation claim is approved. When a workers' compensation claim has been approved, time previously charged to Sick Leave will be adjusted to Industrial Injury Time Loss. When a workers' compensation case is declared permanent and stationary (that is when the doctor has determined the condition has reached maximum medical improvement), "I" should no longer be charged. Future absences should be charged to "S."

Management notifies Payroll and Employee Benefits of the last day worked when an employee is hospitalized or has been unable to work for more than seven consecutive calendar days due to personal illness or injury.

Human Resources provides guidance and assistance to line managers who monitor and approve sick leave through the Employee Benefits Department and the Employee Relations and Services Department.

## **APPENDIX D – SECTION 5. MILITARY RESERVE ACTIVE DUTY**

### **GENERAL**

The corporation provides compensation and benefits for regular full- and part-time employees who serve as active members in reserve components of the U.S. Armed Forces, consisting of the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserve, plus the state-organized Army and Air National Guards, the Public Health Services Corps, or any other category of persons designated by the President in time of war or national emergency. Military duty includes scheduled annual military training and active military service resulting from an Executive Order issued by the President of the United States or action by the U.S. Congress. MRL is not to exceed a cumulative length of five years, except where further duty is required by Presidential or Congressional order or deemed necessary by the Secretary of Defense. MRL shall be granted to any employee whose absence from work is necessitated by service in the U.S. Armed Forces. Information on compensation and benefits while on Military Reservists' Leave (MRL) is available [online](#).

### **Annual Military Training**

Time off for scheduled annual military training (both inactive and active duty training) is provided as a paid absence during which all corporate benefits and employee entitlements remain in force. An employee is not considered on a military leave until Military Orders are received by Payroll and the leave administrator. Absences may not exceed a total of 30 workdays per calendar year unless, in response to the employee's written request, additional time off has been approved by the appropriate Level 4 and forwarded to Payroll.

- a. Employee notifies manager and provides a copy of the Military Orders to Payroll and the leave administrator of the scheduled annual training dates *at least 10 workdays before* departure.
- b. Employee provides Payroll with a copy of first and last military pay vouchers. Payroll deducts an amount equal to the total basic military pay (daily rate paid Monday – Friday) so that the supplemental pay together with the total basic military pay equals the amount of the employee's regular base salary.
- c. Employee submits a completed Military Service Information form to the leave administrator.
- d. The leave administrator will make every reasonable effort to process military leave requests within four weeks of submission, provided that the employee has timely completed and submitted all necessary documentation.

### **Active Service**

When called to active duty by Presidential directive, Congressional action, or when volunteering for active duty while such a call-up is in force, employee reservists remain in their current Cost Center Code (CCC) for the first 180 days and "M" is charged on their timecard. After 180 days, employee reservists will be moved to a MRL CCC. MRL commences on the first day of absence and continues until work is resumed or a determination is made that the individual is ineligible for reinstatement. MRL may be interrupted by occasional periods of active corporate employment of not less than one day. Employees give management the earliest notification possible of the date active duty is expected to commence and provide a copy of the Military Orders when available.

## Benefits Include:

- a. Supplemental pay for the first 180 days to ensure that the total basic military pay (daily rate paid Monday – Friday) and the supplemental pay together equal the amount of the employee’s regular base salary.
- b. Medical benefits for the employee and eligible dependents for the first 365 days. After 365 days, eligible employees are also given the option of continuing medical coverage at 100 percent of the full premium up to 18 months to run concurrently with COBRA.
- c. Dental and vision benefits for the employee and eligible dependents for the duration of MRL.
- d. Corporate-paid life insurance for the first 180 days, with conversion options available after 180 days.
- e. Credit for service as provided by federal statutes, regulations, case law, and the provisions of the Aerospace Employees’ Retirement Plan.
- f. Credit for hours and salary as provided by federal statutes, regulations, case law, and the provisions of the Aerospace Savings Account Plan.
- g. Accrued vacation hours based on corporate service, calculated through the last full week of employment, paid or retained in the employee’s vacation account. Employees on MRL continue to receive service credit toward higher increments of annual vacation; however, no actual vacation hours will be earned.
- h. Reimbursement for education expenses incurred prior to the MRL for employees enrolled in preapproved courses.

## Reemployment

Aerospace will reemploy reservists seeking reinstatement unless the corporation’s circumstances have so changed as to make reemployment impossible or unreasonable.

- a. Employees performing military service for fewer than 31 days must report for reemployment not later than two days after completion of the period of service.
- b. Employees serving more than 30 but less than 181 days must apply for reinstatement by contacting People Management within 14 days of completion of the period of service. Those serving more than 180 days must notify People Management within 90 days.
- c. Should the reservist be disabled at the completion of service due to performance of reservist duty, application for reinstatement should be made at the end of the recovery period. Reinstatement is at the discretion of the corporation if hospitalization exceeds two years. Failure to report within the specified time requirements may result in termination.

- d. Employees on MRL who have been granted a release from active duty under honorable conditions will be reinstated to their former position or one of similar status, seniority, and pay, adjusted for any automatic pay increases that may have occurred.
- e. Reinstatement of employees returning from MRL who have been granted a release from active duty under other than honorable conditions, will be at the discretion of Level 6 management after a review of discharge circumstances.
- f. Reinstated employees will have all corporate benefits restored. Employees should contact Benefits upon returning to work.
- g. Employees returning from MRL are legally protected from termination during the first year following job reinstatement, excepting discharge for cause.

## **APPENDIX D – SECTION 6. OTHER ABSENCES**

The corporation recognizes that employees are subject to emergencies or family related matters that justify brief absences from work. Depending on the circumstances, it is appropriate for supervisors to approve this time as a paid absence or unpaid absence, and to verify accuracy of timecard data.

Paid absences for active military reserve duty (P-21), holidays (P-19), jury duty (P-21), industrial injury and sick leave (P-21), rehabilitation (P-21 and P-16), and vacation (P-19) are covered in corporate practices. Employees should refer to P-20 for family and medical leave. Employees should refer to P-21 for unpaid personal leaves of absence that will be greater than 2 weeks but less than one year. Supplemental Sick Leave is covered in the Human Resources Occasional Sick Leave Plan (<http://info.aero.org/hr/benefits/sickLeave.pdf>). A paid absence is counted as hours worked for the purpose of computing a 40-hour workweek and for computing overtime hours for nonexempt employees for the week in which it occurred (P-7). A paid absence is counted as hours worked for the purpose of computing a 40-unit workweek for exempt employees (P-7) and for computing compensation for exempt employees on extended workweek (P-8).

Exempt employees may record no pay for unpaid absences only when vacation, or compensatory time is not available unless no pay is taken in whole workweek increments (P-7). After the listed leave balances are exhausted, exempt full-time employees record no-pay absences in whole-day increments only. Exempt part-time employees record no-pay absences in scheduled whole workday increments. In the event partial days of vacation, or compensatory time exist, partial days of no pay for personal reasons may be used in conjunction with those remaining hours. Nonexempt full- and part-time employees record no pay in tenth-of-an-hour increments. Fractions of an hour are recorded as decimals; e.g., 6 minutes = 0.1 and 30 minutes = 0.5. No-pay hours are recorded as “N” on the timecard.

This practice is subject to applicable federal and state laws. Employee Relations provides assistance and answers employee questions on absences discussed in this practice.

### **PAID ABSENCES**

Regular employees are eligible for bereavement leave of up to three paid workdays and two unpaid workdays in the event of a death in an employee’s immediate family. If the employee needs time to travel to the funeral site, the two additional workdays of absence may be eligible for pay as approved by management. Temporary, intern and casual employees who have been employed for at least 30 days are eligible for up to five unpaid workdays in the event of a death in an employee’s immediate family. Available paid sick time may be used in place of unpaid days.

Immediate family is defined as an employee’s spouse, child, grandchild, brother, sister, parent, grandparent, or spouse’s parent or grandparent (or someone who has acted in place of either parent), eligible domestic partner, his or her child, grandchild, parent, or grandparent (or someone who has acted in place of either parent).

Time off may be taken intermittently and must be taken within three months of the family member’s death. The absence is recorded as “D” on the timesheet, and the relationship of the deceased is noted in the comments section.

To establish that a person is an “Eligible Domestic Partner,” one of the following conditions must be met. The employee has filed with the California Secretary of State a Declaration of Domestic Partnership or its equivalent in other states recognizing registered domestic partnerships, and has provided a certified or other appropriately authenticated copy thereof to the Benefits Department. If the state in which the employee is employed does not legally recognize marriage or domestic partnerships between same sex couples, an employee’s same sex domestic partner will qualify as a dependent for purposes of this practice if the employee and the employee’s same sex partner satisfy the conditions set forth in the Aerospace Affidavit of Domestic Partnership form and submit the completed form to the Benefits Department.

All employees with at least 30 days of service are entitled to up to five days time off following a reproductive loss event in which the employee was (or would have been) recognized as the parent. A reproductive loss event is defined as a failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. Available paid sick, vacation, comp time or no pay may be used and the absence noted as “RL” in the time entry comments. The five days of leave do not need to be taken consecutively. The leave must be completed within three months of the event. In the case of multiple reproductive loss events within a 12-month period, the employee is eligible for five days off per event up to a maximum of 20 days.

Emergency Shutdown is the closure of an Aerospace facility, a corporate-leased building, or a military building that houses corporate employees in the event of an emergency or disaster (see Practice S-21). Employees excused from work by management direction because of an emergency shutdown will receive absence pay and will be directed by management to charge the appropriate amount of “E” time on the timesheet, which should be not more than 8 or 9 hours per day, depending on the employee’s work schedule.

If a non-Aerospace facility is closed for a full or partial day, employees should comply with closure instructions as directed by the management of their work location or facility. Aerospace management determines how employees should charge their time and will direct employees to charge the appropriate amount of “E” time.

Employees continuing on vacation, occasional sick, or other approved absences that began prior to the shutdown are not eligible to charge time to emergency shutdown. Employees on vacation, occasional sick, or other approved absences who were scheduled to return to work but were prevented from doing so by an emergency shutdown, receive paid absence by charging to “E” on the timesheet.

Employees may voluntarily “make up” time during the week and reduce the amount of “E” time charged. Nonexempt employees can only work up to eleven hours per day without getting overtime (see Practice P-7).

Delayed Start – A delayed workday start may be directed by the government, contractor or government facility, or Aerospace management. A delayed start assumes the facility is open at the normal time and employees can come to work as conditions allow. This allows for a flexible start time. “E” time is not used in a delayed-start situation.

If the facility is open, the employee has the choice of making up time during the week or charging available vacation, personal holiday, or compensatory time (exempts) if they wish to come in late or leave early. If a late start or an early release is mandatory and the facility must close, management may authorize the use of “E” time.

Legal is an absence for a legally required court appearance other than jury duty. All employees are entitled to time off to appear in court to comply with a subpoena or other court order as a witness in a judicial proceeding. Employees are also entitled to time off if they are issued a subpoena or are summoned to testify, to assist, or to participate in hearings conducted by federal and state administrative agencies such as the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission, and the National Labor Relations Board. Employees must promptly notify management of such absences and provide a copy of the subpoena, summons, or court order from the court or administrative agency. Nonexempt employees may charge vacation, personal holiday, or no pay for such absences, or may make up time in accordance with corporate practice (P-7).

Exempt employees may charge time to the absence code “L,” Legally Required Court Appearance, for up to three workdays in a fiscal year. Absences for court appearances in excess of three days may be charged to vacation, personal holiday, comp time, or no pay.

Other is a paid absence of up to one workday available to Regular employees, at the discretion of supervision, for each occurrence of other personal emergencies not covered in the foregoing paragraphs. Such absence is reported as “O” on the timecard, and the reasons noted. The Executive Team may approve the temporary use of “O” time for more than one workday when circumstances warrant.

## **UNPAID ABSENCES**

Children’s School Activities is an absence for employees to participate in children’s school activities if they are parents, guardians, grandparents having custody, or have same-gender domestic partners who are parents, guardians, or grandparents having custody. The employee must use available vacation, compensatory time (exempts), and personal holiday hours prior to the use of no pay. Exempt employees record no pay units in accordance with paragraph 3. No pay absences for children’s school activities may not exceed nine hours in any calendar month of the school year or a total of 40 hours per school year. When no pay hours are used, the employee must notify supervision at least one day prior to the planned absence. Management may request the employee to provide documentation from the school as proof of participation. Domestic Violence Leave is an unpaid absence that allows an employee to take leave from work to undertake activities resulting from an act of domestic violence. At an employee’s request, management will allow the employee to take up to three working days of leave in any 12-month period if the employee or a family or household member of an employee is the victim of domestic violence. An employee must exhaust all vacation, compensatory time (exempts), and personal leave, as well as sick leave (if applicable for the employee’s medical or mental health care), before seeking domestic violence leave. When possible, the employee should give supervision advance notice of the leave.

An employee may use domestic violence leave to seek an injunction for protection against domestic violence, dating violence, or sexual violence; to obtain medical care or mental health counseling (or both) for the employee or a family or household member to address physical or psychological injuries resulting from an act of domestic violence; to make the employee’s home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; to seek legal assistance to address issues arising from domestic violence or to prepare for and attend court-related proceedings resulting from domestic violence; and to obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center.



All information relating to the use of domestic violence leave will be kept confidential. The corporation will not discharge, demote, suspend, retaliate, or in any manner discriminate against an employee for exercising their right to domestic violence leave.

If domestic violence leave time is not charged to vacation, personal leave, compensatory time (exempts), or sick leave in accordance with paragraph 20, it should be recorded on the timesheet as no pay.

Holiday Closure is an absence applicable when the corporation closes the facility during a holiday period, such as between Christmas Day and New Year's Day. Holiday closure does not include corporate-paid holidays, such as Christmas Day and New Year's Day. Absences during a holiday closure are charged to either vacation or no pay.

Military Spouse Leave is an unpaid absence allowing an employee up to 10 work days of time off when their spouse or domestic partner is on leave from active military duty. This leave does not run concurrently with family and medical leave.

To be eligible for the 10 days of leave, an employee must work at least 20 hours on average per week; have a spouse or domestic partner in the Armed Forces on leave from deployment to a combat zone, or in the National Guard or Reserves on leave from deployment during a period of military conflict; notify management about their intent to take time off within two days of receiving official notice about their spouse or domestic partner's leave; and must submit documentation, such as a copy of the official notice of the leave, to management to certify that their spouse or domestic partner will be on leave from deployment during their time off.

An employee may elect to use paid vacation time, or compensatory time (exempts) instead of unpaid Military Spouse Leave. Absence should be charged on the timesheet as vacation, personal holiday, compensatory time (exempts), or no pay.

Religious Observance is an absence for religious observance that may be recorded on the timecard as vacation, personal holiday, or no pay.

Unscheduled Absence is an absence when an employee is unable to report to work due to unforeseen circumstances (for example, if detained by a disabled vehicle or an accident en route to work).

The employee notifies supervision as soon as possible after the start of a scheduled work shift. If an employee fails to report to work and fails to call and explain the absence within two hours of the scheduled start time, the supervisor will attempt to contact the employee. If the absence remains unexplained after four hours, the supervisor notifies the next level of management, who will notify Employee Relations.

Depending on the circumstances, unscheduled absence may be reported as vacation, no pay, or other on the timecard, with the approval of management.

## APPENDIX D – SECTION 8. FAMILY AND MEDICAL LEAVES OF ABSENCE

### POLICY OVERVIEW

This policy covers the following family and medical leave options:

- a) **Family and Medical Leave Act (FMLA)** – The corporation will grant unpaid, job-protected family and medical leave under the Family and Medical Leave Act (FMLA) in accordance with the requirements of applicable state and federal laws in effect at the time the leave is granted. Although the state and federal laws sometimes have different names, the corporation refers to these types of leaves collectively as “FMLA Leave.” Leaves that fall under FMLA Leave protection include Bonding Leave, the Employee’s Serious Health Condition Leave, Family Care Leave, Military Caregiver Leave, and Military Exigency Leave.
- b) **Pregnancy Disability Leave (PDL)** – PDL is unpaid leave available to employees disabled due to their pregnancy, childbirth, or pregnancy-related medical conditions. PDL runs concurrently with FMLA under federal law, but not with FMLA under California law. Regardless, employees in California and other states will be provided PDL as described in this policy in addition to Bonding Leave.
- c) **Paid Parental Leave (PPL)** - Aerospace’s PPL runs concurrently with FMLA and provides up to four weeks paid leave related to the birth, adoption, or foster placement of an employee’s child, in accordance with this policy.

