

## **Change of Shift (CS) Policy – Tech Ops** **For TWU Represented Employees**

Effective September 1, 2015

Change of shift (CS) is a privilege that provides employees enhanced flexibility and allows the Company to attract and retain valuable employees. In fairness to everyone, employees may not use shift trades as a means of circumventing the regular shift bid process. Shift trades are a privilege the company extends to employees and for which it reserves the right to suspend this privilege. CS policy must remain cost neutral to the company. The Company will pay all time worked because of the CS at straight time rates. If any Federal, State, or other local laws or ordinances create an additional cost to the company due to the CS, then the CS will not be allowed such as in Puerto Rico (SJU).

### **A. General**

1. Employees are allowed a maximum of twenty six (26) CS off (CSO) occurrences per quarter. Employees are allowed a maximum of four (4) CS work (CSW) per week. An employee cannot CS with himself.
2. Employees are permitted to work a maximum of two (2) double shifts per week as a result of a CS work (CSW). The two double shifts can be “back to back”. Employees cannot exceed two (2) consecutive double shifts per week.
3. The company may disapprove any back to back CS work (CSW) for any employee where the company finds that there is evidence the employee’s productivity, safety, or job performance is adversely affected. The employee’s supervisor shall discuss the concerns with the employee.
4. Back to back double shift CS work (CSW) will not be approved for any employee who is on a 1<sup>st</sup> Advisory, or higher for attendance.
5. Each employee is responsible for understanding, adhering to, and staying current with the CS policy.
6. This policy is applicable throughout Tech Ops and supersedes any existing local policy or practices. The Company will apply this policy to all eligible Tech Ops employees.

### **B: Policy**

1. Employees must submit CS requests through an approved automated program (AAP). If no AAP is available, the request must be in writing. Outside of an AAP, management personnel must approve a CS request. Employees are responsible for ensuring that a CS does not violate Federal Aviation Requirements and Company policy related to duty time.
2. Employees must submit CS requests at least twenty-four (24) hours in advance of the scheduled start time for the CS. If an employee fails to submit

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the CS request at least twenty-four (24) hours in advance of the scheduled start time for the CS, it will not be approved. Exceptions may be granted for extraordinary/emergency situations with management approval based on needs of service.

3. CS overlaps will not exceed thirty (30) minutes. Employees may work a maximum of sixteen (16) consecutive hours (excluding unpaid meal periods) during a twenty-four (24) hour period. An employee working a double cannot make up the difference in overlap. Employees on 4/10 shifts are not eligible for double CSs. An employee working a CS is responsible to maintain a minimum seven and one half (7.5) hours rest period between actual punch-out and the next punch-in. The employee cannot adjust a regularly scheduled shift to meet this seven and one half (7.5) hours required rest period. The CS policy does not permit partial shift trades.
4. No employee may schedule any triple shifts. An employee may not accept a CSW that results in being released from duty less than seven and one half (7.5) hours prior to the beginning of his next shift.
5. An employee on transitional duty (TD), restricted duty (RD), or who is otherwise being accommodated may CS off (CSO). Employees on TD, RD, or who are otherwise being accommodated that would like to CS work (CSW), must check with management in advance of the CS work (CSW) request to determine whether restrictions can be accommodated for the CS work (CSW) shift.
6. Employees who wish to engage in a CS must both be normally assigned to the same HOC (Base MTC Only) or bid area. For example, an employee who is normally assigned to TULE hangars 1/2 may not CS with an employee normally assigned to TULE hangars 5/6.
7. Probationary employees under Article 9 of the CBA or employees working under a one-hundred and eighty (180) day trial period under Article 12(m) of the CBA will not CSW or CSO. Exceptions may be granted in certain situations with management approval.
8. Employees may CSW or CSO with other employees only if they are qualified in the same job duties and classification as the employees with whom they CS. It is the responsibility of both employees to ensure that the employee working is qualified and proficient for scheduled assignments, such as Taxi/Run-up, ETOPs, Tow qualified, etc. Exceptions may be granted in certain situations with management approval based on needs of service.
9. A Crew Chief can CS work (CSW) for a mechanic, if he is qualified for the CSW work assignment. Crew Chiefs can CSO with mechanics. Mechanic's that CSW for a Crew Chief will be expected to work as a Crew Chief during

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that shift. A Crew Chief on a CSW for a mechanic can be assigned to work in their normal capacity as a Crew Chief.

10. Employees may not do multiple CSs. For example, employee B picks up a shift from employee A. Employee B cannot give that same shift to employee C.
11. Employees cannot split a CS work (CSW) with another employee.
12. Employees cannot CS work (CSW) during their scheduled vacation week(s). Employees may CSW their days off before and after their scheduled vacation week(s), subject to provision A.1., listed above.
13. Employees may not CS a shift during scheduled training hours. Employees must schedule any CSW to ensure a minimum of seven and one half (7.5) hours of off duty time prior to training.
14. Employees working a CSW will report to the local designated area as set by management and immediately report to the work area Crew Chief or Supervisor.
15. Employees must work their assigned location and shift as scheduled. Any non-management initiated CS of location constitutes a change of shift and must follow the CS policies outlined in this document.
16. If an employee is contacted for overtime while on or scheduled for a CSW, it is the employee's responsibility to notify the person proffering the overtime that he is on or scheduled for CSW. If you are scheduled for a CSW prior to the calling of Overtime/Field Trip, you will not be allowed to cancel the CSW.
17. In order to be eligible to CS, employees must accomplish and maintain current all assigned training, medical requirements, OSHA requirements, airport SIDA badge, and/or qualifications.
18. CSs cannot be utilized to make shift adjustments. If an employee wishes to begin their shift late or leave early, the employee can request unpaid Timecard Leave (TL) with management approval, based on needs of service.

C. Violations of Policy

1. An employee that violates the Federal Aviation Requirements and Company policy related to duty time as the result of working a CSW may be restricted from utilizing a CS for one year (365) calendar days, not counting days of sick, industrial injury, or vacation.

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2. An employee who fails to report or is late for a scheduled CSW for any reason, other than sickness supplemented by a physician's statement may be restricted from utilizing a CS for one hundred and eighty (180) calendar days, not counting days of sick, industrial injury, or vacation.
3. An employee who fails to comply with this policy may be restricted from utilizing a CS for one hundred and eighty (180) calendar days, not counting sick, industrial injury, or vacation.