

Field Trip Guidelines  
TUL/AFW Technical Specialists

Article 26 of the Labor Agreement indicates the manner in which employees who are sent on a field trip are to be paid. It does not provide procedures for the selection of employees for such field trip. In the absence of specific contract language, the Company and The TWU are establishing the following policy for the selection of employees for field trips for TUL and AFW Technical Specialists.

- A. Field trip lists shall be maintained by the Company and shall be posted at designated locations in AFW and TUL daily. The Company shall retain copies of the field trip list for a period of not less than six (6) months and shall make those lists available to any TWU personnel upon request.
- B. All employees entering the work unit, (e.g. returning from unpaid LOA, new hires, transfers) will be placed on the field trip list and are given the highest hours plus one hour.
- C. An employee who is working with medical restrictions will be considered for field work within his medical restrictions.
- D. Upon the Proffer of a field trip, the reasons for the field trip will be discussed with the employee. The employee shall determine his ability to satisfactorily perform the work by accepting or declining the field trip proffer.
- E. Selection for field trips will be made from those employees lowest in posted field trip hours on the appropriate work unit field trip list following these procedures:
  - 1. With less than 2 hours until departure use the field trip list and proffer a Technical Specialist on shift.
  - 2. With more than 2 hours until departure use the field trip list and proffer to Technical Specialists using the entire field trip list.
  - 3. Once the field trip has been called and proffered to the first Technical Specialist the field trip may not be canceled and offered to another Title Group until all eligible Technical Specialists have declined the offer.
- F. All overtime hours worked or refused on field trips will be charged to the employee's work unit field trip list.

For Example: Worked or refused 8 hours at 1.5 X rate – Charged 12 hours  
Worked or refused 8 hours at 2.0 X rate – Charged 16 hours

1. An employee who refuses a field trip will be charged with a field trip refusal and will immediately have twenty-four (24) hours added to the field trip list. Upon completion of the subject field trip, the field trip list will be adjusted for the employee(s) who refused the field trip to reflect the actual paid hours for the field trip.
2. Employees hereunder shall not be required to suspend work to avoid the payment of overtime.
3. If a field trip shall continue so that its termination shall fall less than seven and one-half (7-1/2) hours prior to the commencement of the employee's regular shift he shall receive pay for all time worked as though his regular shift were continuous with his field trip.
4. An employee will not be eligible for another field trip until he turns in his hours from the field trip worked.
5. At the employee's option, he may elect to depart directly from his home (without reporting to his base) when leaving on his field trip and/or to return directly to his home when returning from a field trip. When exercising this option, for purposes of calculating the time spent on a field trip, the total hours shall begin 30 minutes prior to his departure and shall end upon his arrival at his home airport.

G. Health and Safety Considerations

1. Prior to departing the field trip location, the Company and the employee will discuss the employee's ability to work his next scheduled shift following his return. If there is a safety or health concern, the Company may relieve the employee from all or part of his next shift and he shall be compensated for scheduled hours at straight time rates.
2. When making such a reasonable determination, the Company shall consider the employee's schedule while on the field trip in conjunction with his schedule upon returning.

H. Employee's field trip hours will be zeroed upon the written request of the Local TWU President to the operating management. Such change will be effective on January 1<sup>st</sup> of the following year after such request is received.

I. Technical Specialists traveling on field trips shall coordinate travel plans with the Specialist Engineer on duty.

J. Any Technical Specialist on the field trip list will be supplied with all necessary outer wear and safety equipment. Outerwear and equipment will be replaced as necessary

The following is a list of supplied outer wear and safety equipment:

1. One (1) pair coveralls
2. One (1) lightweight jacket with lining
3. One (1) cold weather parka
4. One (1) headset ear protection
5. One (1) reflective safety vest
6. One (1) pair of safety glasses
7. An adequate supply of rain gear (top and bottom) will be maintained at each station

Shift Selection Bidding  
TUL/AFW Technical Specialists

Article 21(b) states, "Shifts may be Rotated, Fixed, or Bid in accordance with the preference of the majority of the employees at a particular station or work unit on an annual basis in the month of September."

ROTATING SHIFTS

If Rotating shifts are selected, the following procedures will be observed:

1. Per Article 21(a) and Article 5(c), employees may volunteer to work a steady Night, Afternoon, or Relief shift. Available shifts will be selected by occupational seniority.
2. All remaining shifts will rotate. These remaining positions will be selected by occupational seniority.
3. All rotating shifts will rotate through the line positions with the same days off.
4. Article 3(c) states, "Shift rotations will occur on a thirty-four (34) calendar day basis immediately following the employee's day off."
5. Employees who volunteer to work steady Night, Afternoon, or Relief shift may give up that steady shift and enter into the rotation at the next 34-day rotation period provided the employee submits a written request to his supervisor at least fourteen (14) calendar days prior to the implementation of that next 34-day rotation period.
6. If an employee has a Night, Afternoon, or Relief shift rotate into his line position, he may elect to stay on that shift provided the employee submits a written request to his supervisor at least fourteen (14) calendar days prior to the implementation of that next 34-day rotation period.
7. If during the Bid year, an employee vacates a position, that vacated position will continue to rotate. If that vacated position was a fixed shift, that shift will now rotate.
8. When vacancies occur in a particular-work unit, employees may bid the vacancy/shift in accordance with the above at no penalty to the company if days off are affected. The resulting vacancy will be filled by the provisions of Article 12. When an employee bids a vacancy in accordance with this paragraph, that changes his days off, his bid vacation dates shall remain the same.

BID SHIFTS

If a Bid shift is selected, the following procedure will be observed:

1. Employees may bid shifts for a bid cycle of fixed duration provided that days off are not affected except as indicated in paragraph 5 below. The duration of the cycle will be three (3) months. Shift change will take place following the employee's day off.
2. All bids will be submitted, signed, and dated fourteen (14) calendar days prior to the conclusion of the current bid.
3. Bids will be awarded by occupational seniority and posted no later than seven (7) calendar days prior to the commencement of the next bid.
4. Failure of an individual to submit a timely bid will result in assignment to remaining vacancies by management.
5. When vacancies occur in a particular work unit, employees may bid the vacancy/shift in accordance with the above at no penalty to the company if days off are affected. The resulting vacancy will be filled by provisions of Article 12. When an employee bids a vacancy in accordance with this paragraph, that changes his days off, his bid vacation dates shall remain the same.

#### FIXED SHIFTS

If a Fixed shift is selected, the following procedure will be observed:

1. All shifts and line positions will be selected by occupational seniority.
2. All shifts will be fixed except for Relief lines.
3. When vacancies occur in a particular work unit, employees may bid the vacancy/shift in accordance with the above at no penalty to the company if days off are affected. The resulting vacancy will be filled by the provisions of Article 12. When an employee bids a vacancy in accordance with this paragraph, that changes his days off, his bid vacation dates shall remain the same.