

March 9, 2015

To: All Title V Represented Employees

**RE: Special Crew Chief Self-Demotion Opportunity**

The AA/TWU Agreement provides for a special fifteen-day window to be established to allow an opportunity for Crew Chiefs to self-demote outside the normal filling of vacancy provisions, provided they have completed twelve (12) months in their current assignment.

The jobs vacated by the self-demotion process will be awarded on a **local** basis only. If more employees desire to self-demote than those bidding for the jobs, self-demotions will be limited to the number requesting to backfill the positions. If insufficient local bidders are available, the self-demotions will be permitted in seniority order equal to the number of bidders.

In order to accommodate those Crew Chiefs desiring to self-demote and those employees, within the same station/base, classification and status, desiring to backfill their positions; the window for Crew Chiefs desiring to Self-Demote will be open for 15 days and will run from **March 15, 2015 to March 30, 2015.**

**Crew Chief Self-Demotions**

Crew Chiefs desiring to self-demote must submit an AOI to the Tulsa Admin Center no later than **2400 hours on March 30, 2015.** Time stamp your AOI and place in the white locked box in the outer lobby. After this date, these self-demotion requests will be irrevocable and cannot be rescinded.

Crew Chiefs self-demoting through the special self-demotion process will be prohibited from bidding a Crew Chief position, and from serving as an acting Crew Chief for one (1) year from date of demotion.

**Backfill Requests**

All jobs to be vacated during the self-demotion process will be posted on the online tool for bidding. Employees desiring to backfill must make the request, also on the online tool no later than **2400 hours on April 15, 2015.**

Employees who did to replace an existing Crew Chief will be selected per the procedures outlined in Article 11.

Please see the attached Q & A. If you have additional questions you should contact your supervisor and/or your Local TWU Representative.

Julia A. Cordray  
Supervisor, Tulsa M&E Admin Center

cc: TWU Local #514  
HR Ops Support