### DEFINITIONS

- **Bonding Leave:** Unpaid leave under FMLA to care for a child coming into the household through birth, adoption, receipt of legal guardianship, stepchild, or foster care
- **Child:** includes a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person who stands in loco parentis
- **Covered Military Member:** Includes the employee’s spouse, domestic partner, child, adopted child, stepchild, or parent on active duty or called to active duty status
- **Covered Veterans:** Those released from the armed forces under conditions other than dishonorable discharge anytime during the five-year period before the first date the employee takes military caregiver leave, to care for a veteran that is undergoing medical treatment, recuperation, or therapy for a serious injury of illness
- **Designated Person:** Any individual related by blood or whose association with the employee is the equivalent of a family relationship. Employees identify a designated person through the leave carrier upon request for eligible family care leave and are limited to one designated person per 12-month period.
- **Employee’s Serious Health Condition Leave:** Unpaid leave under FMLA for an employee’s own serious health condition

- **Family Care Leave:** Unpaid leave under FMLA for an employee to provide assistance to an immediate family member or designated person (see definition above) who has a serious health condition that requires the employee's constant assistance
- **Immediate Family Member:** Includes, and is limited to, the employee's spouse, registered domestic partner, parent, child, child of a spouse or domestic partner, stepchild, foster child, adopted child, grandparent, grandchild, or sibling
- **Intermittent FMLA Leave:** Unpaid, discontinuous, or reduced scheduled leave that may be taken intermittently under some circumstances, which means the employee may take leave in blocks of time or by reducing the normal weekly or daily work schedule
- **Military Spouse Leave:** Unpaid absence allowing an employee up to 10 work days of time off when their spouse or domestic partner is on leave from active military duty; this leave does not run concurrently with FMLA
- **Serious Health Condition:** Health condition that requires inpatient care in a medical facility, continuing treatment, or supervision by a healthcare provider

## **ELIGIBILITY**

### **FMLA**

To be eligible for FMLA Leave, an employee must be an active regular full-time or part-time employee who has worked for the corporation for a total of at least 12 months, and at least 1,250 hours during the 12 months immediately preceding commencement of the leave. (Paid leaves during the preceding 12 months, such as vacations, holidays, and sick leave days are counted in determining the 1,250 hours for eligibility.)

Once FMLA Leave is taken and the original 12-month period expires, the employee must again meet the above eligibility requirements before another FMLA Leave may be taken. Successive 12-month periods commence on the date of the employee's first use of such leave after the preceding 12-month period has ended.

### **Pregnancy Disability Leave (PDL)**

Employees disabled due to pregnancy, childbirth, or related medical conditions are eligible for PDL. An employee is considered "disabled by pregnancy" if, in the health care provider's opinion, the employee cannot work at all, if the employee is unable to perform one or more essential job functions, or performance of any one or more essential job duties presents undue risk to the employee, the successful completion of the pregnancy, or to other persons. Pregnancy disabilities may include, but are not limited to, certain conditions such as severe morning sickness or situations where an employee needs to take time off from work for prenatal or postnatal care, bed rest, post-partum depression, and the loss or end of pregnancy. In addition, an employee affected by pregnancy may be eligible for a temporary transfer to another job or other reasonable accommodation.

### **Paid Parental Leave (PPL)**

Full- and part-time employees are eligible immediately upon hire, following the birth, adoption, or foster placement of an employee's child (age 17 or younger) that occurs during the employee's employment. Temporary or casual employees are not eligible. PPL is to be used during approved FMLA leave that is

taken as Bonding Leave. However, employees in their first year of employment who are not yet eligible for FMLA are eligible for and may use PPL during an approved Personal Leave that is taken for the same purpose as Bonding Leave. All leave taken due to the birth or placement of a child will be counted towards the 12 weeks of available FMLA. Leave taken as an approved Personal Leave during the employee's first year of employment for the purposes of Bonding Leave will be treated as protected leave.

For employees who have given birth, PPL may be used after the short-term disability period. PPL does not run concurrently with short term disability/supplemental sick and is separate from all forms of disability or sick leave.

## **DURATION OF LEAVE**

### **FMLA**

When FMLA Leave is taken for Bonding Leave, the Employee's Serious Health Condition Leave, Family Care Leave, or Military Exigency Leave, the maximum amount of FMLA Leave will be a total of 12 workweeks (480 hours) during a rolling 12-month period measured backwards from the date the leave commences.

Nonexempt employees may take Intermittent FMLA Leave in increments of one minute. Exempt employees may take Intermittent FMLA Leave in increments of no less than one hour.

#### *Bonding Leave*

An eligible employee is entitled to 12 weeks of family leave for bonding within one year of the event of the child coming into the household through birth, adoption, receipt of legal guardianship, stepchild, or foster care. This leave is effective for birth mothers once the employee is no longer disabled due to pregnancy following childbirth. During a Bonding Leave, employees may use PPL and/or vacation, as permitted by corporate policies, or any state-sponsored programs like CA Paid Family Leave.

#### *Military Exigency Leave*

Military Exigency Leave falls under FMLA as a result of an urgent situation where a covered military member in the National Guard or Reserves is on active duty or called to active duty status in a foreign country, or is a member of the regular Armed Forces on duty while deployed to a foreign country (includes international waters).

- a) Military Exigency Leave permits eligible employees who are relatives of a covered military member to take FMLA Leave to address common issues that arise when a covered military member is deployed, such as attending military-sponsored functions, making financial and legal arrangements, short-notice deployment issues, childcare and related activities, attending to post-deployment activities, parental care, and rest and recuperation.
- b) An eligible employee may take Military Exigency Leave to do the following for the parent of a covered military service member who is incapable of self-care: arrange for alternative care; provide care on an immediate, urgent need (but not routine or everyday) basis; admit or transfer the parent to a care facility; or attend meetings with staff at a care facility. Such care must be necessitated by the status of the military service member (on active duty or called to active duty).

- c) An eligible employee may take up to 15 calendar days of leave to spend time with a covered military service member who is on short-term, temporary rest and recuperation leave.

*Military Caregiver Leave*

Military Caregiver Leave is unpaid under FMLA to care for a covered service member of the Armed Forces, National Guard, Reserves, or covered veterans. An eligible employee who is the spouse, child, parent, or next of kin (nearest blood relative to service member) may take up to 26 weeks of leave to care for spouses, children, stepchildren, adopted children, parents, or next of kin who are service members who are undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary disability retired list for a serious injury or illness incurred or aggravated during active duty in the Armed Forces, National Guard, or Reserves.

The maximum amount of FMLA Leave for Military Caregiver Leave will be a combined leave total of 26 workweeks in a single 12-month period, and is combined with all other FMLA leaves in that time period, resulting in a maximum total leave entitlement of 26 weeks. The single 12-month period begins on the date of the employee’s first use of such leave and ends 12 months after that date.

**Pregnancy Disability Leave (PDL)**

Employees disabled due to pregnancy, childbirth, or related medical conditions may take up to a maximum of four months (equal to 17.33 weeks) of leave, based on the employee’s regular work schedule. This leave may be taken on a continuous basis or intermittently, as may be medically required.

Example:

<b>EE Regular Work Hours</b>	<b>Leave Maximum</b>
FT: 40 hours per week (5 days per week, 8 hours per day)	693.2 leave hours total (86.65 days for 8 hours/work day)
PT: 20 hours per week	346.6 hours of leave

*Americans with Disabilities Act (ADA) Leave Extension*

The ADA and similar state laws prohibit discrimination on the basis of disability. The corporation strives to make all employment opportunities available to qualified individuals with disabilities. For this reason, and as a means of reasonable accommodation, the corporation may permit leave for a medical reason, in excess of the 12 workweeks of leave provided in this policy, when a qualified employee has a disability within the meaning of the ADA, requests and requires leave as an accommodation, and the extension of the requested leave is both reasonable and would not cause an undue hardship to the corporation.

### **Paid Parental Leave (PPL)**

PPL is provided to eligible employees up to four weeks (160 hours) to be taken within 12 months following the birth, adoption, or foster placement of an employee's child (age 17 or younger) that occurs during the employee's employment. A birth, adoption, or foster placement of multiple children does not increase the amount of available PPL. PPL may be used consecutively or intermittently in week-long increments. If the date of birth, adoption, or foster placement occurs mid-week, employees are eligible to use a partial initial week with the remaining days added to end of the leave, while other weeks must be used in full-week increments.

### **CERTIFICATION REQUIREMENTS**

Specific certification may be required, and must be provided promptly and within the specified time-period. Failure to comply with notice and certification requirements may result in a delay or denial of the leave.

Employees will be asked to provide periodic recertification and periodic reports during FMLA leave.

The corporation may, at their expense, require a second or third medical opinion regarding an employee's own serious health condition. Employees are expected to cooperate with the corporation in obtaining additional medical opinions required by the corporation.

### **PAY DURING LEAVE**

#### **FMLA**

FMLA Leave is generally unpaid. However, employees may be eligible to receive benefits through state-sponsored benefits such as California State Disability Insurance (SDI) or California Paid Family Leave (PFL), or through company-sponsored benefits such as Short Term Disability (STD) for non-California based employees, vacation, supplemental sick, and Paid Parental Leave to the extent permitted by law and corporate policy.

#### **Pregnancy Disability Leave (PDL)**

PDL is unpaid. However, during a leave taken for pregnancy disability, employees may use supplemental sick leave, SDI, STD, or accrued vacation time, as permitted by corporate policy. All such payments will be integrated with any state disability or other wage reimbursement benefits that employees may receive. Employees will never receive a greater total payment than their regular compensation.

#### **Paid Parental Leave (PPL)**

PPL is compensated at 100% of the employee's then current pay, but offset to include any state-mandated paid family benefits based on the employee's work location, such as PFL. PPL will be paid via regular payroll on a weekly basis on regularly scheduled pay dates. Unused leave will be forfeited at the end of the 12-month timeframe and will not be paid to employees upon the termination of employment.

### **State Disability Insurance (SDI)**

SDI is available to eligible full- and part-time California employees through the State of California Employment Development Department. Payments from SDI will be integrated with the employee's regular weekly salary so that the employee will receive no more than their regular compensation during the SDI period. The use of paid benefits will not extend the length of an FMLA Leave. Refer to the P-21 Leaves policy.

### **Paid Family Leave (PFL)**

PFL provides eligible California employees (those covered by SDI) with partial wage replacement when taking time off work to care for parents, children, spouses, and registered domestic partners or to bond with a new minor child. PFL offers up to 6 weeks of benefits in a 12-month period. While PFL provides benefits, it does not provide job protection or return-to-work rights.

### **Short Term Disability (STD)**

STD is available on a voluntary basis to eligible full- and part-time employees outside California if the employee voluntarily elects to pay the premiums for STD coverage. Payments from STD will be integrated with the employee's regular weekly salary so that the employee will receive no more than their regular compensation during the STD period. The use of paid benefits will not extend the length of a FMLA Leave.

### **Supplemental Sick Leave**

Supplemental sick pay is provided to protect eligible employees against loss of income due to extended periods of illness or injury. Refer to the P-21 Leaves policy for more information.

## **BENEFITS DURING LEAVE**

### **FMLA**

Benefits during FMLA include the continuing group health and welfare benefits.

- a) The corporation will continue to make contributions for an employee's group health and welfare benefits during a leave on the same terms as if the employee had continued to work. This means that if the employee wants benefits coverage to continue during leave, the employee must also continue to make any premium cost-sharing payments that are currently required for the employee and their dependents.
- b) Employees taking Bonding Leave, Employee's Serious Health Condition Leave, Family Care Leave, or Military Emergency Leave will generally be provided with group health and welfare benefits for a 12-workweek period. Employees taking Military Caregiver Leave will be eligible to receive group health and welfare benefits coverage for up to a maximum of 26 workweeks.
- c) The employee's length of service as of the leave will remain intact, but accrued benefits, such as vacation and retirement will not accrue while on an unpaid FMLA Leave.

Employees receiving compensation during an FMLA leave (SDI, STD) will have the employee portion of insurance premiums deducted from the compensation received from the corporation. Employees not receiving any compensation during an FMLA leave need to make arrangements with Employee Benefits for the employee portion of the payment for insurance premiums. If remittance of the employee portion of insurance premiums is not received, insurance coverage will be affected. On the first day of return from FMLA leave, the employee must contact Employee Benefits for reinstatement processing.

### **Pregnancy Disability Leave (PDL)**

During a PDL, the corporation will maintain any group health insurance coverage that an employee was provided before the leave was taken and on the terms as if the employee had continued to work. In some instances, the corporation may recover premiums it pays to maintain health coverage if the employee fails to return to work following a PDL, for reasons other than taking additional leave afforded under the California Family Rights Act or not returning due to a circumstance beyond the employee's control.

### **RETURN-TO-WORK FMLA**

Under most circumstances, employees will be reinstated to the same position held at the time of the FMLA Leave or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, the employee has no greater right to reinstatement than if they had been continuously employed rather than on FMLA Leave. For example, if the employee would have been laid off had they not gone on leave, or if the employee's position has been eliminated during the leave, the employee will not be entitled to reinstatement.

Employees are expected to provide the corporation with prompt notification of any change(s) to the employee's return-to-work date. Accepting or continuing other employment while on leave that is contrary to the restrictions indicated by the employee's FMLA certification, or filing for unemployment insurance benefits while on leave may be treated as a voluntary resignation from employment.

Prior to being allowed to return to work, employees must provide to Employee Benefits the applicable documents/information as listed in the Procedures section of this policy. If an employee fails to return to work at the expiration of leave and has not obtained an extension of the leave, the corporation may presume that the employee does not plan to return to work and has voluntarily terminated their employment.

### **Pregnancy Disability Leave (PDL)**

If the employee and the corporation have established an agreed upon date to return to work after a PDL, the employee will be reinstated on that date, so long as the appropriate return to work release is received. If the length of the leave has not been established, or if it differs from the employee's original agreement with the corporation, the employee will be returned to work within two (2) business days (so long as the appropriate return to work release is received), where feasible, after the employee notifies the corporation of the readiness to return.

In most circumstances, an employee will be offered the same position held at the time of leave or a comparable position. If the same position is not available, the corporation will work with the employee to provide the employee with a comparable position on the scheduled return date or within 60 calendar days of that return date. However, an employee will not be entitled to any greater right to reinstatement than if the employee had been employed continuously rather than on leave. For example, if the employee would have been laid off if they had not gone on leave, and there is no comparable position available, the employee will not be entitled to reinstatement.



## **Lactation Accommodation**

Aerospace provides a reasonable amount of break time to accommodate the employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees must clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

The company will provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private.

An employee may request an accommodation for lactation breaks through her department supervisor, or People Operations. Aerospace will respond to the employee in writing if it cannot accommodate the employee's request. Employees have the right to file a complaint with the labor commissioner for any violation of rights provided under Chapter 3.8 of the California Labor Code regarding lactation accommodations.

## **PROCEDURE**

### **Paid Parental Leave (PPL)**

- a) Employees applying for PPL must contact the current leave administrator and submit the requested documentation for approval. Employees charge PPL absence time to "PPL" on their timecard.
- b) California employees whose PPL is offset by state paid family benefits must provide Payroll with a copy of their statement within 30 days from the start of the leave. PPL will be discontinued if the employee does not provide Payroll with copies of proof of benefits as they are received from the state.

### **FMLA or Pregnancy Disability Leave (PDL)**

- a) When leave is for planned medical treatment, employees must try to schedule treatment so as not to unduly disrupt the operations of the corporation. Employees should consult with their manager prior to scheduling planned medical treatment.
- b) An employee requesting FMLA or PDL initiates their leave request by contacting the current leave administrator at least 30 days in advance of the desired leave date, or as soon as the need for leave is known, but not later than one to two business days after the employee learns of the need.
- c) The current leave administrator will provide written notification to the employee within five business days whether the employee is eligible for leave.
- d) Additional certification must be submitted to the current leave administrator within 15 calendar days before the absence when the leave is foreseeable and, when the leave is not foreseeable, as soon as possible after the need for leave time is known, unless unusual circumstances exist to justify providing the form at a later date, as indicated below:
  - Employees requesting FMLA Leave due to the employee's own serious health condition, including PDL, or to care for a family member must submit a completed certification form (as applicable, California or Non-California, Employee's

Health/Medical Condition Certification, or Family Member Health/Medical Condition Certification).

- For an employee requesting intermittent FMLA leave, certification may be required if reasonable safety concerns exist regarding the employee's ability to perform his or her duties, based on the serious health condition for which the employee is requesting the intermittent leave.
  - Employees requesting a Military Caregivers FMLA Leave must contact the current leave administrator.
  - Employees requesting a Military Exigency FMLA Leave must submit a copy of the covered military member's active duty orders to the current leave administrator
- e) Prior to being allowed to return to work from an Employee's Serious Health Condition Leave or from a PDL, the employee must submit to Employee Benefits a Return to Work Certification (Form [#5604 CA](#) or [5604-1 Non-CA](#)) or a release form from a health care provider that certifies the employee can perform the essential functions of the job as those essential functions relate to the employee's serious health condition. This form should be submitted to Employee Benefits two business days prior to the employee's intended return-to-work.
- f) The corporation will comply with the applicable state and federal laws governing the confidentiality of employee medical information.

## **APPENDIX D - SECTION 9. COMPENSATORY TIME OFF**

Compensatory Time is available to regular full-time exempt employees to provide a degree of flexibility for hours worked beyond the regular schedule. A full-time employee accrues compensatory time when working more than 40 hours in the workweek and during fiscal years 2024 and 2025 may accrue up to the maximum of 40 hours. A part-time employee accrues compensatory time when working more than their regularly scheduled hours in the workweek and during fiscal years 2024 and 2025 may accrue up to the maximum of 20 hours. There is no limit in the number of times that compensatory time hours may be earned and used; however, employees must coordinate any work effort eligible for compensatory time accrual, and any use of compensatory time, in advance with management.

