

7. Extra Men are such employees who average less than thirty (30) hours per week during any continuous four (4) week period of employment. They shall be paid $45\frac{1}{2}\%$ per hour. If any extra man is called for duty, he shall be paid for not less than five (5) hours. This rate of pay shall not apply to help in the car washing department. The rate of pay in the car washing department shall be 36% per hour.

8. Porters: Shall include those employees whose principal duties are sweeping, cleaning windows, furniture, floors or other cleaning, except washing cars, in or about the building. They shall receive a minimum salary of \$85.00 per month.

9. Car Washers: Shall include those employees whose principal duties are washing and polishing of automobiles. They shall receive a minimum salary of \$85.00 per month.

10. Existing rates of pay, whether salaries or commissions, in excess of these minimums shall not be reduced, and no wage contained in any of the foregoing paragraphs shall be construed as other than a minimum wage and no maximum wage shall be set up in any event for any class of employees.

11. In the event of necessity for reduction of force, layoff will be made in the order of seniority and additions to force will be made in the same order, except that this clause shall not require the retention or rehiring of men in or for positions for which they are not competent. In hiring additional men, employer must give preference to men who have been residents of Summit County for the preceding six (6) months.

Nothing in this paragraph shall prohibit the employment of trainees from any source for a period not to exceed thirty (30) days, provided training is for service outside of Summit County.

12. Whenever a stock loss occurs at any outlet over a continued period of time the employees will notify their management, in writing, of the fact. The management must immediately cause to be made thorough and proper tests, such tests to be conducted jointly by the employees affected and representatives of the employer to determine the cause of and responsibility for the loss. No reduction from pay shall be made until investigation has been completed and the facts determined.

Wherever possible, all accounting of gasoline stocks shall be by meters. If there be no metered equipment at the station there shall be an allowance of one-half ($\frac{1}{2}$) of one percent (1%) of the gross gallonage. No outside or employees charges shall be charged back to any employee without a thorough investigation.

13. The arrangement applicable to uniforms now being used shall remain the same.

14. Sales or service meetings will be held only on the employer's time.

15. "Off drive" solicitation, if required, will be done only on the employer's time.

16. No employee shall be required to work in excess of forty-eight (48) hours in any one (1) week or in excess of six (6) days in any one (1) week or more than eight (8) hours on the day preceding his day off or more than a total of thirty-two (32) hours on any three (3) consecutive days. The employer shall cause to be posted in each station a schedule of the hours of employment applicable thereto. No employee shall be required or permitted to work between the hours of 6:00 a.m. and 7: p.m. on the day celebrated as Christmas Day, except for the protection of property and no persons so required to work shall be permitted to sell any products or services of any nature between such hours.

