

Base Maintenance Overtime Distribution Procedures

(A) General:

1. The Base Maintenance Overtime Procedures are applicable at all base maintenance locations. These procedures determine how the Company offers and assigns overtime. Compensation will be paid in accordance with Article 6.
2. In the event it becomes necessary to amend these procedures, the Company will meet and confer with the TWU. The Company and TWU agree that each party shall designate no more than three (3) representatives to participate in the process.
3. The Company will maintain the overtime hours charged, record of calls made, time of call, person calling and response. Hours charged will be recorded daily. The Company will also provide a phone record of the calls that will reflect the time of the call the number called and the duration of the call to coincide with the record where available.
4. On the second Monday of January, every odd year, at 2359 hrs. local time, the Company will reset the hours by Occupational Seniority on the Overtime List (OTL) to zero for equalization purposes for all shops/docks or work units. In the event two or more employees have the same seniority date, the OTL will list the employee that is higher on the master seniority list first, with consideration of the Kasher decision where applicable.

(B) Definitions and Clarifications

1. "Employees qualified to perform the work necessitating the overtime" is defined as employees who are satisfactorily performing or who have previously satisfactorily performed the work.
2. "Within the crew or work unit" defines the group or employees established by the Company amongst whom the overtime is to be distributed and for whom an overtime list is maintained. An overtime "work unit" consists of those employees in a particular shop/dock, skill and/or shift overtime list.
3. "As equitably as practicable" means as fairly as is consistent with good business judgment.
4. Any hours worked, in excess of eight (8) or ten (10) on a Holiday, will be charged to an employee's overtime record.

Base Maintenance Overtime Distribution Procedures

(C) Overtime Lists:

1. Each shop/dock or work unit will maintain a separate Overtime List (OTL). The OTL will list employees by overtime hours charged. Each shop/dock or work unit will maintain an Overtime List (OTL) for each applicable skill e.g. General Mechanics, Plumbers, Tech Crew Chiefs, Inspectors, Avionics, etc...
2. The OTL will list employees in inverse hour order, those with the fewest hours at the top. In the event two or more employees have the same number of hours, the employee higher on the master seniority list will be listed first. Hours will be shown in whole hour increments, with fractions of 0.5 or less being rounded down, and fractions of 0.6 or more being rounded up.
3. An employee who does not want to work overtime for an extended period of time will access the automated system and request to be unavailable for proffers of overtime. Upon submission, the employee will be assigned overtime hours of 9999 and will remain on the overtime list in this status until such notice is rescinded in the system. Upon rescinding, the employee must wait 30 calendar days to be reinstated to an active status. In addition, upon reinstatement the employee will be given the highest overtime hours plus one (1) hour or the number of hours he had at the time of removal whichever is greater.
4. In the event it becomes necessary to assign overtime to employees designated as 9999 the Company will assign the overtime in inverse seniority order from this designation. Employees so assigned will be charged with the number of hours proffered and these hours will be added to the 9999 classification.

(D) Overtime Sign-Up and Selection:

1. Employees who want to work overtime make themselves available by signing up for overtime by using the electronic tool. Employees can sign-up for Hold-Over (HLD), Early Call-In (ECI), or Day off (DO) overtime for their regularly, assigned shift. In the event the electronic tool is offline, employees will be proffered overtime utilizing a manual proffer. The Company will designate an area in each shop/dock or work unit where employees can place their name on a list expressing their desire to work. All employees assigned will be proffered based on their overtime standing maintained in the system.