Hours of effort include all time during which an employee is directly performing work for the corporation. Absences during the workweek are not counted towards accruing compensatory time. Time spent in work-related travel is included in the reported hours of effort. Time spent in traveling between home and the usual work place is not included. Extended Workweek (EWW) and compensatory time accumulation are not allowed in the same workweek. Compensatory time may not be used to satisfy EWW eligibility requirements. EWW time may not be used to satisfy eligibility requirements to accrue compensatory time.

Accrual and utilization of compensatory time must occur within the same fiscal year. An employee will be paid for any unused hours following the fiscal year end, when an employee's status is changed to other than full-time regular, and at termination.

Employees must record any work effort eligible for compensatory time accrual, using (Compensatory Time Earned) CTE code with the related JO, and any compensatory time used with the Compensatory Time Taken (CTT) code. For an RDO day, the first four hours of compensatory time worked are recorded on the first week and the remaining hours worked are recorded on the second week.

## APPENDIX F

### EMPLOYEE BENEFITS/INSURANCE PLANS

1/1/24-12/31/24

#### SECTION 1. MEDICAL/DENTAL/VISION PLAN COSTS

##### Section 1.1 Plan Costs For Bargaining Unit Employees

##### 1.1.1 GROUP HOSPITAL – MEDICAL PLANS

##### 1.1.1.1 Anthem Blue Cross PPO/CDHP/EPO PLANS (CY24)

Bargaining unit employee weekly premiums for the Anthem Blue Cross PPO Plan are as follows:

<u>Anthem Blue Cross PPO Plan</u>	<u>Cost</u>
Employee Only	\$47.71
Employee plus Spouse	\$104.84
Employee plus Child/ren	\$85.79
Employee plus Family	\$147.69

<u>Anthem Blue Cross EPO Plan</u>	<u>Cost</u>
Employee Only	\$46.77
Employee plus Spouse	\$102.78
Employee plus Child/ren	\$84.11
Employee plus Family	\$144.78

<u>Anthem Blue Cross CDHP</u>	<u>Cost</u>
Employee Only	\$43.92
Employee plus Spouse	\$95.74
Employee plus Child/ren	\$79.74
Employee plus Family	\$131.73

<u>Anthem Blue Cross CDHP Basic</u>	<u>Cost</u>
Employee Only	\$38.45
Employee plus Spouse	\$84.48
Employee plus Child/ren	\$69.13
Employee plus Family	\$118.99

The employee is responsible for 23% of the projected self-funded medical/pharmacy cost. The Corporation is responsible for the remainder of the self-funded medical/pharmacy cost.

### 1.1.1.2 HEALTH MAINTENANCE ORGANIZATIONS (HMOs) (CY24)

Bargaining unit employee weekly premiums for offered HMO's are as follows:

<b><u>Anthem Blue Cross HMO California</u></b>	<b><u>Cost</u></b>
Employee Only	\$46.77
Employee plus Spouse	\$102.78
Employee plus Child/ren	\$84.11
Employee plus Family	\$144.78

<b><u>Kaiser (North and South CA, Mid-Atlantic, Colorado)</u></b>	<b><u>Cost</u></b>
Employee Only	\$35.85
Employee plus Spouse	\$78.75
Employee plus Child/ren	\$64.45
Employee plus Family	\$110.92

<b><u>TRICARE Supplement</u></b>	<b><u>Cost</u></b>
Employee Only	\$16.01
Employee plus Spouse	\$31.01
Employee plus Child/ren	\$31.01
Employee plus Family	\$41.62

The employee is responsible for 23% of the fully insured medical/pharmacy premium. The Corporation is responsible for 77% of the insured medical/pharmacy premium.

### 1.1.1.3 DOMESTIC PARTNER RATES

Participant only rates for employees who enroll their Domestic Partners (DP) and family as dependents are the same as those in sections 1.1.1.1 and 1.1.1.2. The Internal Revenue Service has ruled that the actual cost of the domestic partner benefit is taxable income to the employee. This is not true for married couples.

To assist employees in determining their tax liability through the use of domestic partner benefits, the following table lists that liability on a weekly basis for each plan

**MEDICAL HOSPITAL, DENTAL, AND VISION PLAN COSTS FOR SAME-SEX DOMESTIC PARTNERS AND DEPENDENTS OF ACTIVE EMPLOYEES (CY24)**

<b>Plan</b>	<b>Coverage</b>	<b>EE Weekly Cost-Sharing <u>without DP Coverage</u>**</b>	<b>Additional EE Weekly Cost-Sharing <u>with DP Coverage</u>**</b>	<b>Additional ER Weekly Costs <u>with DP Coverage</u></b>	<b>Total Additional EE and ER Weekly Cost <u>with DP Coverage</u>**</b>
		<b>[PRE-TAX]</b>	<b>[POST-TAX]</b>	<b>[TAXABLE INCOME TO EE]</b>	
<b>Anthem Blue Cross PPO – Nationwide</b>	EE+SP	\$41.71	\$57.13	\$191.27	\$248.40
(BLDP)	EE+CH		\$38.09	\$127.51	\$165.60
	EE+F		\$99.98	\$334.71	\$434.69
<b>Anthem Blue Cross CDHP – Nationwide</b>	EE+SP	\$43.92	\$51.82	\$173.49	\$255.31
(CDHP)	EE+CH		\$35.82	\$119.92	\$155.74
	EE+F		\$87.82	\$294.00	\$381.81
<b>Anthem Blue Cross EPO - Non-CA</b>	EE+SP	\$46.77	\$56.01	\$187.50	\$243.51
(AEDP)	EE+CH		\$37.34	\$125.00	\$162.33
	EE+F		\$98.01	\$328.12	\$426.13
<b>Anthem Blue Cross CDHP Basic – Nationwide</b>	EE+SP	\$38.45	\$46.02	\$154.08	\$200.10
(Add Plan Code)	EE+CH		\$30.68	\$102.72	\$133.40
	EE+F		\$80.54	\$269.64	\$350.18
<b>Anthem Blue Cross HMO – CA</b>	EE+SP	\$46.77	\$56.01	\$187.50	\$243.51
(CADP)	EE+CH		\$37.34	\$125.00	\$162.33
	EE+F		\$98.01	\$328.12	\$426.13
<b>Kaiser Permanente CA/MidAtlantic/CO</b>					
(KNDP)	EE+SP	\$35.85	\$42.90	\$143.62	\$186.52
(KSDP)	EE+CH		\$28.60	\$95.74	\$124.34
(KAIM)	EE+F		\$75.07	\$251.33	\$326.40
(Add Kaiser CO Code)					
<b>TRICARE Supplement</b>	EE+SP	\$16.01	\$15.00	\$0.00	\$15.00
(Add Plan Code)	EE+CH		\$15.00	\$0.00	\$15.00
	EE+F		\$25.62	\$0.00	\$25.62
<b>Delta Dental PPO Premium Plan</b>	EE+SP	\$4.10	\$4.10	\$7.62	\$11.72
(Add Plan Code)	EE+CH		\$5.33	\$9.90	\$15.23
	EE+F		\$9.43	\$17.52	\$26.95

<b>Delta Dental PPO Basic Plan</b>	EE+SP	\$2.92	\$2.93	\$5.43	\$8.36
(Add Plan Code)	EE+CH		\$3.80	\$7.06	\$10.86
	EE+F		\$6.73	\$12.49	\$19.22
<b>Delta Dental DHMO</b>	EE+SP	\$1.25	\$1.24	\$2.31	\$3.56
(Add Plan Code)	EE+CH		\$1.68	\$3.12	\$4.80
	EE+F		\$3.30	\$6.14	\$9.45
<b>Vision Basic Plan</b>	EE+SP	\$2.18	\$1.00	\$0.00	\$1.00
(Add Plan Code)	EE+CH		\$1.56	\$0.00	\$1.56
	EE+F		\$3.81	\$0.00	\$3.81
<b>Vision Premium Plan</b>	EE+SP	\$3.83	\$1.77	\$0.00	\$1.77
(Add Plan Code)	EE+CH		\$2.76	\$0.00	\$2.76
	EE+F		\$6.70	\$0.00	\$6.70

#### 1.1.1.4 EMPLOYEE ASSISTANCE PROGRAM (EAP) (CY24)

The cost of this Program is included in the medical benefit premiums.

#### 1.1.1.5 ZURICH TRAVEL ASSIST (CY24)

The cost of this program is included in the occupational accident benefit premiums

#### 1.1.1.6 DELTA DENTAL PLANS (CY24)

All covered bargaining unit employees are required to share in the cost of their dental expense plan on a weekly basis as follows:

	<u>Cost</u>
<b><u>Delta Dental PPO Basic Plan</u></b>	
Employee Only	\$2.92
Employee plus Spouse	\$5.85
Employee plus Child/ren	\$6.73
Employee plus Family	\$9.65
<b><u>Delta Dental PPO Premium Plan</u></b>	
Employee Only	\$4.10
Employee plus Spouse	\$8.20
Employee plus Child/ren	\$9.43
Employee plus Family	\$13.53
<b><u>Delta Dental DHMO Plan</u></b>	
Employee Only	\$1.25
Employee plus Spouse	\$2.49
Employee plus Child/ren	\$2.93
Employee plus Family	\$4.55

The employee is responsible for 35% of the projected self-funded dental cost and fully insured dental premium. The Corporation is responsible for the remainder of the self-funded cost and 65% of the fully insured dental premium.

Coverage is offered for dental implants, implant removal, implant supported prosthetics and implant repair and recommendation. Benefits are subject to the plan's annual maximums and deductibles. In addition, there is now an additional oral examination and either a routine cleaning or periodontal scaling and root planning for pregnant patients. See benefits for further details.

**1.1.1.7 DELETED**

**1.1.1.8 DELETED**

**1.1.1.9 VISION SERVICE PLAN (VSP) (CY24)**

<b><u>Vision Basic Plan</u></b>	<b><u>Cost</u></b>
Employee Only	\$ 2.18
Employee plus Spouse	\$ 3.18
Employee plus Child/ren	\$ 3.75
Employee plus Family	\$ 5.59

<b><u>Vision Premium Plan</u></b>	<b><u>Cost</u></b>
Employee Only	\$ 3.83
Employee plus Spouse	\$ 5.60
Employee plus Child/ren	\$ 6.59
Employee plus Family	\$10.53

The entire cost of the vision Plans is borne by the bargaining unit employee.

**1.1.1.10 FLEXIBLE SPENDING ACCOUNT (FSA) (CY24)**

The entire cost of this Plan is borne by the bargaining unit employee. The maximum contribution limits for CY24 are \$2,050 per year for the Health Care Account and \$5,000.00 per year for the Dependent Care Account.

**1.1.1.11 OCCASIONAL SICK LEAVE PLAN**

The entire cost of this Plan is borne by the Corporation.

**1.1.1.12 TEMPORARY DISABILITY INSURANCE**

The cost of the applicable Plan is borne by the bargaining unit employee.



**1.1.1.13 CALIFORNIA STATE DISABILITY INSURANCE (SDI) AND CALIFORNIA FAMILY TEMPORARY DISABILITY INSURANCE (FTDI)**

For employees located in California, the payroll tax deduction rate for CY24 is 1.1% with no taxable wage limit. The maximum weekly SDI benefit is \$1,620.00

**1.1.1.14 AEROSPACE SHORT-TERM DISABILITY (STD) (CY24)**

For employees located in states other than California, the maximum STD premium is \$12.72 per week for a maximum of \$661.44 per year.

Maximum weekly benefit is a maximum of \$1,620 per week for new disabilities commencing on or after 1/01/24, and will start on the 8<sup>th</sup> day of disability resulting from an accident or sickness.

**1.1.1.15 LONG-TERM DISABILITY (LTD) INCOME BENEFITS INSURANCE PLAN**

The cost of this plan is shared equally by the Corporation and the bargaining unit employee. The cost to the employee is \$0.15 per \$100 weekly salary.

The employee also has the option of paying 100% of the cost. In this case the cost to the employee is \$0.30 per \$100 of weekly salary.

The Corporation also offers an optional Long Term Disability Supplemental Income Protection (SIPP) Plan. The employee pays the full cost of SIPP, which is determined individually for each participant. SIPP can be exchanged for a Long Term Care (LTC) insurance policy after age 60, for eligible participants. See Section 11 of Appendix F for further information on SIPP.

**1.1.1.16 LIFE INSURANCE PLAN**

The Corporation pays for your basic life insurance coverage.

The bargaining unit employee may purchase optional life insurance. The employee’s cost is as follows:

<u>Age Bracket</u>	<u>Weekly Cost per \$1,000/week</u>
Under 35	\$0.007
35 – 39	\$0.009
40 – 44	\$0.010
45 – 49	\$0.019
50 – 54	\$0.030
55 – 59	\$0.042
60 – 64	\$0.069
65 – 69	\$0.124
70 plus	\$0.260

Premiums for spouses and domestic partners are as follows:

<u>Age Bracket</u>	<u>Weekly Cost per \$1,000/week</u>
Under 25	\$ 0.009
25-29	\$ 0.011
30-34	\$ 0.015
35-39	\$ 0.016
40-44	\$ 0.018
45-49	\$ 0.027
50-54	\$ 0.042
55-59	\$ 0.078
60-64	\$ 0.119
65-69	\$ 0.230
70 plus	\$ 0.372

Employees may also purchase limited life insurance coverage for their dependent children or their domestic partner's dependent children at \$0.122 per week for each \$5,000 of coverage, up to \$25,000 maximum coverage.

#### **1.1.1.17 OCCUPATIONAL ACCIDENT INSURANCE PLAN**

The entire cost of this Plan is borne by the Corporation.

#### **1.1.1.18 VOLUNTARY PERSONAL ACCIDENT INSURANCE PLAN (CY24)**

The Corporation offers Voluntary Personal Accident Insurance to all MTS. This coverage protects the employee, their spouse, their same-sex domestic partner and dependent children in the event of an accident. The following general restrictions on the coverage apply:

1. The maximum amount of coverage that an employee is eligible to elect is ten times the employee's current salary up to a maximum of \$600,000 (in increments of \$10,000).
2. Amounts of elected coverage over \$300,000 may not be more than 10 times the employee's basic annual salary.
3. Coverage for spouses, same-sex domestic partners, and dependent children is limited to \$600,000 for the spouse or domestic partner and \$50,000 for each dependent child.
4. Eligible employees and their dependents that work at Aerospace can be enrolled only under one enrollment form, either as an employee or as a dependent, but not both.

5. Changes to the plan can only be made during under the following conditions:
  - a. Within the first 30 days of being eligible for the plan.
  - b. In the event of a “Change in Status Event” as allowed under IRS regulations.
  - c. During the Corporation’s Annual Enrollment Period.

**RATES FOR CY2024**

Principal Sum		Spouse & Children		Weekly Payroll Deduction	
Employee	Spouse	Spouse/Domestic Partner	Each Child	Employee Only	Employee & Dependents
\$ 10,000	\$ 10,000	\$ 8,000	\$ 1,500	\$0.05	\$0.10
\$ 50,000	\$ 50,000	\$ 40,000	\$ 7,500	\$0.25	\$0.50
\$100,000	\$100,000	\$ 80,000	\$15,000	\$0.50	\$1.00
\$200,000	\$200,000	\$160,000	\$30,000	\$1.00	\$2.00
\$300,000	\$300,000	\$240,000	\$45,000	\$1.50	\$3.00
\$400,000	\$400,000	\$320,000	\$50,000	\$2.00	\$4.00
\$500,000	\$500,000	\$400,000	\$50,000	\$2.50	\$5.00
\$600,000	\$600,000	\$480,000	\$50,000	\$3.00	\$6.00

If you or your spouse reach age 70 or over, the following reductions in the amount of coverage will apply:

<u>Attained Age</u>	<u>Benefit amount</u>
70 to 74	65% of the full amount
75 to 79	45% of the full amount
80 to 84	30% of the full amount
85 and over	15% of the full amount

**1.1.1.19 SEVERANCE PAY PLAN**

The entire cost of this Plan is borne by the Corporation.

**1.1.1.20 AEROSPACE SAVINGS ACCOUNT PLAN (ASAP)**

ASAP was merged into the 401k plan – see 1.1.1.23

**1.1.1.21 AEROSPACE EMPLOYEES’ RETIREMENT PLAN (AERP)**

The entire cost of the Aerospace Employees’ Retirement Plan is borne by the Corporation.

**1.1.1.22 AEROSPACE VOLUNTARY ANNUITY/ACCOUNT PLAN (VA/AP)**

This plan was frozen. No new monies or participants. It was entirely funded by participants.

**1.1.1.23 AEROSPACE 401(k) RETIREMENT PLAN**

The entire cost of Aerospace 401(k) Retirement Plan is borne by the Corporation with employer matching up to 3% of employee contributions. Employees can also contribute.

