

# Base Maintenance Field Trip Distribution Procedures

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## (A) General

1. The Base Maintenance Field Trip Procedures are applicable at all base maintenance locations. These procedures determine how the Company offers and assigns field trips. Compensation will be paid in accordance with Article 26.
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 field trip hours charged, record of calls made, time of call, person calling and response. 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. The Company will reset the hours by Occupational Seniority on the Field Trip List (FTL) to zero for equalization purposes for all shops/docks or work units every three (3) years commencing January 2014. In the event two or more employees have the same seniority date, the FTL will list the employee that is higher on the master seniority list first, with consideration of the Kasher decision where applicable.
5. Field Trip hours will be maintained separately from the Overtime List (OTL).

## (B) Qualifications

1. The Company will select individuals to perform field trip work based on the qualifications required for the field trip. Selection guides are as follows:
  - (a) Selection will be made by qualifications and skills/job test area to which the employee is assigned.
  - (b) For aircraft overhaul in Tulsa, Field Trip Lists shall be maintained by product line, e.g., MD80, B737, B757, and A767. However, Quality Control Inspectors assigned to aircraft overhaul will be maintained on one list.
  - (c) Employees may only be on the Field Trip List in the same skill/job test area in which they are currently assigned.
  - (d) Qualified employees are to be defined as employees who have previously satisfactorily performed that type work or who are determined by management to be qualified for such field trips. Skill refers to established skills in Aircraft and Facilities Maintenance, e.g., Generals and Avionics, Millwrights and Plumbers.
  - (e) For engine overhaul in Tulsa, a single Field Trip List shall be maintained which will include the following Engines, e.g., CFM, GE, and JT8. Field Trip selections will be made by Qualifications or Skills/job test area to which the employee is assigned.

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- (f) Management will determine if an employee is qualified for such field trips by means of:
  - 1. Any person signing off an aircraft airworthiness release or logbook entry must hold an appropriate airman certificate, i.e., FAA Airframe and/or Powerplant Certificate or Repairman Certificate. If a Field Trip is being solicited to a **Field Station**, at least one of the individuals being proffered must meet the necessary qualification above in addition to any necessary skill qualifications. If the trip only requires one employee then the employee must meet **both** license and skill requirements. If the Field Trip is for Facilities Maintenance the employee must retain the appropriate certifications as defined by State/Local or Federal codes. If the employee does not have the necessary qualifications they will be bypassed and not charged for the trip.
    - a) In the event there is insufficient number of available employees, the Company may meet the requirements of the service by selecting other qualified employees required for the field trip in accordance with these procedures and the Labor Agreement.
    - b) If the situation arises requiring the deployment of a large group of employees on a field trip, the Company may, at its option, apply reasonable selection criteria for that field trip based on the work which requires the field trip. Before applying such selection criteria, the Company will notify the Union of the basis for its decision.
    - c) Probationary employees or 12(m) transfers will not be selected until after successful completion of their probationary period or Trial Period or they have successfully passed their appropriate qualification test.

## (C) Selection Process

- 1. Employees who wish to work field trips must be on the FTL and must make themselves available by signing up for field trip offers. To be added to the FTL, the employee must submit an AOI to their immediate supervisor or designee requesting to be added to the FTL.
- 2. Mechanics selected for field trips outside of the United States must be in possession of a valid, current passport. Applicable work visas, if required, at the time the field trip is accepted will be coordinated by the Company.
- 3. Employees may remove their names to make themselves unavailable at any time. Such removal does not remove the employee from the FTL; however, if an employee is not available at the time of the field trip offer, he will not be considered. If an employee is available at the time of the field trip offer, he is expected to work. Employees will be permitted to make themselves available for field trip offers at any point up to fourteen (14) calendar days in advance.
- 4. An employee who does not want to work field trips for an extended period of time will access the automated system and request to be unavailable for such proffers. Upon submission, the employee will be assigned field trip hours of 9999 and will remain on the field trip 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

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highest field trip hours plus one (1) hour or the number of hours he had at the time of removal whichever is greater.

5. Selection for field trips will be made from those qualified employees lowest in posted field trip hours on the appropriate product-line/shop field trip list and these procedures. In addition, if the Supervisor calling the field trip has:

- (a) Zero to twenty-nine (29) minutes until departure (air taxi or scheduled flight), use the Field Trip List but only proffer the trip to mechanics on duty on that Supervisor's Dock.
- (b) Thirty (30) minutes to one (1) hour and fifty-nine (59) minutes until departure (air taxi or scheduled flight), use the Field Trip List and proffer to Mechanics on that shift.
- (c) Two (2) hours or more until departure, proffer the trip using the entire Field Trip List. This means calling the entire Field Trip List, including people not on the dock or the shift.

