

SHOP AGREEMENT
ON
ORGANIZATIONAL INTEGRATION MANAGEMENT (OIM)
(IAW ARTICLE 84. SECTION 2 SOCIAL CODE BOOK IX)

Between
the Agency Chief
and
the Works Council Ramstein I
the following agreement is concluded:

Applicability

The provisions of this agreement apply to all Units and Organizations and all Local National Employees (LN's) within the representation area of the Works Council Ramstein I. The shop agreement refers to the implementation of the Organizational Integration Management.

Steps in Organizational Integration Management (OIM)

Step 1

1.1 -Identification of sick-related absences from work exceeding six weeks

On the last working day of each month, the CPO will compile a list of employees who were absent from work for more than 6 weeks (42 calendar days) due to sickness within the last twelve months before the list was compiled. These lists will be sorted by agencies and will be provided to the respective works council and the responsible severely handicapped representative.

Purpose

CPO will evaluate aforementioned lists. The respective responsible servicing specialists will then be able to determine:

- If the employee is severely handicapped or has the assimilated status
- If a medical expert opinion by the BAD (the medical service of the accident insurance carrier) is available already
- If the employee is already part of the OIM process

CPO will sort the list by agencies and forward a copy electronically to the respective supervisors. The responsible supervisor has to make the initial contact for all listed employees.

Step 2

2.1 -Initial Contact by Supervisor

The supervisor will inform the employee in a personal discussion or per telephone about the possibilities offered by the OIM within two weeks after receipt of the computer generated list.

The supervisor documents the initial contact on the form in attachment 1.

Note: In case the supervisor decides to establish the initial contact in writing (e.g. in case of long-term or prolonged sicknesses), he will contact the servicing specialist at DPCNE, who will then establish contact in writing.

Objective of initial contact

- To indicate to the employee that the agency is caring and to build up trust.
- To indicate that the employer is interested that the employee returns to work and recovers from his sickness
- To inform the employee about the OIM procedure
- To point out that his cooperation is important
- To obtain the consent of the employee to do the OIM

Note: In case the employee refuses to participate in the OIM the supervisor must respect his decision and give him time to rethink it. The supervisor notes the employee's decision in the form (in attachment 1) and informs the responsible servicing specialist at DPCNE, the respective works council and the severely handicapped representative.

In case the employee agrees to participate in the OIM, an initial meeting will be scheduled with the responsible servicing specialist at DPCNE.

If, within two weeks after sending the list, the responsible servicing specialist at CPO does not receive any information from the supervisor regarding the initial contact, he will send him a reminder.

Step 3

3.1 - Initial meeting

CPO, in coordination with the supervisor and the employee, sends out a written invitation for the initial OIM meeting, including the works council and, in case of a severely handicapped employee or an employee with assimilated status, including the responsible severely handicapped representative. The responsible servicing specialist will lead the meeting (please see attachment 2 for sample invitation letters).

3.2 -Topics of initial meeting

- Inform all people involved about the objectives, possibilities and limits of the OIM and discuss the next steps
- Ask the employee if he is of the opinion that his health problems are linked to his work

- Find out about the employee's objectives
- Ask the employee if he is willing to participate in the OIM
- Agree upon the next steps

3.3 -Result of initial meeting

After the initial meeting, the following should at least be documented:

- Is the employee willing to accept the next OIM steps by signing the letter of agreement (sample letter in attachment3)
- Is the employee willing to let the BAD do a medical examination?

Note: The responsible CPO servicing specialist arranges a date for the medical examination with the BAD and informs the supervisor and the employee in writing (sample letter in attachment 4).

Furthermore, the responsible CPO servicing specialist and the supervisor will compile specific information about the actual job duties and the job specifications based on the job description. This information will then be included in a letter to the BAD (sample letter in attachment 5).

Step 4

4.1 - Second meeting - Discussion of the case

Depending on the development of the case, an OIM may not be required. If required, then CPO will initiate a discussion of the case.