**Section 1.2 Plan Costs For Bargaining Unit Employees Who Retire During The Term Of This Agreement**

**1.2.1 GROUP HOSPITAL-MEDICAL PLANS**

**1.2.1.1 ANTHEM BLUE CROSS PPO and EPO PLAN (CY24) – Transition Rates**

All active bargaining unit employees, upon entering retirement and qualifying for the Retiree Medical benefit, will be required to share in the cost of their “comprehensive” group hospital-medical insurance on a *monthly* basis for the remainder of a contract year as follows.

<b><u>Anthem Blue Cross PPO – Nationwide (Under 65)/ Anthem Medicare Preferred PPO (Over 65)</u></b>	<b><u>Monthly Retiree Cost</u></b>
Single: Under 65	\$206.73
Single: Over 65	\$112.58
2 Party: Retiree & Spouse Under 65	\$454.30
2 Party: Retiree & Child(ren) Under 65	\$371.77
2 Party: Retiree & Spouse Over 65	\$225.16
2 Party: Retiree & Spouse 1 Under 65 & 1 Over 65	\$454.30
2 Party: Retiree & Child(ren) 1 Over 65	\$371.77
Family: All Under 65	\$639.97
Family: 2 Over 65 and 1 or more Under 65	\$639.97
Family: 1 Over 65 and 1 or more Under 65	\$639.97
<b><u>Anthem Blue EPO Non-CA (Under 65) / Anthem Medicare Preferred PPO (Over 65)</u></b>	<b><u>Monthly Retiree Cost</u></b>
Single: Under 65	\$202.67
Single: Over 65	\$112.58
2 Party: Retiree & Spouse Under 65	\$445.36
2 Party: Retiree & Child(ren) Under 65	\$364.46
2 Party: Retiree & Spouse Over 65	\$225.16
2 Party: Retiree & Spouse 1 Under 65 & 1 Over 65	\$445.36
2 Party: Retiree & Child(ren) 1 Over 65	\$364.46
Family: All Under 65	\$627.38
Family: 2 Over 65 and 1 or more Under 65	\$627.38
Family: 1 Over 65 and 1 or more Under 65	\$627.38

After the end of a contract year during which a bargaining unit employee retires, the individual may be required to share in a greater portion of the cost of his/her “PPO” medical plan based upon whether he/she was hired or rehired prior to or after July 1, 1987. Those individuals hired or rehired prior to July 1, 1987, will be subject to the then-current Defined Dollar Benefit (DDB). For those individuals hired or rehired on

or after July 1, 1987, the amount paid by the Plan will be determined by their years of service at retirement and the then-current DDB.

**1.2.1.2 HEALTH MAINTENANCE ORGANIZATIONS (HMOS) (CY24) –Transition Rates**

Active bargaining unit employees, upon entering retirement and qualifying for the Retiree Medical benefit, will be required to share in the cost of their health maintenance insurance on a *monthly* basis for the remainder of a contract year as follows.

<b><u>Anthem Blue Cross HMO CA (Under 65) / Anthem Blue Cross Senior Secure HMO (Over 65)</u></b>	<b><u>Monthly Retiree Cost</u></b>
Single: Under 65	\$202.67
Single: Over 65	\$80.85
2 Party: Retiree & Spouse Under 65	\$445.36
2 Party: Retiree & Child(ren) Under 65	\$364.46
2 Party: Retiree & Spouse Over 65	\$161.70
2 Party: Retiree & Spouse 1 Under 65 & 1 Over 65	\$445.36
2 Party: Retiree & Child(ren) 1 Over 65	\$364.46
Family: All Under 65	\$627.38
Family: 2 Over 65 and 1 or more Under 65	\$627.38
Family: 1 Over 65 and 1 or more Under 65	\$627.38

<b><u>Kaiser HMO Northern &amp; Southern CA (Under 65) / Kaiser Senior Advantage HMO (Over 65)</u></b>	<b><u>Monthly Retiree Cost</u></b>
Single: Under 65	\$155.34
Single: Over 65	\$0.00
2 Party: Retiree & Spouse Under 65	\$341.23
2 Party: Retiree & Child(ren) Under 65	\$279.27
2 Party: Retiree & Spouse Over 65	\$0.00
2 Party: Retiree & Spouse 1 Under 65 & 1 Over 65	\$341.23
2 Party: Retiree & Child(ren) 1 Over 65	\$279.27
Family: All Under 65	\$480.65
Family: 2 Over 65 and 1 or more Under 65	\$480.65
Family: 1 Over 65 and 1 or more Under 65	\$480.65

<b><u>Kaiser HMO Mid-Atlantic – Wash DC (Under 65) / Medicare Plus (Over 65)</u></b>	<b><u>Monthly Retiree Cost</u></b>
Single: Under 65	\$155.34
Single: Over 65	\$61.11
2 Party: Retiree & Spouse Under 65	\$341.23
2 Party: Retiree & Child(ren) Under 65	\$279.27
2 Party: Retiree & Spouse Over 65	\$122.22
2 Party: Retiree & Spouse 1 Under 65 & 1 Over 65	\$341.23
2 Party: Retiree & Child(ren) 1 Over 65	\$279.27
Family: All Under 65	\$480.65
Family: 2 Over 65 and 1 or more Under 65	\$480.65
Family: 1 Over 65 and 1 or more Under 65	\$480.65

<b><u>Kaiser HMO Colorado – (Under 65) / Medicare Plus (Over 65)</u></b>	<b><u>Monthly Retiree Cost</u></b>
Single: Under 65	\$155.34
Single: Over 65	\$0.00
2 Party: Retiree & Spouse Under 65	\$341.23
2 Party: Retiree & Child(ren) Under 65	\$279.27
2 Party: Retiree & Spouse Over 65	\$0.00
2 Party: Retiree & Spouse 1 Under 65 & 1 Over 65	\$341.23
2 Party: Retiree & Child(ren) 1 Over 65	\$279.27
Family: All Under 65	\$480.65
Family: 2 Over 65 and 1 or more Under 65	\$480.65
Family: 1 Over 65 and 1 or more Under 65	\$480.65

<b><u>Blue Cross Blue Shield HMO of New Mexico (Medicare Only)</u></b>	<b><u>Monthly Retiree Cost</u></b>
Single: Under 65	N/A
Single: Over 65	\$0.00
2 Party: Both Under 65	N/A
2 Party: Both Over 65	\$0.00
2 Party: 1 Under 65 & 1 Over 65	N/A
Family: All Under 65	N/A
Family: 2 Over 65 and 1 or more Under 65	N/A
Family: 1 Over 65 and 1 or more Under 65	N/A

<b><u>TRICARE Supplemental (Under 65) – Military Retirees</u></b>	<b><u>Monthly Retiree Cost</u></b>
Single: Under 65	\$0.00
Single: Over 65	N/A
2 Party: Both Under 65	\$0.00
2 Party: Both Over 65	N/A
2 Party: 1 Under 65 & 1 Over 65	N/A
Family: All Under 65	\$0.00
Family: 2 Over 65 and 1 or more Under 65	N/A
Family: 1 Over 65 and 1 or more Under 65	N/A

**1.2.1.3 DOMESTIC PARTNER (DP) TAX LIABILITY FOR ELIGIBLE BARGAINING UNIT EMPLOYEES WHO RETIRE DURING THE TERM OF THIS AGREEMENT**

Participant only rates for employees who enroll their Domestic Partners and family as dependents are the same as those in sections 1.2.1.1 and 1.2.1.2. The Internal Revenue Service has ruled that the amount paid by Aerospace for the domestic partner benefit is taxable income to the employee. This is not true for married couples.

To assist employees in determining their liability through the use of domestic partner benefits, the following table lists that liability on a monthly basis for each plan.

**Retiree Domestic Partner Rates - Effective 1/1/24 – 12/31/24**

<b>Plan</b>	<b>Coverage</b>	<b>RE Monthly Cost-Sharing without DP Coverage**</b>	<b>Additional RE Monthly Cost-Sharing with DP Coverage**</b>	<b>Additional ER Monthly Costs with DP Coverage</b>	<b>Total Additional RE and ER Monthly Cost with DP Coverage**</b>
<b>DDB</b>	<b>RE \$244, RE+1 \$488, RE+FAM \$488</b>		<b>[POST-TAX]</b>	<b>[TAXABLE INCOME TO RE]</b>	
<b>Anthem Blue Cross PPO - Nationwide</b>	Single: (U65)	\$1,073.92			
<b>Medicare Advantage PPO (Over 65)</b>	Single: (O65)	\$112.58			
Comprehensive Plan (BLDP)	2P: (Dep U65)		\$1,073.91	\$244.00	\$1,317.91
	2P: (Dep O65)		\$112.58	\$244.00	\$356.58
	FAM: (All U65)		\$2,391.84	\$244.00	\$2,635.84
	FAM: (REO65 & 2DepsU65)		\$2,391.84	\$244.00	\$2,635.84
<b>Anthem Blue Cross EPO - Non-CA</b>	Single: (U65)	\$1,073.92			
<b>Medicare Advantage PPO (Over 65)</b>	Single: (O65)	\$112.58			
	2P: (Dep U65)		\$1,027.82	\$244.00	\$1,271.82
	2P: (Dep O65)		\$112.58	\$244.00	\$356.58
	FAM: (All U65)		\$2,299.66	\$244.00	\$2,543.66
	FAM: (REO65 & 2DepsU65)		\$2,299.68	\$244.00	\$2,543.68
<b>Anthem Blue Cross HMO CA</b>	Single: (U65)	\$988.23			
<b>(Under 65 / Senior Secure Over 65)</b>	Single: (O65)	\$80.85			
	2P: (Dep U65)		\$988.21	\$244.00	\$1,232.21
	2P: (Dep O65)		\$80.85	\$244.00	\$324.85
	FAM: (All U65)		\$2,220.44	\$244.00	\$2,464.44
	FAM: (REO65 & 2DepsU65)		\$2,220.46	\$244.00	\$2,464.46
<b>Kaiser Northern &amp; Southern CA: (KNDP), (SNDP)</b>	Single: (U65)	\$464.75			
<b>(Under 65 / Senior Advantage Over 65)</b>	Single: (O65)	\$0.00			
	2P: (Dep U65)		\$464.75	\$244.00	\$708.75
	2P: (Dep O65)		\$0.00	\$172.38	\$172.38
	FAM: (All U65)		\$1,173.50	\$244.00	\$1,417.50
	FAM: (REO65 & 2DepsU65)		\$1,101.88	\$315.62	\$1,417.50

<b>Kaiser Mid-Atlantic: (Wash DC)</b>	Single: (U65)	\$464.75			
	Single: (O65)	\$61.11			
	2P: (Dep U65)		\$464.75	\$244.00	\$708.75
	2P: (Dep O65)		\$61.11	\$244.00	\$305.11
	FAM: (All U65)		\$1,173.50	\$244.00	\$1,417.50
	FAM: (REO65 & 2DepsU65)		\$1,173.50	\$244.00	\$1,417.50
<b>Kaiser Colorado:</b>	Single: (U65)	\$464.75			
	Single: (O65)	\$0.00			
	2P: (Dep U65)		\$464.75	\$244.00	\$708.75
	2P: (Dep O65)		\$0.00	\$217.38	\$217.38
	FAM: (All U65)		\$1,173.50	\$244.00	\$1,417.50
	FAM: (REO65 & 2DepsU65)		\$1,146.88	\$270.62	\$1,417.50
<b>BlueCross Blue Shield HMO NM</b>	Single: (U65)				
	Single: (O65)	\$0.00			
	2P: (Dep U65)				
	2P: (Dep O65)		\$0.00	\$230.20	\$223.50
	FAM: (All U65)				
	FAM: (REO65 & 2DepsU65)				

After the end of a contract year during which a bargaining unit employee retires, the individual may be required to share in a greater portion of the cost of his/her "PPO, EPO or HMO" medical plan based upon whether he/she was hired or rehired prior to or after July 1, 1987.

Those individuals hired or rehired prior to July 1, 1987, will be subject to the then-current Defined Dollar Benefit (DDB). For those individuals hired or rehired on or after July 1, 1987, the amount paid by the Plan will be determined by their years of service at retirement and the then-current DDB.



## Section 1.3 Plan Costs for Current Retirees – Tier A

*APSA does not represent retirees. This section is for information purposes only:*

### 1.3.1 GROUP HOSPITAL-MEDICAL

#### 1.3.1.1 GROUP HOSPITAL AND MEDICAL COMPREHENSIVE PLAN (CY24)

<u>Anthem Blue Cross PPO – Nationwide (Under 65)/ Anthem Medicare Preferred PPO (Over 65)</u>	<u>Monthly Retiree Cost</u>
Single: Under 65	\$1,073.92
Single: Over 65	\$112.58
2 Party: Retiree & Spouse Under 65	\$2,147.83
2 Party: Retiree & Child(ren) Under 65	\$2,147.83
2 Party: Retiree & Spouse Over 65	\$225.16
2 Party: Retiree & Spouse 1 Under 65 & 1 Over 65	\$1,186.50
2 Party: Retiree & Child(ren) 1 Over 65	\$1,186.50
Family: All Under 65	\$3,465.76
Family: 2 Over 65 and 1 or more Under 65	\$1,543.08
Family: 1 Over 65 and 1 or more Under 65	\$2,504.42

<u>Anthem Blue EPO Non-CA (Under 65) / Anthem Medicare Preferred PPO (Over 65)</u>	<u>Monthly Retiree Cost</u>
Single: Under 65	\$1,027.84
Single: Over 65	\$112.58
2 Party: Retiree & Spouse Under 65	\$2,055.66
2 Party: Retiree & Child(ren) Under 65	\$2,055.66
2 Party: Retiree & Spouse Over 65	\$225.16
2 Party: Retiree & Spouse 1 Under 65 & 1 Over 65	\$1,140.42
2 Party: Retiree & Child(ren) 1 Over 65	\$1,140.42
Family: All Under 65	\$3,327.50
Family: 2 Over 65 and 1 or more Under 65	\$1,497.00
Family: 1 Over 65 and 1 or more Under 65	\$2,412.26

#### 1.3.1.2 HEALTH MAINTENANCE ORGANIZATIONS (HMOS) (CY24)

<u>Anthem Blue Cross HMO CA (Under 65) / Anthem Blue Cross Senior Secure HMO (Over 65)</u>	<u>Monthly Retiree Cost</u>
Single: Under 65	\$988.23
Single: Over 65	\$80.85
2 Party: Retiree & Spouse Under 65	\$1,976.44
2 Party: Retiree & Child(ren) Under 65	\$1,976.44
2 Party: Retiree & Spouse Over 65	\$161.70
2 Party: Retiree & Spouse 1 Under 65 & 1 Over 65	\$1,069.08
2 Party: Retiree & Child(ren) 1 Over 65	\$1,069.08
Family: All Under 65	\$3,208.67
Family: 2 Over 65 and 1 or more Under 65	\$1,393.93
Family: 1 Over 65 and 1 or more Under 65	\$2,301.31

**Kaiser HMO Northern & Southern CA (Under 65) / Kaiser Senior Advantage HMO (Over 65)** **Monthly Retiree Cost**

Single: Under 65	\$464.75
Single: Over 65	\$0.00
2 Party: Retiree & Spouse Under 65	\$929.50
2 Party: Retiree & Child(ren) Under 65	\$929.50
2 Party: Retiree & Spouse Over 65	\$0.00
2 Party: Retiree & Spouse 1 Under 65 & 1 Over 65	\$393.13
2 Party: Retiree & Child(ren) 1 Over 65	\$393.13
Family: All Under 65	\$1,638.25
Family: 2 Over 65 and 1 or more Under 65	\$565.51
Family: 1 Over 65 and 1 or more Under 65	\$1,101.88

**Kaiser HMO Mid-Atlantic – Wash DC (Under 65) / Medicare Plus (Over 65)** **Monthly Retiree Cost**

Single: Under 65	\$464.75
Single: Over 65	\$61.11
2 Party: Retiree & Spouse Under 65	\$929.50
2 Party: Retiree & Child(ren) Under 65	\$929.50
2 Party: Retiree & Spouse Over 65	\$122.22
2 Party: Retiree & Spouse 1 Under 65 & 1 Over 65	\$525.86
2 Party: Retiree & Child(ren) 1 Over 65	\$525.86
Family: All Under 65	\$1,638.25
Family: 2 Over 65 and 1 or more Under 65	\$830.97
Family: 1 Over 65 and 1 or more Under 65	\$1,234.61

**Kaiser HMO Colorado – (Under 65) / Medicare Plus (Over 65)** **Monthly Retiree Cost**

Single: Under 65	\$464.75
Single: Over 65	\$0.00
2 Party: Retiree & Spouse Under 65	\$929.50
2 Party: Retiree & Child(ren) Under 65	\$929.50
2 Party: Retiree & Spouse Over 65	\$0.00
2 Party: Retiree & Spouse 1 Under 65 & 1 Over 65	\$438.13
2 Party: Retiree & Child(ren) 1 Over 65	\$438.13
Family: All Under 65	\$1,638.25
Family: 2 Over 65 and 1 or more Under 65	\$655.51
Family: 1 Over 65 and 1 or more Under 65	\$1,146.88

**Blue Cross Blue Shield HMO of New Mexico (Medicare Only)**

**Monthly Retiree Cost**

Single: Under 65	N/A
Single: Over 65	\$0.00
2 Party: Both Under 65	N/A
2 Party: Both Over 65	\$0.00
2 Party: 1 Under 65 & 1 Over 65	N/A
Family: All Under 65	N/A
Family: 2 Over 65 and 1 or more Under 65	N/A
Family: 1 Over 65 and 1 or more Under 65	N/A

**Tricare Supplemental (Under 65) – Military Retirees**

**Monthly Retiree Cost**

Single: Under 65	\$0.00
Single: Over 65	N/A
2 Party: Both Under 65 (Retiree + Spouse or Retiree + Child(ren))	\$0.00
2 Party: Both Over 65	N/A
2 Party: 1 Under 65 & 1 Over 65	N/A
Family: All Under 65	\$0.00
Family: 2 Over 65 and 1 or more Under 65	N/A
Family: 1 Over 65 and 1 or more Under 65	N/A

**Safeguard Dental Plan (CY24) CLOSED PLAN**

<b>Safeguard Dental</b>	<b>Monthly Premium</b>
Participant only	\$23.25
Participant plus one dependent	\$43.50
Participant plus two or more dependents	\$65.75

**1.3.1.3 DOMESTIC PARTNER (DP) TAX LIABILITY FOR RETIREES**

Participant only rates for employees who enroll their Domestic Partners and family as dependents are the same as those in sections 1.2.1.1 and 1.2.1.2. The Internal Revenue Service has ruled that the amount paid by the retiree medical trust for the domestic partner benefit is taxable income to the employee. This is not true for married couples.

