

COLLECTIVE BARGAINING AGREEMENT

By and Between

Notre Dame De Namur University

and the

**International Union Of Operating Engineers,
Stationary Engineers Local 39**



April 1, 2022 through March 31, 2025

AGREEMENT

Agreement by and between **Notre Dame De Namur University**, designated as the "Employer", and **International Union Of Operating Engineers, Stationary Engineers Local 39**, affiliated with the AFL-CIO, hereinafter designated as the "Union".

SECTION 1. RECOGNITION

This Agreement covers all Maintenance Department employees, hereinafter referred to as "employees", employed by the Employer, and the Employer recognizes the Union as the sole collective bargaining agent for such employees. Excluded from the Agreement are gardening and housekeeping employees, guards and supervisors as defined in the National Labor Relations Act.

SECTION 2. UNION SECURITY AND HIRING

There shall be no discrimination by the Employer against employees because of Union affiliation or Union activities. The Employer and the Union agree to continue their policy of nondiscrimination because of race, creed, color, sex marital status, medical condition, age, religion, disability, sexual orientation or national origin.

Membership in the Union on or after the thirtieth day following the beginning of employment or on the ratification date of this Agreement, whichever is later, shall be a condition of employment. In the event that an employee fails to become a member or to maintain membership in the Union in accordance with this provision, the Union shall notify the Employer in writing and such written notice shall constitute a request to the Employer to discharge said employee for failure to maintain continued good standing in the Union.

The Employer agrees to inform the Union whenever vacancies occur.

SECTION 3. BARGAINING UNIT WORK

The University shall continue to respect bargaining unit work by enforcing the policy that other employees and de facto employees (custodial contractor, information technology contractor and dining hall contractor) shall not perform work that has traditionally been bargaining unit work.

SECTION 4. EQUAL EMPLOYMENT

Employer and Union agree to extend equal employment and educational opportunity to all people regardless of race, color, age, marital status, sex, pregnancy, national origin, ancestry, religion, veteran's status, sexual orientation, or disability. This includes, but is not limited to, hiring, employment promotion and transfer, admission to, participation in, and the benefits and services of educational programs or related activities sponsored by the University. This policy is in accordance with the Title VI of the Civil Rights Act of 1964, as amended - Executive Order 11246, as amended; Title IX of the Educational

Amendments of 1972- Section 504 of the Rehabilitation Act of 1973, the Pregnancy Discrimination Act of 1978, the Age Discrimination Act of 1975, and any applicable state laws.

SECTION 5. MANAGEMENT RIGHTS

The management of the Maintenance Department shall be under the direction and control of the Employer, including the right to hire, discipline or suspend for just cause or promote; to determine the assignment of work and the size and composition of the work force; to contract out work, provided that the exercise of these rights is not contrary to a specific provision of this Agreement. The Union recognizes that the University possesses the right to curtail or discontinue its facilities operations in the event of contraction of the University or significant change in the business situation of the University. If the University contracts operations to a non-University provider, the University shall provide in that contract that the provider shall initially offer employment to at least a majority of the bargaining unit employees and provide an overall package of wages and benefits that is equivalent to that provided in the current collective bargaining agreement.

SECTION 6. SUPERVISION

Employer may employ a Manager of the Maintenance Department who has the authority to hire and fire Maintenance Department employees and is thus excluded from the bargaining unit.

SECTION 7. WAGE RATES

During the term of the Agreement, employees will receive wages at the rates provided by this article.

Effective Date	04/01/22	04/01/23	04/01/24
Acting Assistant Chief Engineer	\$66.59	\$69.91	\$73.41
Assistant Chief Engineer	59.30	62.27	63.38
Maintenance Engineer	52.02	54.62	57.35
Utility Engineer	28.61	30.04	31.54

An employee occupying the position of "Acting Assistant Chief Engineer" shall receive not less than twenty-eight percent (28%) above the rate of Maintenance Engineer. The Employer is not required to have an Assistant Chief Engineer at all times, although it may choose to do so. However, an Assistant Chief Engineer must be appointed whenever the department head position is not filled or whenever the department head is on a scheduled vacation. If a full-time Assistant Chief Engineer is appointed, hourly wage rates will be fourteen percent (14%) above the maintenance engineer hourly wage rate.