4.2 - In case an OIM is required

- After the limitations due to sickness have been determined based on the medical expert opinion, a copy of the BAD expert opinion will be forwarded to the CPO so that an ability and qualification profile can be created.
- CPO will invite all parties involved in the initial meeting, CPO and, if required, the responsible public department for the integration of disabled people and the occupational integration service to a discussion of the case.

4.3 - Objective of the discussion of the case

- To gather all available and necessary information on the case (situation analysis.)
- To establish sufficient planning criteria with the assistance of the CPO.
- To verify relocation possibilities and/or other reasonable fields of operation.
- To discuss a possible adaptation of the workplace for instance with the aid

of the public department for the integration of disabled people and the occupational integration service.

- To discuss the possibilities of a gradual reintegration with the supervisor.

4.4 - Result

- Based on the information acquired in the discussion of the case (e.g. qualification, strengths, and health impairments), CPO will create an ability profile to be able to assign the employee concerned based on available vacancies.
- CPO and the persons who were part of the discussion of the case will compile an action plan to help the employee to attempt to start working again (e.g. reduction of workload / working hours, internal relocation / employment and / or technical work aid).

Note: Should in the OIM process several employees be suitable for the same vacancy, CPO will determine the priority of assignment based on the social criteria that apply in a reduction of force.

If in or after the second meeting agreement is reached that the employee should be assigned another duty because of health restrictions, CPO will from then forward continuously consider the employees registered in the aIM in the assignment of vacancies for which the employees are qualified and suitable based on their health restrictions. Further results of the second meeting could also be that more measures cannot be taken by the employer or that a rehab or cure is suggested. (

Step 5

5.1 - Implementation of measure

Objective:

- Keep the employee at his old workplace, which will be modified based on the health restrictions.
- Move the employee to another workplace inside or outside the agency

Measure:

- The employee can be assigned another duty after conclusion of the participation procedure by CPO. The responsible servicing specialist at CPO receives a copy of the measure for information. The OIM case is closed.
- CPO and the supervisor find a possibility to permanently keep the employee at the old workplace under consideration of the health restrictions. If required, employee and employer agree to the measure in writing (declaration of consent). The CPO receives a copy of the measure for information. The OIM case is closed.
- If an adaptation of the workplace within the agency is only possible on a

temporary basis, then CPO makes sure that the vacancy search for a permanent assignment of another duty based on the health restrictions continues.

- Should all OIM efforts fail, then the responsible servicing specialist at CPO will stay in contact with all persons involved to work out a solution that brings an OIM case to an end (if necessary a termination for health reasons).

Note: In individual cases, when agreed upon by the parties, a deviation from the steps described above is possible.

Step 6

6.1 - Verification

After 6 months at the latest, CPO together with the supervisor and the responsible works council and the severely handicapped representative will verify whether the aIM is / was successful or not. The supervisor is obliged to continuously monitor the success of the OIM.

Step 7

7.1 - Documentation

The responsible servicing specialist at CPO will document and record all OIM measures in an official case file. Aforementioned file remains at the CPO, all persons involved in the OIM may access it at any time after prior notification.

Period of validity

This shop agreement becomes effective through signature. This agreement can be terminated by both parties with a notice period of 3 months to the end of the calendar year. Modifications and/or supplements can be made in mutual agreement without terminating the entire agreement or the agreement becoming invalid. Any supplements or modifications must be in writing and must be signed by both parties, Agency Chief and Works Council. The agreement does not expire as a result of a change of command or changes in Works Council membership. In case of a termination the agreement will stay in effect until a new shop agreement is concluded, but no longer than one year.

Reservation of Statutory Powers

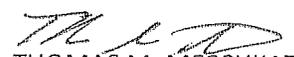
Legal provisions and provisions resulting from the tariff agreement remain unaffected. This applies in particular if compelling legal provisions or compelling provisions resulting from the tariff agreement stipulate measures deviating from the shop agreement. The same applies for USAFE Instructions.

FOR THE AGENCY


RAMONA L. DOLSON
Colonel, USAF
Commander

Date: 21 Dec 2010

FOR THE WORKS COUNCIL


THOMAS M. MESCHKAT
Chairperson, Works Council Ramstein I

Date: 20.12.2010