Base Maintenance Overtime Distribution Procedures

2. Employees can sign up for Overtime up to fourteen (14) calendar days in advance. If an employee has made themselves available but at the time of proffer is not available e.g. sick (SK), Injury on Duty (ID), Family Leave (FMLA), he will not be considered eligible and will not be charged. If an employee is not on shift, and is contacted telephonically and refuses he will be charged as though the overtime is worked.
3. Employees can make themselves available at any time and will appear on the Overtime Availability List. When overtime is required, management will take a time stamped snapshot of the Availability List for solicitation. The snapshot will not be taken earlier than four hours after the start of the posted, regular scheduled shift. If additional overtime is required, subsequent snapshots of the Availability List can be utilized.
 - (a) Once a snapshot is taken, the first offer for overtime will be within sixty (60) minutes. If the first offer is not made within the sixty (60) minutes a new snapshot must be taken.
 - (b) The Company will notify employees, who have made themselves available for overtime, via the automated system, between the fourth and sixth hour of their posted, regular scheduled shift.
 - (c) In the event the automated system in “unavailable”, the Company will notify employees and designate an area within each shop/dock or work unit where employees can manually sign-up for overtime proffers. The Company will notify employees in person or via phone if they have been selected to work.
 - (d) A refusal can only occur after the 6th hour of an employee’s regularly scheduled shift. If an employee is notified of overtime within the last (2) hours of their scheduled shift, he may refuse and will not be charged. Such notification will be made in person or via phone.

E) Offering Overtime from the OTL:

1. When the need for overtime arises, the Company will determine the appropriate classification(s). In addition, the Company may determine the need to offer the overtime to particular work units and shifts. The Company may also need to require certain qualifications, as referenced in (E) (2). The Company will also determine whether the work requires Holdover (HLD), Early Call-in (ECI), or Day off (DO).
 - (a) Employees that are on their regular scheduled shift will be considered for overtime first. Employees who are on an authorized change of shift, (CSW) will be considered last.

Base Maintenance Overtime Distribution Procedures

- (b) If after the initial proffer of available employees is made additional employees are required, prior to assigning, analyze the work to be done and proffer the simple, non-complex work to the people on the crew that have been qualified by the company, then the people on the crew in other skills that have the ability to do the work and have been qualified by the Company.
 - i. If the work remaining is complex and requires a fully qualified employee, then proffer people regularly assigned to that skill from other crews in the appropriate work/skill group. A reasonable effort should be made to proffer from the overtime work unit having the lowest overtime average in the skill required.
 - ii. In the event a particular Facilities Maintenance (Title II) skill group is exhausted, and additional employees are deemed necessary by management, the employees with the lowest number of overtime hours from all remaining skill groups may be proffered "helper" overtime. Employees so proffered will not be charged for refusal.
 - iii. In the event there are insufficient volunteers to perform the work necessitating the overtime, the company may assign the employee with the lowest amount of overtime hours on duty in the appropriate work unit that requires the overtime. However, prior to assigning overtime the Company may solicit qualified volunteers from other work units. A reasonable effort should be made to proffer the overtime to a work unit of similar skill/qualification with the lowest overtime average prior to assigning "white slipping".
2. The Company may have a need for overtime subject to specialized qualifications, provided all hours worked will be added to the appropriate OTL. Some examples of specialized qualifications include but are not limited to; LMP, RII, fuel tank entry, taxi/tow, etc.

(F) Offering Crew Chief Overtime from the OTL:

1. In an overtime work unit where there is only one regular Crew Chief and Crew Chief duties are needed for overtime, the regular Crew Chief shall be proffered, regardless of his overtime record in relation to his crew or work unit. If he does not sign up for the overtime, an Acting Crew Chief assignment will be proffered to the eligible, pre-qualified employees in descending order of seniority. (Reference: Article 12(f)). If such employees refuse the acting assignment, the regular Crew Chief will be assigned overtime. This procedure shall also apply in an overtime work unit where there is more than one regular Crew Chief and all are needed for overtime.

Base Maintenance Overtime Distribution Procedures

(a) In an overtime work unit where there is more than one regular Crew Chief and Crew Chief duties are needed for overtime, the regular Crew Chief(s) lowest in overtime shall be proffered, regardless of their overtime record in relation to their crew or work unit. If they do not sign up for the overtime, the other regular Crew Chief(s) will be proffered the overtime in ascending order of overtime standing. If they do not sign up for the overtime, an Acting Crew Chief assignment(s) will be proffered to the eligible, pre-qualified employee(s) in descending order of seniority. (Reference: Article 12(f)). If such employee(s) refuse the acting assignment(s), the regular Crew Chief(s) lowest in overtime shall be assigned.

(b) When Crew Chief(s) are not needed to perform Crew Chief duties on overtime, Crew Chief(s) will be offered overtime in a straight working capacity based on their standing on the Overtime List within their shop/dock or work unit/skill group.