Retirees with Domestic Partners will be taxed on the difference between the DDB amount for one person and the DDB amount for two or more dependents. In 2024, the DDB for a single retiree is \$244 and the DDB for two or more dependents is \$488.

During 2022, the retiree will be taxed the following amount for each month that the Domestic Partner is covered:

Anthem Blue Cross PPO	\$ 244.00
Anthem Blue Cross HMO CA	\$ 244.00
Anthem Blue Cross EPO (Non-CA)	\$ 244.00
Kaiser Northern and Southern CA	
Dependent Under 65	\$ 244.00
Dependent Medicare Eligible	\$ 172.38
Family 1 Medicare Eligible	\$ 244.00
Kaiser Mid-Atlantic	\$ 244.00
Kaiser Colorado	
Dependent Under 65	\$ 244.00
Dependent Medicare Eligible	\$ 217.38
Family 1 Medicare Eligible	\$ 244.00
Blue Cross Blue Shield of NM	
Dependent Over 65	\$ 230.20

## APPENDIX F – SECTION 2. MEDICAL/DENTAL/VISION PLAN DESCRIPTIONS

The Anthem Blue Cross PPO Plan provides reimbursement of reasonable and customary covered expenses incurred as a result of non-occupational injury or illness for employees and their eligible dependents.

The plan offers financial incentives in the form of higher benefit levels for participants who use physicians and hospitals from a PPO in California or from participating Blue Card providers outside California. In addition, there are financial incentives for using pre-admission testing, alternative birthing centers, skilled nursing facilities, home health care, and hospice care. To further encourage cost-effectiveness and guard against unnecessary medical procedures, the plan requires pre-certification of hospital admissions.

### ANTHEM BLUE CROSS PPO MEDICAL PLAN

The PPO Medical Plan provides reimbursement of reasonable and customary covered expenses incurred as a result of non-occupational injury or illness for enrolled employees, their spouse or domestic partner, the children of the employee, spouse or domestic partner and any other eligible dependents. This plan allows the use of any doctor or health care facility and reimburses participants for a percentage of eligible expenses after they meet an annual deductible. There is an annual deductible for each family member with an annual maximum family deductible. After the annual deductible is satisfied and when services are rendered within the PPO network, the PPO Plan pays a percentage of covered expenses at negotiated rates for the rest of year. When services are rendered outside the PPO network, the Plan pays a percentage of covered expenses at reasonable and customary rates. There is a yearly out-of-pocket maximum after which benefits are paid at 100%.

<b>Comprehensive Plan<sup>1</sup></b>	
Individual annual deductible	\$500 In-Network \$750 Out-of-Network
Family annual deductible	\$1,500 In-Network \$2,250 Out-of-Network
Brand Rx annual deductible	\$200 In-Network
Individual annual out-of-pocket maximum	\$3,000 In-Network \$9,000 Out-of-Network
Family annual out-of-pocket maximum	\$6,000 In-Network \$18,000 Out-of-Network)
Individual Rx annual out-of-pocket maximum	\$3,600 In and Out-of-Network
Family Rx annual out-of-pocket maximum	\$7,200 In and Out-of-Network
Maximum lifetime benefit per person	None
Annual restoration of maximum benefit	N/A
% Paid by plan	In-Network – 80%; PCP OV and Urgent Care - \$20 co-pay; Specialist - \$35 co-pay Out-of-Network – generally 50% See details in Open Enrollment Booklet Coverage (EOC)
Emergency Room	\$150

<sup>1</sup> Plan pays 100% of covered expenses above the out-of-pocket maximum

<b>Premium Consumer Driven Health Plan<sup>1</sup></b>	
Individual annual deductible	\$1,600 In-Network \$3,000 Out-of-Network
Family annual deductible	\$3,200 In-Network \$6,000 Out-of-Network
Individual annual out-of-pocket maximum	\$3,300 In-Network \$9,000 Out-of-Network
Family annual out-of-pocket maximum	\$6,600 In-Network \$18,000 Out-of-Network
Individual Rx annual out-of-pocket maximum	Combined with medical out-of-pocket maximum
Family Rx annual out-of-pocket maximum	Combined with medical out-of-pocket maximum
Employer HSA Seed	\$750 individual / \$1,500 family
Maximum lifetime benefit per person	None
Annual restoration of maximum benefit	N/A
% Paid by plan	In-Network – 80% Out-of-Network – 50% See details in Open Enrollment Booklet Coverage (EOC)
Emergency Room	80%

<sup>1</sup> Plan pays 100% of covered expenses above the out-of-pocket maximum

<b>Basic Consumer Driven Health Plan<sup>1</sup></b>	
Individual annual deductible	\$3,000 In-Network \$6,000 Out-of-Network
Family annual deductible	\$6,000 In-Network \$12,000 Out-of-Network
Individual annual out-of-pocket maximum	\$5,000 In-Network \$10,000 Out-of-Network)
Family annual out-of-pocket maximum	\$10,000 In-Network \$20,000 Out-of-Network
Individual Rx annual out-of-pocket maximum	Combined with medical out-of-pocket maximum
Family Rx annual out-of-pocket maximum	Combined with medical out-of-pocket maximum
Maximum lifetime benefit per person	None
Annual restoration of maximum benefit	N/A
% Paid by plan	In-Network – 70% Out-of-Network – 50% See details in Open Enrollment Booklet Coverage (EOC)
Emergency Room	70%

<sup>1</sup> Plan pays 100% of covered expenses above the out-of-pocket maximum

**ANTHEM BLUE CROSS EPO MEDICAL PLAN (outside CA only)**

The Exclusive Provider Organization (EPO) provides benefits for medically necessary services obtained only from in-network providers just like an HMO. However, unlike HMOs, this plan does not require a referral from a Primary Care Physician (PCP) in order to see a specialist or obtain other services. The EPO utilizes the same network as the PPO. No benefits are payable for services rendered by a non-network provider unless they are for a life-threatening emergency.

<b>EPO Plan</b>	
Annual deductible	None
Out-of-pocket maximum	\$3,000 Individual \$6,000 Family
Rx annual out-of-pocket maximum	\$3,600 Individual \$7,200 Family
Maximum lifetime benefit per person	None
Inpatient Hospital	\$0
Outpatient/Ambulatory	\$0
Emergency Room	\$75 copay (waived if admitted)
Office Visits	\$20 Primary Care \$35 Specialist
Urgent Care	\$20 copay

## 2.3 PRESCRIPTION DRUG BENEFIT

If you are enrolled in the PPO or EPO Plan, you also have the benefit of a prescription drug plan. When you use a pharmacy in the plan, you pay a nominal amount for each brand name prescription filled, up to a 30-day supply, and an even smaller amount if you request generic drugs. In addition, maintenance prescriptions for a 90-day supply are available by mail order. Injectables are also covered.

### Prescription Drugs Employee Costs: Chart indicates copays and coinsurance paid by employee

Prescription Drug Plan	30-Day Supply at Participating Pharmacies <sup>1</sup>	90-Day Supply Maintenance Drugs by Mail Order
<b>PPO</b>		
Generic	\$5	\$10
Preferred	\$30*	\$60*
Non-Preferred*	\$60*	\$120*
<b>Premium CDHP</b>		
Generic	\$10 after deductible	\$20 after deductible
Preferred	20% (\$30 min / \$60 max) after deductible	20% (\$60 min / \$120 max) after deductible
Non-Preferred*	50% (\$60 min / \$120 max) after deductible	50% (\$120 min / \$240 max) after deductible
<b>Basic CDHP</b>		
Generic	\$10 after deductible	\$20 after deductible
Preferred	30% (\$30 min / \$60 max) after deductible	30% (\$60 min / \$120 max) after deductible
Non-Preferred*	50% (\$60 min / \$120 max) after deductible	50% (\$120 min / \$240 max) after deductible
<b>EPO</b>		
Generic	\$10	\$20
Preferred	\$30	\$60
Non-Preferred*	\$60	\$120

<sup>1</sup>Additional surcharges may apply at non-participating pharmacies.

\*After \$200 Annual Deductible for PPO

### Injectable Drugs:

Self-administered injectable drugs except insulin subject to 20% up to \$100.00 maximum



## 2.4 MEDICAL TRAVEL BENEFIT DESCRIPTION

### **Anthem EPO and PPO Travel Benefit:**

The Anthem PPO and EPO Medical Plan provides coverage for all covered medical services/procedures available within the United States. The Anthem EPO Medical Plan coverage is limited to all states except California. Participants are not limited to the medical services/procedures that are provided in the state in which they reside.

### **Anthem Medical Travel and Lodging Coverage**

Benefits are only available to members who are unable to obtain services from an in-network (INN) provider within 75 miles of their residence.

Travel and lodging are available for All Covered Medical Services/Procedures excluding Donor Searches and Transplant (to avoid impacting current coverage). Does not cover meals or childcare.

If the member receives service from a non in-network provider, travel and lodging services will Not Be Covered.

Limits are combined with transplant travel and lodging services.

<b>Travel</b>	<b>Covered</b>
Travel Limit	\$5,000 Per Occurrence
Air Mileage Limit (coach only)	Unlimited Per Occurrence (Round Trip). Applies to Member and one companion. Limited to domestic US flights only.
Ground Transportation	Covered per IRS guidelines
Does INN Deductible apply (if applicable)	
Does INN coinsurance apply (if applicable)	
Copayment (if applicable)	
Follow IRS guidelines for reimbursing mileage	

<b>Lodging</b>	<b>Covered</b>
Lodging Limit	Follow IRS guidelines (currently \$50 per person for each night of lodging)
Does INN Deductible apply (if applicable)	Yes
Does INN Deductible apply (if applicable)	Yes Coinsurance amount in Network Percentage
Copayment (if applicable)	No copayment amount is N/A

\*INN – In-Network

## APPENDIX F – SECTION 5. RETIREE MEDICAL PLAN

The Retiree Medical Plan provides benefits for bargaining unit employees entering retirement, their spouse or same-sex domestic partner and their other dependents. The Plan also provides benefits for survivors of retirees and survivors of active employees who died after reaching age 65. The Plan does not provide medical coverage directly; instead, it offsets part of the cost of the medical plan selected by the retiree or survivor from among the options described in Section 2, Group Hospital-Medical Insurance Plan, and Section 3, Health Maintenance Organizations (HMOs).

To fund the Plan, the company established and contributes money to a trust fund. Continued company contributions are subject to certain contingencies. Your rights and amount of benefit under the Plan will be determined in accordance with Plan language, the pertinent company Policies and Practices, and the date you were hired or rehired.

The table below presents the current (monthly) values of the Defined Dollar Benefit (DDB) to be paid by the Retiree Medical Plan for calendar year 2024. Retirees (and survivors of retirees) hired or rehired on or after July 1, 1987, will receive a fraction of the DDB in accordance with the schedule in the table entitled “Percentage of Defined Dollar Benefit to be paid by the Plan for Eligible Employees Hired or Rehired on or after July 1, 1987 (Tier B).” The participating retiree or survivor is required to share in the premiums for the medical provider of choice to the extent it exceeds the Plan’s current contribution.

### Monthly Defined Dollar Benefit to be Paid by the Plan for Eligible Retirees

<u>Category</u>	<u>Monthly Defined Dollar Benefit from the Retiree Medical Plan (CY24)</u>
<b>Retiree/Survivor Only</b>	<b>\$244.00</b>
<b>Retirees + 1 or more dependents</b>	<b>\$488.00</b>

A bargaining unit employee entering retirement will be charged the lesser of (i) the active employee premium cost-sharing rate or (ii) the then-current retiree premium cost-sharing rate for the selected medical provider as determined by applying 100% of the DDB to the premium charged by the medical provider, regardless of the date of hire. Notwithstanding anything in this Agreement to the contrary, the retiree medical transition rates (Section 1.2.1), will only apply from August 1<sup>st</sup> to July 31<sup>st</sup>, up to a one (1) year period and will be subject to the then current retiree medical rates in effect.

Note that retirees can waive and subsequently restart retiree medical coverage during the retiree open enrollment period or within 31 days of a life status event. If the retiree or dependent is age 65 or older, he or she must have Medicare Parts A, B and D to enroll in the Retiree Medical plan.

**Eligibility:**

You, and your dependents, are eligible for the Retiree Medical Plan, as summarized here, after you retire from regular active status if you:

Have at least 10 years of service and the last 5 years immediately before retirement are consecutive, and are eligible for the company's medical insurance plan immediately before retirement, and collect benefits from an Aerospace retirement plan.

Surviving dependents of deceased retirees may continue to receive benefits from the Plan as long as they remain eligible. They will receive the same percentage of the Defined Dollar Benefit as the retiree would have received.

Surviving dependents of active employees are eligible to receive retiree medical benefits from the Plan if the following criteria are met:

- Employee was at least age 65 at time of death.
- Employee was covered under the corporation's active medical coverage at time of his or her death.
- Employee had at least 10 years of service and the last 5 years immediately before death were continuous.
- Dependent (or dependents) was continuously covered for at least 12 months prior to employee's death and is not eligible for any other group medical coverage.

If the deceased employee was hired or rehired on or after July 1, 1987, the Tier B percentage will assume the employee had retired on the first day of the month of his death.

Surviving dependents of retirees and eligible surviving dependents of active employees will continue to receive Plan benefits as long as they:

- Are not eligible for other group medical coverage.
- Do not remarry.
- Pay the required cost sharing.
- Enroll in Medicare Parts A, B and D when they become eligible.

Eligible survivors must start paying the appropriate cost sharing on the first day of the month following the death of the retiree or active employee.

**Employees Hired or Rehired Before July 1, 1987 (Tier A):**

For employees hired before July 1, 1987, and upon retiring from active service, the Plan will pay 100% of the then-current Defined Dollar Benefit (DDB) towards the annual premium charged by the medical coverage provider selected by the retiree.

**Employees Hired or Rehired On or After July 1, 1987 (Tier B):**

For employees hired or rehired on or after July 1, 1987, and upon retiring from active service, the Plan will pay the following percentage of the then-current Defined Dollar Benefit (DDB) towards the annual premium charged by the medical coverage provider selected by the retiree:

**Percentage of Defined Dollar Benefit to be Paid by the Plan  
for Eligible Employees Hired or Rehired after July 1, 1987 (Tier B)**

<u>Years</u>	<u>of</u>	<u>Percent</u>	<u>of</u>	<u>Years</u>	<u>of</u>	<u>Percent</u>	<u>of</u>
<u>Service</u>		<u>DDB<sup>1</sup></u>		<u>Service</u>		<u>DDB<sup>1</sup></u>	
<u>at Retirement</u>		<u>Plan Pays</u>		<u>at Retirement</u>		<u>Plan Pays</u>	
10		34		22		70	
11		37		23		73	
12		40		24		76	
13		43		25		79	
14		46		26		82	
15		49		27		85	
16		52		28		88	
17		55		29		91	
18		58		30		94	
19		61		31		97	
20		64		32		100	
21		67		32 +		100	

<sup>1</sup> Defined Dollar Benefit

All rehired employees receive credit for prior employment (computed on a monthly basis) with the company when calculating years of service.

## **APPENDIX F – SECTION 9. TEMPORARY DISABILITY PLANS**

The temporary disability plans at Aerospace provide a weekly income to a covered employee who is totally disabled because of a non-occupational illness or injury. These plans provide a weekly income of up to \$1,620 for CA based employees and \$1,540 a week for out-of-California employees for up to 52 weeks in conjunction with the supplemental sick pay provided by the company.