Apprentice engineers, shall receive not less than the following percentages of the maintenance engineer's wage:

First Twelve Months 65%
Third Six Months 70%
Fourth Six Months 75%
Fifth Six Months 80%

Sixth Six Months 85%
Seventh Six Months 90%
Eighth Six Months 95%

and thereafter, maintenance engineer's rate of pay.

UTILITY ENGINEER

The Utility Engineer, when employed, shall receive not less than fifty-five percent (55%) of the Maintenance Engineer's wage. The duties of Utility Engineers will be as follows:

1. Change light bulbs (but not ballasts),
2. Perform minor plumbing repairs and unclog toilets using plunger (but not snakes, augers or chemicals),
3. Clean and change filters,
4. Oil fan motors,
5. Change batteries in smoke detectors,
6. Re-string drapery rods,
7. Clean shops and other work sites,
8. Perform motorpool duties, such as wash and vacuum vehicles and drive to garage for repairs,
9. Take meter readings for utilities,
10. Perform minor furniture repairs
11. Clean leaves off roof tops and clean drains
12. Strip electrical/carpentry hardware,
13. Grout tile, sinks and tubs, and install non-slip strips in bathrooms
14. Pick up supplies as needed,
15. Perform similar non-technical assignments.

The ratio of Utility Engineers shall be mutually agreed to by the Employer and the Union. Any Utility Engineer so employed shall receive all of the benefits of the Contract. It is further understood that the Utility Engineer is not to work any shift without a Maintenance Engineer in attendance during his or her shift.

Additional duties of the Utility Engineer may be added from time to time, with the approval of the Union.

EXTRA ENGINEERS

An Extra Engineer is one who is employed for a specific period of ninety (90) days or less. The extra engineer shall be compensated at the Maintenance Engineer's rate of pay plus a premium of ten (\$10.00) dollars per hour in lieu of any fringe benefits, except that such engineers will receive shift differential, where applicable, holiday pay under SECTION 10, and premium pay of time and one-half (1 1/2) his or her regular rate of pay for hours worked on a holiday.

Where better wages or conditions than called for herein are in effect, nothing in this Agreement shall be construed as lowering such wages or conditions.

The following, shall be the shift differentials:

1. Where fifty percent (50%) or more of an employee's regularly scheduled hours fall between 5:00 PM and 12:00 midnight, such employee shall receive swing shift differential of \$1.00 above the straight time in hourly rate for all hours worked.
2. Where fifty percent (50%) or more of an employee's regularly scheduled hours fall between 12:00 midnight and 6:00 AM, such employee shall receive a graveyard shift differential of \$1.50 above the straight time hourly rate for all hours worked.
3. Shift differentials shall apply to holiday pay, vacation pay, sick leave and funeral leave pay.

The scales of wages in this Agreement are minimum scales and do not prohibit a superior employee from receiving higher wages, nor is the Employer prohibited from unilaterally reducing a premium at any time.

SECTION 8. HOURS OF WORK AND OVERTIME

All full-time employees shall be guaranteed forty hours of employment consisting of five days of eight and one-half consecutive hours. During this eight and one-half hours, one-half hour shall be off for lunch without pay. Each employee shall have two consecutive days off each week. All time worked in excess of eight (8) hours in any one (1) day or forty (40) hours in any one (1) week, shall be paid for at the rate of time and one-half (1 1/2) the basic straight time hourly rate for the classification. All time worked in excess of twelve (12) hours in any one (1) day shall be paid for at the rate of double the basic straight time hourly rate for the classification. All time worked on the seventh (7) consecutive day will be at the rate of double the straight time hourly rate.

All employees shall be given a fifteen minute rest period without any reduction in pay for each four hour work period.

All employees shall have a thirty minute lunch period not more than five hours after the start of their shift.

The Guaranteed work week will not be applicable for part-time employees.

Paid time off (vacation, holidays, jury duty, funeral leave and paid sick leave) shall be credited toward the computation of eligibility for overtime, but for such purpose only provided that with respect to any paid sick leave utilized for such purpose the Employer may require reasonable proof of physical disability sufficient to justify the employee's absence from work for the period claimed.

SECTION 9. OVERTIME DISTRIBUTION

Consistent with efficient operations, the Employer shall attempt to distribute scheduled overtime among all qualified Engineers. The Union agrees that the inequitable distribution of such overtime shall not give rise to any pay claim by the Union against the Employer, provided the Employer shall cooperate with the Union in this attempt to distribute overtime on a just basis.