(G) Eligibility:

1. Employees who have been scheduled for training immediately prior to their scheduled start times are ineligible for ECI; however, they remain eligible for HLD. Employees who have been scheduled for training immediately following their scheduled stop times are ineligible for HLD; however, they remain eligible for ECI for that shift.
2. Employees on sick leave, vacation, or leaves of absence, regardless of compensation for time off work, are not eligible to work day of overtime either proceeding, during or following their regular scheduled shift. If an employee utilizes VC in one hour increments at the beginning of their shift or end of their shift, they are not eligible for ECI or HLD respectively.
3. Employees authorized to utilize incremental vacation hours or who are on scheduled vacation are eligible for overtime on their regularly scheduled days off. Employees who sign up for day off overtime and do not work will be charged.
4. An employee who is signed up for overtime and is granted incremental vacation hours on that day will be charged.
5. Employees scheduled for vacation, as denoted above, will not be considered as eligible when assigning, "white slipping, day off overtime, under the provisions of Article 6(c) (2), prior to the start of their scheduled vacation period.
6. An employee on transitional duty (TD), restricted duty (RD), or who is otherwise being accommodated must check with management in advance of working OT to determine whether the employee's restrictions can be accommodated for the OT shift. Upon return from a Leave of Absence, employees must be cleared by AA Medical before being proffered overtime. An employee returning from any authorized leave of absence will be given their previous overtime hours, except when the list is zeroed out the employee will

Base Maintenance Overtime Distribution Procedures

be given the average.

7. Employees on permanent restriction(s) are eligible to work overtime, if their restrictions allow them to perform the work and provided that they are qualified for the work in question.
8. An employee on temporary assignment (labor loan) shall be considered for overtime proffers in his home business/work unit. He will also be considered for overtime in the work unit to which he is temporarily assigned (labor loaned) after all regular members of that work unit have been proffered overtime. An employee who has been labor loaned and who has made themselves available for OT must work the overtime assignment, if made between the 4th and 6th hour, irrespective of the business/work unit making the proffer. However, if overtime is available in both business/work units and is proffered after the 6th hour the employee may decline a proffer in-lieu of a specific business/work unit preference.
9. Employees on CS are eligible for Hold Over and Early Call-In, provided the employee is added to the bottom of the availability list.
10. An employee on a training assignment shall be considered for overtime proffers on his regularly scheduled shift so long as the start times are contiguous. He will also be considered for overtime on his training shift, if different than his regular shift, after all regular employees of that work unit have been proffered overtime, on the same priority as an employee on labor loan. If the training assignment results in a different shift assignment for a period of four (4) weeks or more, the employee will be merged (by his overtime hours) into the new shifts overtime list for the duration of the training period.
11. The order of daily overtime proffer will be:
 - (a) Regular members of the work unit
 - (b) Labor loans to the work unit
 - (c) Training assignments from other shifts
 - (d) Employees that have CS'd to that shift
12. An employee working on the shift as an acting supervisor, (MPR), will not be considered eligible for overtime in any type of work for the day.
13. An employee working as an MPR will be given the highest overtime hours plus one (1) hour or the number of hours he had at the time of removal whichever is greater upon return to his/her former position.
14. Employees who are National Guard/Reservists will not be considered eligible and will not be charged during scheduled activity periods, or weekend drills, due to their leave of absence status.
15. Employees will have at least a seven and one-half (7 1/2) hour rest break between

Base Maintenance Overtime Distribution Procedures

work periods before being considered eligible for overtime.

(H) Charging of Hours:

1. An employee who works overtime, will be charged on the OTL for the hours offered. In the event an employee works less than the offered overtime, he will only be paid for the time that he actually works.
2. Employees that do not make themselves available by signing up for overtime will not be charged.

(I) Employee Movement and the OTL.

1. Employees that voluntary transfer between shop/dock or work units, will be added to the OTL and will take the average or his overtime hours, whichever is greater. Employees who are moved into the shop/dock or work unit involuntarily, will have their overtime hours averaged on the OTL.
2. Employees that transfer into or within the base by 12(1), 12(m), recalled from layoff or due to RIF, will be averaged in on the OTL in the affected shop/dock or work unit.