State Disability Insurance (SDI) is automatic for Aerospace employees in California. Temporary disability coverage is optional for employees outside California. In order for employees outside California to be eligible for STD, they must enroll in the STD plan appropriate for their state. See Employee Benefits for more information. You must file a claim for temporary disability if the employee is to be absent, or is absent from work for more than seven consecutive days under SDI or seven consecutive days under STD. The disability must be doctor-certified. For maternity disability, benefits are payable beginning up to four weeks before the delivery date. For employees outside of California enrolled in the STD plan, you also must file a claim if you are confined overnight as an inpatient in a hospital or if you have outpatient surgery.

## **APPENDIX F – SECTION 10. PAID FAMILY LEAVE**

California Paid Family Leave (PFL) (also referred to as Family Temporary Disability Insurance (FTDI)) provides family leave benefits to employees in California who take time off from work to care for a seriously ill child, spouse, parent or domestic partner or to bond with a new child. PFL covers all full and part-time workers in California.

Employees will be able to maintain health and welfare benefits while on Paid Family Leave, including medical insurance, dental insurance, vision care, Flexible Spending Account, temporary and long-term disability insurances, life insurance and accident insurance. This benefit is not currently available to employees working outside of California.

There is a seven (7) day waiting period before benefits are paid. The waiting period does not need to be a consecutive period of time. Vacation may be used for this waiting period.

The benefit payments received are approximately 55% of the earnings up to a maximum of \$1,620 per week. The corporation does not provide supplemental pay (differential between leave pay and salary) during the period of leave. Benefits are payable for up to six (6) weeks during a 12-month period. The leave can be intermittent.

PFL must be taken concurrently with family care and medical leave under the Family and Medical Leave Act (FMLA) and the (California Family Rights Act) CFRA, which runs for up to 12 weeks and provides job protection for that period. PFL does not provide job protection or return rights. Employees who may have run out of leave time under FMLA will not have job protection under PFL.

Female employees may file for PFL benefits once pregnancy SDI benefit coverage ends.

Information on PFL, including forms, is available through the California Employment Development Department (EDD) (<http://www.edd.ca.gov>). The Corporation requires additional forms that must normally be filed 30 days before leave is taken. For unforeseen events, the corporation requires that notification be given as soon as possible and no later than one or two days after the employee is aware of the need for leave (see Corporation Policy P-21 for additional details).

## **APPENDIX F – SECTION 20. AEROSPACE 401(k) RETIREMENT PLAN**

The Aerospace 401(k) retirement program shall consist of the following employer non-elective and matching contributions in the table below.

Years of Service	Employer Non-Elective Contribution	Employer Matching Contribution (dollar for dollar)	Total Employer Contribution
Less than 5 years	5%	3%	8%
5 years to 25 years	7%	3%	10%
More than 25 years	9%	3%	12%

There shall be an initial short plan year consisting of the period of time beginning October 1, 2018 and ending December 31, 2018. During the short plan year eligible employees shall receive the total employer contribution based only on their eligible compensation from October 1, 2018 through December 31, 2018.

During period of October 1, 2018 through September 30, 2023, AERP1 participants who are active employees are ineligible to receive the employer non-elective and matching contributions.

Without age restrictions, allow for the conversion of both employee and employer contributions to be eligible for in-plan Roth conversions.

As soon as administratively feasible, an employee's student loan payment shall count towards the employer matching contribution.

Starting January 1, 2025, employees ages 60 through 63 can make a catch-up contribution of up to \$10,000 to their 401(k) account.

As soon as administratively feasible, employees shall have the option to receive the Employer Contributions (Non-Elective and Matching) in their Roth 401(k) account.

# APPENDIX I – JOB FAMILIES

## SECTION 1. JOB FAMILY GROUPS/JOB FAMILIES

### **Job Family Group / Job Family**

#### **Business Development**

Business Development Strategy & Planning

Capture Management

Economic & Market Analysis

International Partnerships & Enterprise Architect Engineering

Proposal Analysis

#### **Computer Engineering**

Artificial Intelligence/Machine Learning

Cloud Computing Architecture

Cyber Security Architecture

Cyber Security Architecture and Information Systems Security

Data Analytics

Data Science/Big Data Mining

Data Science/Big Data Mining and Artificial Intelligence

Firmware Engineering

Information Assurance Systems Development

Information Systems Security and Information Assurance Systems Development

IT Infrastructure/Systems Architecture

Software Architecture Engineering

Software Architecture Engineering and Systems Software Engineering

Systems Software Engineering

Systems Software Engineering and Cloud Computing Architecture

VR Animation / Simulation

#### **Engineering**

Aeronautical Engineering and Acoustics Engineering

Aeronautical Engineering and Aerospace Structural Engineering

Aeronautical Engineering and Mechanical Engineering

Aerospace Structural Engineering

Battery Management Systems (BMS) Engineering

Client Technical Analysis

Communications Systems Engineering

Communications Systems Engineering and Artificial Intelligence

Communications Systems Engineering and Firmware Engineering

Communications Systems Engineering and Payload Systems Engineering - RF

Communications Systems Engineering and Signal & Image Process Engineering

Cost & Schedule Analysis (with Engineering)

Electrical Engineering



Electro - Optical Engineering  
Electronics Engineering  
Electronics/ Mechanical Technology  
Flight Mechanics  
General Integrated Circuit (IC) Design Engineering  
Guidance, Navigation & Control Engineering  
Hardware/Device Test Engineering  
Integration (Electronic and Mechanical) Engineering  
Manufacturing Production Process Engineering  
Mathematical Analysis  
Mechanical Engineering  
Mission Assurance Engineering  
Multidisciplinary Guidance Navigation & Control  
Nuclear Engineering  
Nuclear Engineering and Systems Engineering  
Optical Engineering  
Propulsion Engineering  
Quality Assurance Engineering  
Radio Frequency (RF) Engineering  
RF Electronics Knowledge Analysis & Testing  
Signal & Image Process Engineering  
Signal & Image Process Engineering and Artificial Intelligence  
System Safety Engineering  
Systems Engineering  
Systems Engineering - Acquisition  
Systems Engineering - Acquisition and Communications Systems Engineering  
Systems Engineering - Acquisition and Satellite Systems Engineering  
Systems Engineering - Acquisition and Systems Engineering  
Systems Engineering and Mission Assurance Engineering  
Systems Engineering and Modeling & Simulation Engineering  
Systems Engineering and Satellite Systems Engineering  
Systems Engineering and Scientific & Technical Intelligence Engineer  
Systems Engineering and Systems Test Engineering  
**Engineering Integration**  
Digital Engineering  
Engineering Program Management  
Engineering Program Management and Cyber Security Architecture  
Engineering Program Management and Nuclear Engineering  
Engineering Program Management and Satellite Systems Engineering  
Engineering Program Management and Systems Engineering  
Modeling & Simulation Engineering  
Modeling & Simulation Engineering and Cloud Computing Architecture

Modeling & Simulation Engineering and Satellite Systems Engineering  
Modeling & Simulation Engineering and Signal & Image Process Engineering  
Modeling & Simulation Engineering and Systems Software Engineering  
Multi-Disciplinary Engineering  
Operations Systems Engineering  
Payload Systems Engineering - EO  
Payload Systems Engineering - RF  
Resiliency Systems Engineering  
Satellite Systems Engineering  
Systems Test Engineering  
**Research Science**  
Astronomy and Astrophysics  
Chemistry (includes Broad-based)  
General Product/Process Research Science  
Materials Science  
Microelectronics/Semiconductor Engineering  
Optical and Photonic Systems  
Physics  
Physics and Microelectronics/Semiconductor Engineering  
Signal & Image Process Engineering and Physics  
**Space Policy & Strategy**  
Space Policy & Strategy

## SECTION 2. JOB FAMILY DEFINITIONS

*List incorporates job families typically found in Technical business units; includes bargaining unit and non-bargaining unit jobs.*

*Currently excludes Corporate functions*

*Last updated 1/17/2024*

<b>Job Family Group</b>	<b>Job Family</b>	<b>Definitions</b>
<b>Engineering</b>	Aeronautical Engineering and Acoustics Engineering	Aeronautical Engrg Researches, designs, develops, and tests a variety of power plants, aircraft, missiles, and parts, taking into consideration the most efficient use of the natural laws affecting flight. Establishes structural specifications, performs stress analysis, and conducts performance tests. Applies knowledge of system architecture, joint space missions, engineering concepts, approaches, methods, tools and technology. Acoustics Engrg - Develops new aerospace vibroacoustics and shock performance technology, products, tools, and processes. Designs structural, airframe, nacelle, and other flight vehicle components to address predicted vehicle noise levels. Develops, tests, and demonstrates a product's performance. Responsible for perfecting the quality or managing the effect of audio signals and transmissions. May focus on electronic circuits that replicate specific audio profiles or design systems to minimize the negative impact of unwanted vibrations, high decibels, unwanted frequencies or harmonics. Conducts tests to develop, design, and demonstrate compliance with noise regulations / specifications, customer and technical requirements. Coordinates with suppliers on noise levels, testing and design. Applies knowledge of vibroacoustics and shock engineering, and related concepts, approaches, methods, tools and technology.
<b>Engineering</b>	Aeronautical Engineering and Aerospace Structural Engineering	Combo (see individual descriptions)
<b>Engineering</b>	Aeronautical Engineering and Mechanical Engineering	Combo (see individual descriptions)

<b>Engineering</b>	Aerospace Structural Engineering	Designs, develops, tests, and analyzes structural engineering specifications, materials, performance requirements, and systems. Examples include hydraulics, heating, ventilating, electronics, power plants, armaments, equipment, and maintenance designs. Ensures, and finds improvements for, structural safety by testing materials, components, and equipment for damage tolerance, stress fatigue, durability, producibility, and cost. Determines the feasibility of designing new, or modifying existing, structures based on cost, space, time limitations, and other factors. Utilizes and validates 3-D and digital modeling to communicate and support production. Uses analytical software applications, such as CATIA, IDEAS, Siemens PLM Software NX, and ProEngineer. Applies knowledge of structural engineering concepts, methods, tools, software applications, and techniques, such as dynamics and loads, stability and stress fatigue, and thermal analysis.
<b>Computer Engineering</b>	Artificial Intelligence/ Machine Learning	Responsible for the operations of machine learning projects. Applies intuitive and professional understanding of industry-relevant Artificial Intelligence (AI) technology and data science to build cutting edge AI systems. Researches, identifies and refines project solutions/architectures to develop and enhance innovative technology.
<b>Research Science</b>	Astronomy and Astrophysics	Conducts research and analyses related to Space science, Astronomy, or Astrophysics, which is the branch of astronomy that employs the principles of physics and chemistry to ascertain the nature of the astronomical objects. Studies objects such as the Sun, other stars, galaxies, extrasolar planets, the interstellar medium, and the cosmic microwave background. Astrophysicists typically apply many disciplines of physics, including mechanics, electromagnetism, statistical mechanics, thermodynamics, quantum mechanics, relativity, nuclear and particle physics, and atomic and molecular physics.
<b>Engineering</b>	Battery Management	Designs, develops, tests, analyzes, validates, and reports on battery management system (BMS) hardware and software for use in electrified vehicle powertrains aboard satellites,

	Systems (BMS) Engineering	spacecraft, launch vehicles. Includes schematic design, printed circuit board design, bill of materials production, BMS system architecture, and electrical interfaces. Develops and tracks supplier and original equipment manufacturer (OEM) validation and verification plans. Develops, executes, and troubleshoots functions and performance testing and hardware circuit debugging. May provide pre-sales technical support. Applies knowledge of cell and battery testing, programming languages (e.g., VB, C, C++, LabVIEW, Java, Python), computer controlled automated test systems, and related engineering approaches, methods, tools and technology.
<b>Business Development</b>	Business Development Strategy & Planning	Business Development Strategy & Planning work identifies, evaluates and negotiates, new growth and marketing growth opportunities across multiple of the following areas: Commercial/Pricing Strategy. New consulting development including: Identifying and developing optimal revenue models, pricing, and new product development strategies. Identifying and negotiating strategic partnerships including financial arrangements, customer sharing, and intellectual property rights, prioritizing and tracking investments across new product development initiatives In some organizations may be responsible for project managing/integrating new business ideas and/or acquisitions.
<b>Research Science</b>	Chemistry (includes Broad-based)	Initiates, directs and executes chemistry efforts and strategies in research and/or development to identify the relationship between chemical and physical properties. Conducts studies of inorganic and/or organic substances. Examines, synthesizes, and classifies new and existing materials to determine their properties and characteristics for the development or improvement of new or existing products. Includes broad based chemical sciences - Engages in research, development, and analysis related to elements and compounds composed of atoms, molecules and ions: their composition, structure, properties, behavior and the changes they undergo during a reaction with other substances.
<b>Engineering</b>	Client Technical Analysis	Provides technical advice and support to teams to determine customer-specific pricing. Estimates the costs, resources, time, and technical requirements of modifying, configuring, and installing a product or solution to meet customer specifications. Instructs team and customers about equipment capabilities. Prepares, reviews, and presents customer proposals and product training to ensure technical accuracy and adherence to quality standards. May resolve / troubleshoot implementation problems and conduct initial

		user training. Stays abreast of hardware and software developments and technical publications. Applies knowledge of application design, software engineering and related concepts, approaches, methods, tools and technology.
<b>Computer Engineering</b>	Cloud Computing Architecture	Builds, defines, designs, develops, and documents cloud software, systems, security, architectures, infrastructures, networks, processes, requirements, integrations, and implementations. Provides prescriptive guidance about cloud sizing, capacity planning, early scoping definitions, and critical dependencies. Performs cost / benefit analysis comparison of cloud, virtual private network, dedicated hosting, and in-house solutions. Identifies portions of the organization's IT platform / infrastructure with the highest potential return for cloud deployment. Collaborates with other groups to deliver cloud-based solutions. Applies knowledge of cloud computing concepts, approaches, methods, tools and technology.
<b>Engineering</b>	Communications Systems Engineering	Designs, develops, models, simulates, tests, and analyzes communications systems, subsystems, and electronic signals for communication networks, data links, digital radio, battle management, and command and control systems. Examples include wide and local area networks, point-to-point systems, and secure systems. Applies knowledge of communications systems, modulation schema, signal coding, digital and wireless radio/communications technology, network architecture design, and related concepts, methods, techniques and tools. Documents work and results.
<b>Engineering</b>	Communications Systems Engineering and Artificial Intelligence	Combo (see individual descriptions)
<b>Engineering</b>	Communications Systems Engineering and Firmware Engineering	Combo (see individual descriptions)

<b>Engineering</b>	Communications Systems Engineering and Payload Systems Engineering - RF	Combo (see individual descriptions)
<b>Engineering</b>	Communications Systems Engineering and Signal & Image Process Engineering	Combo (see individual descriptions)
<b>Engineering</b>	Cost & Schedule Analysis (with Engineering)	Cost estimates are used to predict, analyze, and evaluate a program's cost, and serve as a critical program control planning tool. Schedule analysis involves developing and assessing complex integrated schedules. Schedule analysis is the application of program management and program control skills.
<b>Computer Engineering</b>	Cyber Security Architecture	Protects the organization from cyber attacks by designing, developing, and implementing enterprise-wide security systems, applications, and solutions. Develops, monitors, and maintains organization-wide cyber security compliance requirements. Focuses on security risk, tests and evaluations, certifications and accreditations, systems hardening, vulnerability testing and scanning, incident response, disaster recovery, and business continuity planning. Designs cyber security architectural artifacts, uses advanced forensic tools and techniques to reconstruct attacks. May interface with external entities including law enforcement, intelligence and other government agencies. Recommends solutions to address known issues and mitigate potential risks. Anticipates future needs by staying abreast of developing cyber security technology and trends. Builds and maintains the organization's security awareness through employee communication, training programs and IT support.
<b>Computer Engineering</b>	Cyber Security Architecture and Information Systems Security	Combo (see individual descriptions)
<b>Computer Engineering</b>	Data Analytics	Develops, inspects, mines, transforms, models, analyzes, and verifies data to improve productivity, support decision-making, gain insight, find competitive advantages, and ensure correct predictive forecasting or classification. Manages all aspects of end-to-end data processing. Maintains analytical systems. Participates in complex Data Science and Big Data Mining projects. Collaborates with

		other functions. Documents work and results. Applies knowledge of data analysis, and related concepts, approaches, methods, tools, and technology.
<b>Computer Engineering</b>	Data Science/Big Data Mining	Creates data mining architectures, models, protocols, statistical reporting, and data analysis methodologies. Keeps abreast of, researches, and applies knowledge of existing and emerging data science principles, theories, and techniques to inform business decisions. At higher career levels, may conduct scientific research projects with the goal of breaking new ground in data analytics. Cleans, models, evaluates, and consolidates multiple structured, semi-structured and unstructured data sources. Collaborates across departments and with customers to define, understand and create solutions for complex business problems, from initial concept to fully tested production.
<b>Computer Engineering</b>	Data Science/Big Data Mining and Artificial Intelligence	Combo (see individual descriptions)
<b>Engineering Integration</b>	Digital Engineering	Researches, defines, develops, and implements data-driven, model-based, and software-driven solutions to modernize capabilities spanning all engineering and analysis disciplines. Integrates across engineering disciplines and technical solutions to establish end-to-end workflows and capabilities that enable higher efficiency for engineering activities, higher quality deliverables and products, and engineering solutions to increasingly complex customer hard problems.