SECTION 10. CALL BACK PAY

An Employee who has completed his/her regular shift and leaves the Employer's property and is called back to work shall receive a minimum of four (4) hours pay at the overtime rate of pay.

SECTION 11. STANDBY PAY

When the Department Head is on scheduled vacation or otherwise is occupied by an approved absence or responsibilities to the University, Maximum of 20 weekends per year, and the University appoints an Acting Assistant Chief Engineer and assigns him to carry a pager or cell phone during off-duty hours, for each off-duty hour of such service, the Acting Assistant Chief Engineer will be compensated at a rate of 10% of the base hourly rate of the Acting Assistant Chief Engineer rate for such hours.

SECTION 12. COMMENCEMENT WEEK

For Commencement Day, the University will seek at least two (2) volunteers to work a shift of up to five and one-half (5.5) hours each, and may assign same, if no volunteers come forward. Such assignment, if required, shall be by inverse seniority. The Union shall make it's best effort to provide such volunteers. The two (2) staff members working will receive, in lieu of pay, paid time off of eight (8) hours, which shall be taken within the same pay period.

SECTION 13. TOOL ALLOWANCE

The College shall provide a reimbursable hand tool allowance of \$350.00 per year per employee.

SECTION 14. HOLIDAYS

The following, shall be observed holidays:

January 1	Veterans Day or Midterm Holiday
Martin Luther King Day	Thanksgiving Day
President's Day (Feb)	Day After Thanksgiving
Good Friday	December 24
Memorial Day	Christmas Day

Juneteenth
Independence Day
Labor Day

December 26
December 31

When one of these paid holidays falls on a Saturday, the Friday before will be observed; if one falls on a Sunday, the following Monday will be observed. If two of the holidays fall on the same weekend, only one additional holiday will be observed (Friday or Monday).

Employees working on any of the holidays shall be paid at the rate of time and one-half (1 1/2) in addition to their regular hourly rate.

The President of the University may designate a specific date or dates as additional holidays to the current holiday list. Only full-time employees are eligible for these holidays. The employer may schedule some of the Union employees to work on those days, in which case they will be eligible for compensatory time off or wages at straight time.

SECTION 15. VACATIONS

All full-time employees who have been continuously employed shall be entitled to vacations on the following:

After One Year of Service	15 Days
After Three Years of Service	20 Days

No vacation shall be earned during the first six months of employment. After six months, 7.5 days of the first year's vacation may be taken.

Vacation accumulation shall be moved from one year to the next year, provided that employee's vacation balance shall never exceed the maximum permitted by the Collective Bargaining Agreement.

SECTION 16. SENIORITY

Seniority shall not be applicable during the probationary period, but upon completion of the probationary period, seniority shall relate back to the employee's date of most recent employment.

In cases of permanent reduction of forces and in cases of rehired, seniority shall govern, provided that in the reasonable judgment of the Employer, the senior person has the merit and ability to do the required work.

Seniority is broken by:

1. Voluntary quit or discharge for cause.
2. Layoff or absence from work for six (6) consecutive months except in cases of absences due to bona fide illness or injury in which event Seniority shall

be broken by absence from work in excess of twelve (12) consecutive months.

Although senior employees shall have preference of shifts and days off, e.g., vacations, the Manager of the Maintenance Department shall have the final authority for approving any and all leaves.

All permanent shift openings shall be posted for five (5) regularly scheduled work days.

SECTION 17. DISCHARGE

There shall be a probationary period of ninety (90) calendar days during which the Employer may terminate an employee in its sole discretion without resort to the grievance procedure. The probationary period can be extended if mutually agreed upon by the Union and the Employer.

Employees who have completed their probationary period shall be considered regular employees and shall not be discharged without just cause.

Discharged employees shall be paid at the time their last shift is completed.

SECTION 18. HEALTH AND WELFARE

The Employer agrees to contribute into the Stationary Engineers Local 39 Health and Welfare Trust Fund, at its respective office in San Francisco, California, or such other designated place of payment, the following amounts, per month, for each eligible employee under this Agreement, for the purpose of providing such employees and their dependents with group life insurance, hospitalization, prescription drugs, medical, vision, and dental plans, as now specified, and as may be hereinafter specified, by said Trustees, and to accept, assume and be bound by all of the obligations imposed upon individual employers by those certain agreements referred to for convenience as the "Stationary Engineers Local 39 Health and Welfare Trust Agreement," as amended December 31, 1975 (copies of which have been delivered to the Employer herein and receipt of which is expressly acknowledged) and any amendments or modifications, changes or mergers with respect to said Trust Agreement made by the parties thereto, effective April 1, 2022, a monthly amount of Two Thousand three hundred nine dollars and no cents (\$2,309.00), plus a flat monthly contribution rate of twenty five dollars (\$25.00) for life insurance.