<b>Business Development</b>	Economic & Market Analysis	Plans, organizes, implements, and controls externally focused business strategies. Uses programs and processes to optimize current and future business performance. Develops and implements complex business analysis plans and assumptions including completeness, applicability, and timeliness of business plans. Collects, interprets, analyzes and communicates data to expand strategic options and support the organization's long-range planning. Conducts periodic reviews of business plans against objectives. May participate in management reviews, including presenting and interpreting analysis results, summarizing conclusions, and recommending a course of action. May interface with all areas affected by the business plans at organizational, unit, or corporate levels.
<b>Engineering</b>	Electrical Engineering	Researches, designs, develops, and tests electrical equipment, systems, networks, components, and products for commercial, industrial, and domestic purposes. Finds and recommends safety, performance, efficiency and / or cost improvements. Documents work and results. Applies knowledge of electrical engineering concepts, approaches, methods, tools and technology.
<b>Engineering</b>	Electro - Optical Engineering	Researches, develops, designs, and tests a variety of electro-optic equipment: gas and solid-state lasers, masers, infrared, and other light-emitting and light-sensitive devices. Also focuses on electro-optical systems including advanced materials systems, photonic, fiber optic, and other communication systems, as well as control and measurement test systems for product and process applications. Designs electronic circuitry and optical components with specific characteristics to fit within mechanical and performance specifications. May determine commercial, industrial, scientific, medical, military or other uses for electro-optical devices. Applies knowledge of electro-optical concepts, approaches, methods, tools and technology.
<b>Engineering</b>	Electronics Engineering	Researches, designs, develops, and tests a variety of electronic equipment and systems, including radar and

		radiation detection equipment, power electronics; radio, television and other communications equipment and systems; circuitry components and integrated circuits; analog and digital computers, processors, and associated firmware; and control and test equipment. Tests and analyzes system design and equipment performance using electrical engineering methods, tools, and skills. Recommends adjustments and modifications to improve design. May also review vendors' contributions to design development. Collaborates with other functions. Applies knowledge of electrical engineering, circuitry, and related concepts, approaches, methods, tools and technology.
<b>Engineering</b>	Electronics/ Mechanical Technology	Primary function is developing, building, modifying, repairing, and maintaining a wide variety of electronic, electro/mechanical, mechanical, and optical devices, instruments, systems, or processes. It is the “generalist” technician position and is intended for job classifications that have responsibilities in more than one functional area (i.e., electronics, instrumentation, laser optics, etc.). Typically requires skill and knowledge in electronics, mechanics, and optics.
<b>Engineering Integration</b>	Engineering Program Management	Designs, plans, provides strategic guidance for, implements, coordinates and tracks programs, subsystems, and initiatives from inception through completion. Participates in, and coordinates, contract negotiations and changes, proposals, business plans, proposal work statements and specifications, operating budgets, and financial terms/conditions. Acts as primary customer contact for program activities, leading customer discussions about cost, schedule, and technical performance. Develops new business or expands the product line with stakeholders. Establishes milestones and monitors adherence to master plans and schedules, identifies and resolves program problems related to resource allocation or contractual changes. Directs the work of employees assigned to the program from technical, manufacturing, commercial and/or administrative areas. <i>Typically found in the Program Office at Sr Project Engineers &amp; above levels.</i>
<b>Engineering Integration</b>	Engineering Program Management and Cyber Security Architecture	Combo (see individual descriptions)
<b>Engineering Integration</b>	Engineering Program Management and	Combo (see individual descriptions)

	Nuclear Engineering	
<b>Engineering Integration</b>	Engineering Program Management and Satellite Systems Engineering	Combo (see individual descriptions)
<b>Engineering Integration</b>	Engineering Program Management and Systems Engineering	Combo (see individual descriptions)
<b>Computer Engineering</b>	Firmware Engineering	Researches, designs, develops, tests, operates, and maintains embedded software and firmware algorithms used in electronics devices (including embedded 2D/3D graphics engines) for transportation systems, telecommunications, security systems, climate control systems, manufacturing systems, etc. Ensures firmware meets specifications, functionalities, and performance requirements. Documents technical manuscripts for firmware operations. Maintains and develops expertise in machine language, assembly language, and other programming languages (e.g. C, C++, etc.). Collaborates with programmers, hardware design engineers, and other technical and support staff.
<b>Engineering</b>	Flight Mechanics	Explores a diverse range of topics with a variety of approaches, all surrounding dynamic behavior and automatic control of flight vehicles. Trajectory dynamics of atmospheric flight (aircraft and missiles) and spaceflight (orbital mechanics). Influence of vehicle design on trajectory. Aircraft static performance, stability and control. Rocket launch and re-entry dynamics. This includes research that establish new theoretical results, defines new computational algorithms, performs unique analysis and experiments, and creates technology that changes engineering practice).

<b>Engineering</b>	General Integrated Circuit (IC) Design Engineering	Designs and develops complex, and high performance, integrated circuitry for electronic products, components, and other hardware systems, such as Analog to Digital Converter, Oscillators, and PLLs (phase-locked loops). Ushers products from design to full production / delivery. Takes part in modelling, simulating, and validating integrated circuit specifications, integration, reliability, and performance optimization. Documents, lays out, and debugs these circuits in various process technologies (e.g., 65nm, 40nm, 28nm, etc.). Stays informed about related scientific advances and emerging technology. Uses and develops expertise in various tools used in analog design (e.g., Spice, Spectre, Cadence, etc.) and digital design (e.g., SystemVerilog, Simulink, etc.) Approves finished devices; and prepares customer application information. Applies knowledge of electrical engineering, circuitry (application specific integrated circuits (ASIC) or field-programmable gate arrays (FPGA)), and related concepts, approaches, methods, tools and technology.
<b>Research Science</b>	General Product/Process Research Science	Initiates, designs, develops, executes, analyzes, and documents scientific research of new products, processes, and raw materials. Develops and tests theories on the physical, chemical, and/or biological properties of materials and ingredients under various conditions. Determines and documents research methods and technical specifications. Specifies laboratory test equipment and processes. Recognizes need for, and recommends, new technological equipment and materials. Coordinates pilot-plant or initial production runs on new products or processes. Coordinates and participates in intellectual property evaluations, patent application development, research efforts, and related interdepartmental activities. Applies knowledge of research science, intellectual property, patents, and related engineering concepts, approaches, methods, tools, and technology.
<b>Business Development</b>	Capture Management	Responsible for the 'qualify and capture' of government acquisitions. Combines business, management, technical and cost elements to win proposals for Public Sector clients. Responsible for the development and implementation of win strategy, beginning with RFP activities and continuing through written/oral proposal development, negotiations, award and transition.

<b>Engineering</b>	Guidance, Navigation & Control Engineering	Designs, develops, implements, verifies and tests hardware, algorithms, software, and simulation tools to perform guidance, navigation, and control functions. Determines position orientation and rates of change of a target of interest by statistically processing measured data points and their substitution into algorithms. Formulates specific equations to achieve a desired position, orientation, or orbit. Designs, develops requirements for, and analyzes control algorithms, hardware, and software. May include field testing. Documents work and results. Applies knowledge of advanced mathematics and physics, aircraft guidance, navigation, controls, and related engineering concepts, approaches, methods, tools, and technology.
<b>Engineering</b>	Hardware/Device Test Engineering	Assesses performance and reliability of standard and/or custom products, devices, and / or hardware. Ensures product design, implementation, and test procedures comply with quality standards and specifications. Serves as a primary source for problem identification and improvement. Selects testing specifications for new / existing products and devices. Documents procedures for all phases of testing and test results. Improves and automates test methodology. Applies knowledge of hardware and device test engineering and related concepts, approaches, methods, tools, and technology.
<b>Computer Engineering</b>	Information Assurance Systems Development	Designs and implements information assurance and security engineering systems that support business continuity, operations security, cryptography, forensics, regulatory compliance, internal counter-espionage (insider threat detection and mitigation), physical security analysis (including facilities analysis, and security management). Defines, implements, manages, tests, validates, analyzes, and maintains cyber security systems, design, requirements, modifications, and performance throughout the program life cycle. Performs system certification, accreditation planning, and liaison activities. Collaborates with other teams and departments. Applies knowledge of information assurance, cyber security, and related concepts, approaches, methods, tools and technology.
<b>Computer Engineering</b>	Information Systems Security and Information Assurance Systems Development	Combo (see individual descriptions)

<b>Engineering</b>	Integration (Electronic and Mechanical) Engineering	Researches, designs, develops, modifies, fabricates, assembles, integrates, tests, and analyzes electronic and mechanical components and systems, and their interfaces during development. Finds and recommends safety, performance, efficiency and / or cost improvements to electromechanical systems, processes, facilities, or components. May develop, write, and modify Integrated Logistics Support (ILS). Participates in cross-functional teams to define requirements, analyze feasibility, and propose solutions that meet customer needs. Conducts system analysis to resolve tradeoffs. Optimizes performance by integrating system engineering tools and processes across platforms. Manages resolution of system compatibility and performance issues. Applies knowledge of electromechanical engineering concepts, approaches, methods, tools and technology.
<b>Business Development</b>	International Partnerships & Enterprise Architect Engineering	Collaborate with international governments, industry, and other U.S. Government departments and agencies on space systems development and acquisition. Provide systems expertise to develop space cooperation with international partners and commercial entities that enhances the US space architecture's effectiveness and resiliency. Deliver acquisition technical knowhow and guidance towards collaboration and lead integrated product teams to provide comprehensive cross portfolio advice and direction.
<b>Computer Engineering</b>	IT Infrastructure/ Systems Architecture	Devises, develops, defines, tests, verifies, and documents complex system architecture and design, including interfaces, modeling, guidelines, operating data, and potential alternative solutions. Evaluates, addresses, and adapts to time, cost, return on investment, resource allocation, design limitations, technology maturity and other factors. Identifies and improves critical technology interactions and dependencies across systems / platforms to support the organization's integration, compatibility, and performance requirements and goals. Analyzes proposals and related technical data to develop design alternatives and find improvements. Collaborates with other organizations to communicate design specifications and address design and integration issues. Applies knowledge of sophisticated (cross-discipline) engineering methods, concepts, techniques, and tools including mission planning, implementation approaches, operational concepts.

<b>Engineering</b>	Manufacturing Production Process Engineering	Defines, designs, investigates, and adapts manufacturing processes, procedures, and production layouts to assemble, install, process, and finish materials, tools, equipment, and machinery. Develops and adapts machine or equipment design to optimize factory and production conditions, equipment, and manufacturing techniques. Verifies, tests, and seeks potential improvements to performance and efficiency of processes, procedures, production layouts, sequences of events, machinery, equipment, and tools. Guides product design engineering to take best advantage of and leverage equipment and manufacturing techniques. Ensures quality deviations comply with reliability standards. Prepares and maintains documentation, statistical data, and reports to show compliance with regulations and requirements. Applies knowledge of Lean tools, Six Sigma methodologies, statistical process control, and related engineering concepts, approaches, methods, tools, and technology.
<b>Research Science</b>	Materials Science	Primary function is providing technical support associated with materials research. This function usually involves defining materials-processing procedures, setting up materials processing equipment, welding, forming, foundry, microstructure characterization of materials (i.e., optical microscopy, SEM microscopy, X-ray diffraction), mechanical testing of materials, performing coating/plating operations, hot pressing of materials, and heat treatment of materials. Typically requires skill and knowledge in related technologies such as metallurgy, physics, math, chemistry, and ceramics.
<b>Engineering</b>	Mathematical Analysis	Conducts mathematical analysis to solve scientific and engineering problems. Develops innovative mathematical principles or methods to apply mathematical theory to unexplored scientific studies. Collaborates with other functions. Documents work and results. Applies knowledge of advanced mathematics, and related concepts, approaches, methods, tools, and technology.
<b>Engineering</b>	Mechanical Engineering	Researches, designs, plans, builds, develops, and tests mechanical and / or electromechanical materials, products, machines, devices, processes and systems, including instruments, controls, robots, engines, resonance, hydraulics, and heat transfer. Makes and recommends safety, performance, efficiency and / or cost improvements to mechanical systems, processes, facilities, or programs. Prepares and defines technical specifications. Ushers projects from Research & Development to manufacturing.

		Applies knowledge of mechanical engineering concepts, methods, tools and materials. Applies research to the planning, design, development, and testing of mechanical and/or electromechanical systems, instruments, controls, engines, and/or machines.
<b>Research Science</b>	Microelectronics/ Semiconductor Engineering	Researches, designs, develops, manufactures, tests, and verifies microelectronic, optoelectronic, micro-electromechanical, and sensor systems, devices, components, semiconductors, along with semiconductor-based integrated and hybrid approaches. Makes and processes materials using silicon (Si), quartz, gallium arsenide (GaAs), related III-IV, Si-based, and other related substances. Improves and carries out procedures to inspect, analyze, and improve micro-components and micro-systems. Applies knowledge of chemistry, physics, and related concepts, approaches, methods, tools, and technology.
<b>Engineering</b>	Mission Assurance Engineering	Defines and monitors mission assurance program specifications and processes to ensure mission success. Assures compliance with quality, safety, reliability, producibility, and maintainability of program achievements, subcontractors, and suppliers. Safeguards mission success by closely monitoring program performance, identifying potential risks, and allocating resources. Develops and maintains a thorough, holistic systems understanding of mission objectives, interdependencies of systems, and time, cost, resource, and other related factors. Drives improvements by applying consistent lessons learned. Directs, collaborates, and coordinates with other functions. Applies knowledge of mission operations, systems relationships, and related engineering concepts, approaches, methods, tools, and technology.
<b>Engineering Integration</b>	Modeling & Simulation Engineering	Develops and integrates system simulation frameworks with models of, and algorithms for, operational and mission performance, threats, command, and control. Develops software that simulates user and systems behavior. Develops, integrates, and uses graphical user interfaces and visualization tools. Models, analyzes, and simulates operational environments to measure and improve mission effectiveness. Performs trade studies. Provides decision



		support for alternative architectures. Designs and builds training models. Applies knowledge of systems modeling, simulation, and related engineering concepts, approaches, methods, tools, and technology.
<b>Engineering Integration</b>	Modeling & Simulation Engineering and Cloud Computing Architecture	Combo (see individual descriptions)
<b>Engineering Integration</b>	Modeling & Simulation Engineering and Satellite Systems Engineering	Combo (see individual descriptions)
<b>Engineering Integration</b>	Modeling & Simulation Engineering and Signal & Image Process Engineering	Combo (see individual descriptions)
<b>Engineering Integration</b>	Modeling & Simulation Engineering and Systems Software Engineering	Combo (see individual descriptions)
<b>Engineering Integration</b>	Multi-Disciplinary Engineering	The Multi-Disciplinary Engineering job family is a combination of the following job families: Hardware Engineering (HW), Electronic Design Engineering (ED), Mechanical Design Engineering (MZ), and Hardware Engineering Default (NC). Conducts research and/or product development encompassing primarily several hardware engineering disciplines: electronics, electrical, mechanical, and/or chemical. May also perform related satellite systems engineering functions.
<b>Engineering</b>	Multidisciplinary Guidance Navigation & Control	GNC - Designs, develops, implements, verifies and tests hardware, algorithms, software, and simulation tools to perform guidance, navigation, and control functions. Determines position orientation and rates of change of a target of interest by statistically processing measured data points and their substitution into algorithms. Formulates specific equations to achieve a desired position, orientation, or orbit. Designs, develops requirements for, and analyzes control algorithms, hardware, and software. May include field testing. Documents work and results. Applies

		knowledge of advanced mathematics and physics, aircraft guidance, navigation, controls, and related engineering concepts, approaches, methods, tools, and technology. Plus additional job family specialties.
<b>Engineering</b>	Nuclear Engineering	Designs, develops, and tests nuclear equipment, systems, or application of nuclear / radioactive materials. Researches the nuclear fuel cycle and nuclear reactor materials of special interest, economical uses of materials, detection, transport, and control of radiation and radioactive contaminants, and safest means of waste product disposal. Conducts research involving radiation transport modeling, statistical analyses, and performance metric review. Recommends safety, technology, performance, efficiency, or cost improvements to nuclear systems, processes, facilities, programs, or technology. Applies knowledge of nuclear physics, equipment, systems, waste disposal, statistical analysis, performance metrics and related engineering concepts, approaches, methods, tools, and technology.
<b>Engineering</b>	Nuclear Engineering and Systems Engineering	Designs, develops, and tests nuclear equipment, systems, or application of nuclear / radioactive materials. Researches the nuclear fuel cycle and nuclear reactor materials of special interest, economical uses of materials, detection, transport, and control of radiation and radioactive contaminants, and safest means of waste product disposal. Conducts research involving radiation transport modeling, statistical analyses, and performance metric review. Recommends safety, technology, performance, efficiency, or cost improvements to nuclear systems, processes, facilities, programs, or technology. Applies knowledge of nuclear physics, equipment, systems, waste disposal, statistical analysis, performance metrics and related engineering concepts, approaches, methods, tools, and technology.
<b>Engineering Integration</b>	Operations Systems Engineering	Conducts mission- and program-specific, real-time spacecraft and satellite flight operations during readiness, execution, and evaluation phases. Develops detailed plans and procedures to provide maximum mission support for orbit dynamics, satellite performance analysis, command, and control of on-orbit satellites. Provides technical direction for on-orbit mission support. Anticipates, plans, and recommends alternate operating techniques during critical vehicle malfunctions and other mission incidents. Analyzes orbiting satellite performance via telemetry data. Applies knowledge of spacecraft and satellite operations, mission support and related engineering concepts, approaches, methods, tools, and technology.