The above contributions shall be made on or before the tenth (10th) day of each month, for each employee employed for a period of not less than eighty (80) hours during the preceding calendar month.

The undersigned further agrees that he or it does irrevocably designate and appoint the Employers mentioned in said Health and Welfare Trust as his or its attorneys-in-fact for the selection, removal and substitution of trustees, as provided for in said Trust Agreements and as may be hereinafter provided by or pursuant to said Trust Agreements.

In the event that the Trustees of the Stationary Engineers Local 39 Health & Welfare Trust determine that the current contribution amount or the amount referred to in this Agreement is insufficient to provide the benefits then in effect, the Employer herein agrees to pay such further amount as may be necessary in the decision of the Trustees to maintain the then current level of benefits for the life of the Agreement.

In the event the individual Employer herein fails to pay the amounts of Trust Fund contributions due and owing for the period in which they are due and owing, the individual Employer shall pay, in addition to the amounts due as contributions, such additional liquidated damages and/or attorney's fees as are set forth in the Trust Agreement to which the individual Employer is bound.

In the event of accident, illness, or layoff of any employee with ninety (90) days or more of employment, the Employer will continue the monthly payments for the employee and his dependents for a period not to exceed three (3) months.

SECTION 19. PENSION

The Employer agrees to contribute into Stationary Engineers Local 39 Pension Trust Fund, at its respective office in San Francisco, California or such other designated plan of payment, the following amount:

Effective:	April 1, 2022	\$8.39/hr.
	April 1, 2023	\$9.82/hr.
	April 1, 2024	\$13.47/hr.

for all straight time hours worked or paid for, up to a maximum of 2,080 in a calendar year.

The above contributions shall be made on or before the tenth (10th) day of each month, for pension benefits, programs and plans, as now specified, and as may be hereinafter specified by said Trustees and to accept, assume and be bound by all of the obligations imposed upon individual employers by those certain agreements referred to for convenience as the Stationary Engineers Local 39 Pension Trust Agreement, as amended December 31, 1975 (copies of which have been delivered to the Employer herein and receipt of which is expressly acknowledged and amendments or modifications, changes or mergers with respect to said Trust Agreement made by the parties thereto.)

The undersigned further agrees that s/he or it does irrevocably designate and appoint the employers mentioned in said Pension Trust as his/her or its attorneys-in-fact for the selection, removal and substitution of Trustees as provided for in said Trust Agreement and may be hereinafter provided by or pursuant to said Trust Agreements. In the event the individual Employer herein fails to pay the amounts of Trust Fund contributions due and owing for the period in which they are due and owing, the individual Employer shall pay in addition to the amounts due as contribution, such additional liquidated damages and/or attorney's fees as are set forth in the Trust Agreement to which the individual Employer is bound.

Employees covered by this Agreement would not be eligible for any retirement or pension benefits which may be offered by the Employer to its other employees.

SECTION 20. ANNUITY FUND

The Employer agrees to contribute into the Stationary Engineers Local 39 Defined Contribution Annuity Trust Fund, at its respective office in San Francisco, California, or such other designated place of payment, the following amounts:

Effective	April 1, 2022	\$2.05/hr.
	April 1, 2023	\$2.10/hr.
	April 1, 2024	\$2.15/hr.

For all straight time hours worked or paid for, up to a maximum of 2080 in a calendar year.

The above contributions shall be made on or before the tenth (10th) day of each month, for annuity benefits, programs and plans, as now specified by said trustees and to accept, assume and be bound by all of the obligations imposed upon individual employers by those certain agreements referred to for convenience as the Stationary Engineers Local 39 Annuity Trust Agreements, (copies of which have been delivered to the Employer herein and receipt of which is expressly acknowledged) and amendments or modifications, changes or merger with respect to said Trust Agreement made by the parties thereto.