<b>Research Science</b>	Optical and Photonic Systems	Conducts research or development into physical or geometric optics, lasers, laser characteristics, laser maintenance, and broadband optical sources. Designs, analyzes, and tests optical and electro-optical systems and components, including lasers, fiber-optics, and telecommunications products.
<b>Engineering</b>	Optical Engineering	Researches, designs, develops, models, and analyzes optical, electro-optical, and opto-mechanical systems and components, including sensors, lasers, fiber-optics, and telecommunications products. Ensures optical design quality and finds possible improvements by developing and conducting test procedures, selecting appropriate test instrumentation, documenting and analyzing results, analyzing link budgets, and presenting recommendations and prototypes. Develops technical specifications, tolerances, simulations, and test procedures for electro-optical systems and components. Applies knowledge of optical engineering methods, concepts, technology, and instrumentation to achieve desired outcomes.
<b>Engineering Integration</b>	Payload Systems Engineering - EO	Requires a unique combination of hardware, embedded software, electronics, electro-mechanical electro-optical design engineering expertise. May conduct research, design, development, and testing of electrical or mechanical hardware such as computer chips, circuit boards, mechanical and electrical components.; software and firmware components and computing systems software to be applied to and integrated with mechanical and electrical systems; electronic equipment and systems, including radar and radiation detection equipment, power electronics; communications equipment and systems; circuitry components and integrated circuits; analog and digital computers, processors, field-programmable gate arrays (FPGA) and associated firmware; and control and test equipment. Addresses electro-mechanical assembly,

		<p>analysis, and documentation of results; construction of developmental assemblies, sub-assemblies and components; and quality testing. Supports and participates in the design, test, modification, fabrication and assembly of prototype electromechanical systems. Recommends various technology options or approaches for system, processes, facility or program improvements in terms of safety, performance, efficiency or costs. For the payload system, designs, develops, tests and verifies complex electrical, mechanical and/or software systems and components. Analyzes engineering plans and projects to establish operating data and conducts experimental tests; analyzes proposals and related technical data to develop design alternatives. Interfaces with other organizations to communicate design specifications and address design and integration issues. Work may encompass a wide range of sophisticated (cross-discipline) engineering problem resolutions. For the Payload EO Engineer, requires expertise in one or more of the following: gas and solid state lasers, masers, infrared, and other light emitting and light sensitive devices. Design of electronic circuitry and optical components with specific characteristics to fit within specified mechanical limits and to perform according to specifications.</p>
<p><b>Engineering Integration</b></p>	<p>Payload Systems Engineering - RF</p>	<p>Requires a unique combination of hardware, embedded software, electronics, electro-mechanical and RF systems design engineering expertise. May conduct research, design, development, and testing of electrical or mechanical hardware such as computer chips, circuit boards, mechanical and electrical components.; software and firmware components and computing systems software to be applied to and integrated with mechanical and electrical systems; electronic equipment and systems, including radar and radiation detection equipment, power electronics; communications equipment and systems; circuitry components and integrated circuits; analog and digital computers, processors, field-programmable gate arrays (FPGA) and associated firmware; and control and test equipment. Addresses electro-mechanical assembly, analysis, and documentation of results; construction of developmental assemblies, sub-assemblies and components; and quality testing. Supports and participates in the design, test, modification, fabrication and assembly of prototype electromechanical systems. Recommends various</p>

		<p>technology options or approaches for system, processes, facility or program improvements in terms of safety, performance, efficiency or costs. For the payload system, designs, develops, tests and verifies complex electrical, mechanical and/or software systems and components. Analyzes engineering plans and projects to establish operating data and conducts experimental tests; analyzes proposals and related technical data to develop design alternatives. Interfaces with other organizations to communicate design specifications and address design and integration issues. Work may encompass a wide range of sophisticated (cross-discipline) engineering problem resolutions. For the payload RF Engineer, requires expertise in one or more of the following areas: radio frequency (RF) and/or microwave systems architecture, components, circuits, or products including antenna design, both reflector and array systems, frequency synthesizers, transmitters and receivers. Performs analysis to determine parametric characterizations, functions, and applications of electronic emissions, and to correlate and report on electronic emissions as pertains to scope and purpose of observed activities. Utilizes sophisticated analog and digital signal processing and associated equipment. Conducts electronic non-linear signals analysis, communications signal analysis, instrumentation signal analysis, and situational analysis.</p>
<b>Research Science</b>	Physics	<p>Researches phases of atomic, molecular, nuclear, solid state, thermal, and other physical phenomena. Develops theories and laws based on observed results of experiments. Predicts phenomena based on theoretical considerations of acoustics, electricity, magnetism, electronics, heat, light, mechanics, radiation, optics, and lasers. Collaborates with other functions. Documents work and results. Applies knowledge of advanced physics, and related engineering concepts, approaches, methods, tools, and technology.</p>
<b>Research Science</b>	Physics and Microelectronics/ Semiconductor Engineering	<p>Develops mathematical models and abstractions of physical objects and systems to rationalize, explain and predict natural phenomena. Conducts research into the properties of solids, liquids, and other forms of matter in which atoms or particles adhere to each other or are otherwise highly concentrated.</p>
<b>Business Development</b>	Proposal Analysis	<p>Develops, plans and schedules proposals. Compiles cost, schedule, and technical elements in the development of proposals in accordance with request for proposal (RFP) specifications. Coordinates the collection and accumulation of cost, scheduling, and performance elements from functional departments. Researches and analyzes historical</p>

		data, develops cost models to support proposal efforts. Coordinates activities and participates in fact-finding meetings. Participates in should-cost and pricing reviews with management and customer representatives. Participates as a member of the contract negotiating team.
<b>Engineering</b>	Propulsion Engineering	Researches, designs, tests, and adapts propulsion systems for aerospace products including but not limited to high-speed turbines, rocket engines, air and spacecraft, missiles, and related components. Considers requirements and constraints of structure, vibration, thermal tolerance, propellant type to optimize power. Collaborates with test engineers and quality assurance personnel to develop assessment tools and ensure performance targets, system reliability, and regulatory compliance.
<b>Engineering</b>	Quality Assurance Engineering	Develops, adapts, implements, maintains, and improves quality evaluation, controls, systems, and protocols. Devises, defines, designs, analyzes, and applies processes, procedures, and equipment to inspect, diagnose, and measure precision and accuracy. Assesses, characterizes, controls, manages, and documents quality risks, associated use conditions, non-conformances, and corrective actions. Collaborates with other functions. Acts as a subject matter expert in audits. May specialize in design, incoming material, production and inventory control, product evaluation and reliability, and / or research and development. Ensures compliance with customer, technical, and regulatory requirements. Applies knowledge of quality engineering concepts, approaches, methods, tools, and technology.
<b>Engineering</b>	Radio Frequency (RF) Engineering	Designs, develops, tests, and analyzes radio frequency (RF), microwave, and wireless systems architecture, technology, components, devices, and equipment throughout the product lifecycle. Examples include antennas, reflector and array systems, frequency synthesizers, transmitters, and receivers. Devises, develops, and carries out integration plans for new or updated products. Establishes development processes. Prepares and reviews schematics, PCB and BOM tables, test analysis reports, and other documentation. Assesses new suppliers, design feasibility, production structure, production support, and project maintenance. Ensures the overarching project objectives meet timing, cost, and technical requirements. Works in close collaboration with and provides support to other departments. Applies knowledge of RF, microwave, and / or wireless development

		engineering principles, methods, and technology, such as radio propagation modeling and prediction, microwave path analysis, frequency coordination, analog-to-digital converters, cell site equipment layout, and circuit design.
<b>Engineering Integration</b>	Resiliency Systems Engineering	Assesses adversary capabilities. May support threat and vulnerability assessments based on intelligence products. May support policy and procedure development for agency, interagency, or community wide support. Designs, develops, tests and verifies complex electrical, mechanical and/or software systems and components to mitigate or negate adversary systems and threats. Analyzes engineering plans and projects to establish operating data and conducts experimental tests; analyzes proposals and related technical data to develop design alternatives. Interfaces with other organizations to communicate design specifications and address design and integration issues. Work may encompass a wide range of sophisticated (cross-discipline) engineering problem resolutions. May conduct mission and program specific real time spacecraft and satellite flight operations during readiness, execution and evaluation phases. Develops detailed resiliency plans and procedures to provide maximum mission support in areas such as orbit dynamics, satellite performance analysis, command and control of on-orbit satellites.
<b>Engineering</b>	RF Electronics Knowledge Analysis & Testing	Designs, develops, tests radio frequency (RF) and/or microwave systems architecture, components, circuits, or products. Includes antenna design, both reflector and array systems, frequency synthesizers, transmitters and receivers. Researches, designs, develops, tests, and verifies new microelectronic, optoelectronic, micro-electromechanical and sensor systems. Includes manufacturing processes of devices, components, or systems, semiconductors, semiconductor-based integrated and hybrid approaches with Si, GaA's and related III-IV materials, and other materials (e.g. quartz, Si-based and compound semiconductor and related materials), materials growth and processing. Develops and applies inspection and test procedures for micro-components and micro-systems.

<b>Engineering Integration</b>	Satellite Systems Engineering	Conducts mission- and program-specific, real-time spacecraft and satellite flight operations during readiness, execution, and evaluation phases. Develops detailed plans and procedures to provide maximum mission support for orbit dynamics, satellite performance analysis, command, and control of on-orbit satellites. Provides technical direction for on-orbit mission support. Anticipates, plans, and recommends alternate operating techniques during critical vehicle malfunctions and other mission incidents. Analyzes orbiting satellite performance via telemetry data. Applies knowledge of spacecraft and satellite operations, mission support and related engineering concepts, approaches, methods, tools, and technology.
<b>Engineering</b>	Signal & Image Process Engineering	Researches, designs, develops, and verifies signal and image collection systems, and defines and develops processing and dissemination computer algorithms. Develops requirements analysis, advanced system architecture, and integrates new signal and image capture and processing technology systems. Designs, develops and analyzes systems for the extraction of information from sensors. Systems utilization includes implementation of signal and image processing with advanced computer architectures. Collaborates with other functions. Documents work and results. Applies knowledge of signal and image collection, sophisticated analog and digital signal processing, and related engineering concepts, approaches, methods, tools, and technology.
<b>Engineering</b>	Signal & Image Process Engineering and Artificial Intelligence	Combo (see individual descriptions)
<b>Research Science</b>	Signal & Image Process Engineering and Physics	Combo (see individual descriptions)



<b>Computer Engineering</b>	Software Architecture Engineering	Researches, evaluates, designs, develops, tests, and implements complex, sophisticated software systems, structures and their related features and components. Includes core elements, applications, operating systems, utility software, deployment plans, operational requirements, hardware and software interfaces, cloud offerings, and security. Address and resolve stakeholder needs with complex software process definition, requirements analysis, and high-level design, and modeling activities. Maintains and applies expert understanding of software requirements, constraints, interfaces, and dependencies. Develops architectural guidelines, specifications, and technical standards, including coding standards, tools, services, and platforms related to current and future technological environments. Communicates software architecture designs to stakeholders. Collaborates with other functions, departments, and vendors.
<b>Computer Engineering</b>	Software Architecture Engineering and Systems Software Engineering	Combo (see individual descriptions)
<b>Space Policy &amp; Strategy</b>	Space Policy & Strategy	Leads, manages, performs, and analyzes work across multiple technical, economic and policy disciplines to contribute to developing and implementing space policy initiatives and implementing strategies across the national security, civil and commercial space sectors. Examines technology and strategic trends to identify opportunities and threats, particularly for setting objectives for future development programs and shaping government responses. Develops and assess investment and regulatory options for the government. Clearly communicates strategic issues to a technical audience and technical issues to a strategic audience.
<b>Engineering</b>	System Safety Engineering	Controls or eliminates hazards by ensuring compliance with test and operational range requirements. Reviews launch

		systems and their associated support equipment, facilities, specifications, and operations. Independently establishes, analyzes, audits, recommends, and documents launch safety requirements, effectiveness, system design, equipment, processes, and procedures. Investigates causes of, and corrective action for, accidents involving damage to products or facilities. Evaluates the relationship between system safety requirements, concept design and development, cost-effectiveness, and efficiency. Applies knowledge of launch systems, safety and related engineering concepts, approaches, methods, tools, and technology.
<b>Engineering</b>	Systems Engineering	Leads, manages, performs, and analyzes work across multiple engineering areas of an organization's operations. Examines technology trends, designs new products and processes, modifies and improving existing products / processes, and develops test procedures. Collaborates across the organization to determine engineering feasibility, cost effectiveness, and customer demand for new and existing products. May be involved in field-testing of products, processes, and / or systems. Works in one or more of the following engineering disciplines: CIM, failure analysis, industrial, manufacturing, manufacturing equipment, process, product, quality assurance, reliability, supplier quality, test and tool. Applies knowledge from area of specialization / professional focus, and its related engineering concepts, approaches, methods, tools, and technology.
<b>Engineering</b>	Systems Engineering - Acquisition	Assists government procurement agencies in market surveys, request for proposal and selecting vendors. Applies knowledge of defense acquisition process to support customer in the analysis and improvement of acquisition processes policy and procedures. Devises strategies for deploying and implementing new acquisition policy

		<p>initiatives and measuring the effectiveness of implementation. Uses quantitative analytical techniques to assess system acquisition process issues and develop risk reduction/mitigation approaches for improving acquisitions/program planning, control and execution. Performs technical planning, system integration, verification and validation, evaluates alternatives including cost and risk, supportability and analyses for total systems. Analyses are performed at all levels of total system product to include: concept, design, fabrication, test, installation, operation, maintenance and disposal. Ensures the logical and systematic conversion of product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. Performs functional analysis, timeline analysis, detail trade studies, requirements allocation and interface definition studies to translate customer requirements into hardware and software specifications.</p>
<b>Engineering</b>	Systems Engineering - Acquisition and Communications Systems Engineering	Combo (see individual descriptions)
<b>Engineering</b>	Systems Engineering - Acquisition and Satellite Systems Engineering	Combo (see individual descriptions)
<b>Engineering</b>	Systems Engineering - Acquisition and Systems Engineering	Combo (see individual descriptions)
<b>Engineering</b>	Systems Engineering and Mission Assurance Engineering	Combo (see individual descriptions)
<b>Engineering</b>	Systems Engineering and Modeling & Simulation Engineering	Combo (see individual descriptions)

<b>Engineering</b>	Systems Engineering and Satellite Systems Engineering	Combo (see individual descriptions)
<b>Engineering</b>	Systems Engineering and Scientific & Technical Intelligence Engineer	Combo (see individual descriptions)
<b>Engineering</b>	Systems Engineering and Systems Test Engineering	Combo (see individual descriptions)
<b>Computer Engineering</b>	Systems Software Engineering	Researches, designs, develops, tests, analyzes, and repairs applications software for use in operating/controlling computer hardware. Work involves writing new programs for, and enhancing and modifying existing programs for compilers and assemblers, device drivers, utility programs, and operating systems. Determines computer user needs. Prepares operating instructions and project documentation. Devises, develops, implements, and manages project plans, budgets, and schedules. Applies knowledge of software application concepts, programming languages, techniques and controls, output requirements, and input data acquisition.
<b>Computer Engineering</b>	Systems Software Engineering and Cloud Computing Architecture	Combo (see individual descriptions)
<b>Engineering Integration</b>	Systems Test Engineering	Synthesizes customer contractual needs and requirements into system test solutions that meet technical, scheduling and cost constraints. Develops, directs preparation and execution of, reviews, and evaluates comprehensive test plans, requirements, procedures, and schedules. Coordinates integrated testing activities. Reviews and evaluates test requirements to insure completeness of test program. Performs technical analysis of complete systems and prepares comprehensive system level evaluations.

<b>Computer Engineering</b>	VR Animation / Simulation	Supports industry leading engineers and scientists in the development of immersive technology applications to visualize complex engineering problems. Work covers a range from virtual and augmented reality, to web, cloud, and desktop visualization. Evaluates and creates unique visual experiences that present data and analysis to key decision makers. Works with developers and artists to set up projects in specialized software that utilize tile maps and data driven CAD assets. Creates projects to run as a PC application or in Augmented Reality and/or Virtual Reality headsets. Sets up machine learning tools to perform training of agents in various simulation environments.
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