The undersigned further agrees that s/he or it does irrevocably designate and appoint the Employers mentioned Annuity Trust as his/her or its attorneys-in-fact for the selection, removal, and substitution of Trustees as provided for in said Trust Agreement and as may be hereinafter provided by or pursuant to said Trust Agreements.

In the event the individual Employer herein falls to pay the amounts of Trust Fund contributions due and owing for the period in which they are due and owing, the individual Employer shall pay in addition to the amounts due as contributions, such additional liquidated damages and/or attorneys fees as are set forth in the Trust Agreement to which the individual Employer is bound.

SECTION 21. SICK LEAVE

Sick leave with pay for a bona fide illness shall be granted to all regular, full-time employees at the rate of one day's pay a month. A maximum of fifty-five (55) days may be accumulated. If sick leave is used up, accumulated vacation may be used in order to receive regular pay.

All sick leave requests must be approved by the employee's supervisor. Certification by the supervisor that he has personal knowledge of the employee's illness is required by the Human Resource Office for sick leave absences of more than two (2) days. The supervisor may also require a doctor's certification for sick leave.

The payment of sick leave shall not affect or limit an employee's right to the full weekly disability benefits to which s/he may be entitled under the California Unemployment Compensation Act. In cases where an employee is eligible to receive disability benefits payments the employee shall receive his/her full disability benefit payment plus such portion of his/her earned sick leave pay that shall aggregate to an amount equal to, but not exceeding, the employee's regular rate of pay. In cases of industrial injury entitling an employee to Worker's Compensation Insurance payments, the same method of integration with sick leave shall apply.

It is the employee's responsibility to call the supervisor within two (2) hours of the shift start each day of absence unless other arrangements have been made during the previous work day.

Any employee when on June 30, 1996, and on each June 30, thereafter, has a sick leave balance of fifty-five (55) days or four hundred and forty (440) hours shall be paid for the value of one-half (1/2) of the unused sick leave that would have been accumulated during the preceding twelve (12) months in excess of fifty-five (55) days or four hundred and forty (440) hours except for the 55 days/440 hour maximum accumulation provided above.

If during the Agreement period, the Employer increases the sick leave available to its non-exempt employees and said increase exceeds fifty-five (55) days per year, the employees covered under this Agreement shall have their sick leave adjusted accordingly.

SECTION 22. FUNERAL LEAVE

When a death occurs in the immediate family of an employee, he shall be entitled to a leave of absence of three days with pay. Immediate family is defined as spouse, sister, brother, daughter, son, mother, father, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents and Grandchildren. In the case of a death in the immediate family as above defined where the funeral is held outside of California, the employee shall be entitled to an additional leave of absence of two (2) days with pay to attend the funeral.

Funeral leave applies only in instances in which the employee attends the funeral or is required to make funeral arrangements, but is not applicable for the purposes such as settling, the estate of the deceased. A copy of the death certificate or proof of relationship may be required.

SECTION 23. JURY DUTY

When an employee is called for jury duty, s/he shall notify his/her supervisor, who will arrange for his/her replacement in accordance with the request for jury service.

Employees called for jury service shall be supplied with a letter addressed to the county clerk which requests information necessary to make up the difference in pay between

time lost and the amount received as jurors' fees on a straight time basis.

In the event of an employee who is called for jury duty and is not selected as a juror, such notice indicating the amount of compensation, if any, the date and time involved, shall be made by the court clerk on the letter supplied to the employee in order that the employee may be paid for the difference between a reasonable amount of time lost from work and the amount received as reporting fees. The Employer agrees to pay the difference between such fees as herein referred to and the employee's regular straight time pay.

SECTION 24. PERSONAL BUSINESS

Time off during working hours for essential personal business may be arranged with employee's supervisor. If time off in excess of two (2) hours per month is needed, it will be made up later, charged to accumulated overtime or vacation, or taken without pay.

SECTION 25. EDUCATIONAL BENEFITS

Only full-time employees (hereinafter called "full-time employees") who have successfully completed the new hire probationary period may take undergraduate courses with full remission of tuition (but not fees).

Current spouses of full-time employees may take undergraduate courses with full remission of tuition (but not fees).

Dependent children as defined by the Internal Revenue Service, of full-time employees, may take undergraduate courses with full remission of tuition (but not fees).

Tuition remission for full-time employees, their current spouses, or dependents does not apply to the Early Learning Center, the Elementary School, or Notre Dame High School.

SECTION 26. GRIEVANCE AND ARBITRATION PROCEDURE

1. Any and all disputes and grievances that may arise with reference to the provisions of this Agreement or the enforcement thereof, which cannot be settled directly by the Employer and the Union within two (2) business days, shall be referred to a Board of Adjustment upon written request of either party to the other. The Board of Adjustment shall consist of two (2) representatives of the Union and two (2) representatives of the Employer and shall meet within forty-eight (48) hours of such notification or request. Disputes or grievances must be taken up by the Union with the Employer or by the Employer with the Union within thirty (30) calendar days of the occurrence thereof, and discharge or other disciplinary cases, including terminations for other than cause, must be taken up within five (5) working days from the date of discharge, discipline or termination and if not settled within two (2) business days must be referred to the Adjustment Board immediately or the right to an adjustment board hearing or arbitration is lost. A decision by a majority of the Adjustment Board shall be final and binding upon all parties.

2. In the event that any matter submitted to the Adjustment Board cannot be settled within five (5) working days, the matter shall thereupon be submitted to an impartial arbitrator. If the parties cannot agree upon a person to act as an impartial arbitrator, then the impartial arbitrator shall be named by agreement between Notre Dame de Namur University and IOUE, Local 39. The decision of the arbitrator shall be final and binding on all parties. Each party shall bear all costs of presenting its case to the arbitrator. The cost and expense of the employment of the impartial arbitrator shall be borne equally by the parties hereto and work shall continue without interruption pending settlement of any dispute arising thereunder. When arbitration proceedings have been decided upon, the arbitration shall be heard as reasonably feasible based upon the schedule of the arbitrator and the arbitrator shall render a written decision within thirty (30) days thereafter.

SECTION 27. VISITS BY UNION REPRESENTATIVE

Duly authorized representatives of the Union shall have the right to visit the Employer for the purpose of observing conditions under which employees are working, provided;

1. The representative will first notify Administration of his presence at the University. Twenty-four (24) hours notice will be given to the Executive Director of Human Resources or their designee, except in the event of a bona fide emergency in the workplace, such as injury accident.
2. The representative shall not interfere with the work of the employees.

SECTION 28. STRIKES AND LOCKOUTS

There shall be no strikes, stoppages of work, lockouts, or boycotts during the life of this Agreement. However, refusal to pass a picket line of some other union representing employee of the Employer and authorized by the San Mateo County Central Labor Council shall not be considered a violation of this Agreement. The Employer agrees to re-open Sections 7, 20 and 21 of this agreement every March 1st for the life of this agreement. The Union retains the right to strike over Sections 7, 20 and 21 should the parties fail to meet agreement on these specific sections.

SECTION 29. CLASS B LICENSE

Maintenance Engineers may at their discretion obtain a Class B License for the purpose of moving vehicles on campus and to scheduled maintenance appointments only. Obtaining such a license is strictly voluntary. NDNU shall compensate such individuals who volunteer to obtain such a license for any costs associated with obtaining the license. The Maintenance Engineers will not be required to take passengers.

SECTION 30. TERM OF AGREEMENT

This Agreement shall become effective April 1, 2022 and remain in full force and effect until midnight March 31, 2025. The Agreement shall continue to remain in force thereafter until such time as either party wishes to amend or terminate, in which event sixty (60) days advance notice shall be given in writing.

Notre Dame De Namur University



Dr. Karen D. White, Ed.D,
Director, Human Resources

Date: 8/2/2022

**International Union Of Operating
Engineers, Stationary Engineers,
Local 39**



Bart Florence, Business Manager



Jeff Gladieux, President



Jay Vega, District Representative



Moses Portillo, Business Representative

Date: _____

APPENDIX

In accordance with Section 12: Tool Allowance, the following hand tools are provided as a guideline only for the application of this provision:

Adjustable Wrenches (6" and 10")	Fuse Puller
Allen Wrench Set (small sizes)	Hammer
Nut Driver Set (3/16" to 1/2")	Needle Nose Pliers
Screwdriver Set (Standard) (3)	Lineman Pliers
Screwdriver Set (Phillips) (3)	Channel Type Pliers (8")
Holding Screwdrivers (flat and Phillips)	18 Foot Tape Measure
Open End & Box Wrench Set (3/8" to 3/4")	Torpedo Level
Plastic Tip Brush	Pocket Knife
Wire Brush	Putty Knife
Razor Blade Scraper	