### (D) Charging of Hours

1. An employee who works a field trip will be charged on the FTL for all Field Trip overtime hours worked. Employees should provide an expense report to their immediate supervisor or designee, outlining all hours worked, within forty-eight (48) hours from his return to work. Field Trip hours will be updated on the Field Trip List as soon as practicable, but no later than twenty-four (24) hours, from receipt of the employee's expense report. Employees will be considered ineligible for any future trips until such time as they have submitted a report and have been updated within the prescribed twenty-four (24) hours.
2. The FTL 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. If an employee has made himself available for field trip offers, is offered a field trip for which he is qualified, and accepts or fails to work the offered field trip, he will immediately have twenty-four (24) hours added to the Field Trip List. Upon completion of the trip, he will be charged on the FTL for the hours of the field trip as though it had been worked.
4. In the event the time worked by two or more employees is not the same, chargeable employees shall be charged with the higher amount worked. Hours for the field trip begin one hour prior to the scheduled departure time of the scheduled flight or air taxi. Chargeable hours are calculated when the field trip ends. Termination of the field trip will be defined as the actual gate arrival upon return to the employee's home station. If the employee is required to return to his base, after arrival, the trip will end upon clocking out.
5. An employee who fails to work on two consecutive proffers, as provided in this section in a rolling six (6) month period, will be charged two (2) times the hours worked. In the event an available employee fails to work the offered field trip on a third occurrence during a rolling six (6) month period, he will be removed from the FTL and will be barred from signing up on the FTL for the remaining calendar year.
6. Field Trips originating from TAESL for DFW/DWH will be made from those employees lowest in posted field trip hours from the appropriate work unit. Employees accepting the

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field trip assignment will report to TAESL at the beginning of the field trip for the purpose of clocking-in, gathering the necessary tools and equipment etc.

7. In situations where the Company offers a field trip, and there is no answer, an answering machine answers, or a message is left on a privacy manager program, then the employee will be considered "unavailable" and not charged for a refusal.

### (E) Acting Supervisors and MPR's

1. An employee assigned to or accepting an Acting Supervisor or temporary position not covered by the Transport Workers Union Agreement (MPR) will not be eligible for field trips in their regular classification while so assigned, except where other qualified personnel are not available. Employees will not be eligible for field trips when the following occurs:
  - (a) They have been assigned as Acting Supervisor/MPR for the three (3) work days prior to the field trip proffer/selection.
  - (b) They are assigned as Acting Supervisor/MPR the work day before and after the trip.
2. In the event an employee assigned to or accepting an Acting Supervisor/MPR position is proffered a field trip, all field trip hours worked by that employee will be charged to the field trip list and, when appropriate, the MPR List.
  - (a) If an employee is working in the capacity of Acting Supervisor/MPR when a field trip is proffered they will have 24 hours charged to the Field Trip List.

### (F) Health and Safety Considerations

1. An employee on transitional duty (TD), restricted duty (RD), or who is otherwise being accommodated must check with management in advance of accepting a FT to determine whether the employee's restrictions can be accommodated.
2. When an employee returns from a field trip they should contact their immediate supervisor or their designee. Based on considerations for health and safety due to the employee's lack of rest, the Company may make a reasonable determination to relieve the employee from working the remainder of his scheduled shift, or the entirety of his shift if it has not yet begun.
3. An employee so relieved from work shall be paid his straight time rate for that portion of his shift from which he is relieved, regardless of the rate he would have received had he been permitted to work.
4. 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.
5. Such reasonable determination should normally be made after the employee has reported back from his field trip and prior to commencing work, except for such work as may be related to the field trip.

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## GENERAL PROCEDURES FOR FIELD TRIPS

### GENERAL RULES:

- By accepting this field trip, you agree to being qualified and capable of performing all required tasks.
- **Dangerous Goods** are **not** allowed in toolboxes or tool kits.
- Must go through security checkpoint at the terminal.
- Travel to field stations is to be in accordance with Company dress rules. When leaving directly from work clean AA uniform shirts will be available in the tool room (long pants are not furnished but are required).
- Your field trip time begins 60 minutes prior to departure or 90 minutes for International trips. When an employee returns from a field trip they should contact their immediate supervisor or their designee. Based on considerations for health and safety due to the employee's lack of rest, the Company may make a reasonable determination to relieve the employee from working the remainder of his scheduled shift, or the entirety of his shift if it has not yet begun.
- **Your contact person at the station is:**

- Check in with local management and your home station at least once per shift.
- Normal shift assignments should be in no more than 12 hr increments with at least an 7.5-hour rest period before returning to work. However, shift assignments can extend up to 16 hours with Management authorization. If you are asked to continue a job past 16 hours, you must know the name of the member of management instructing you to stay.
- All work accomplished in a field trip must be accomplished professionally and in accordance with AA Manuals and policies, including proper sign-off for work.
- Contact your supervisor upon returning to your home station. You may not continue working unless approved by the supervisor.

### AUTHORIZED EXPENSES FOR FIELD TRIPS:

- I acknowledge receipt of the Corporate Travel approved Hotels should I need an overnight stay.
- Expense statements are to be completed and given to your supervisor for review within three days of your field trip. Field trip expense statement and field trip report must be submitted at the same time.
- On your field trip report, each day begins at 00:01 and ends at 24:00. If your workday runs over into the next calendar day, enter 24:00 as the 'time out' in the 'time worked' column. Start a new line for the next calendar day and enter 00:01 under 'time in'.
- On the block titled "Purpose of Expense" state:

Field Trip \_\_\_\_\_ for aircraft N \_\_\_\_\_ Reason \_\_\_\_\_  
(Station) (Tail Number) (Specific Problem)

- The following items **must** be attached to your expense statement when submitted for approval:
  1. Passenger receipts (boarding pass) from all airline tickets.
  2. All **original** receipts.
  3. Auto rental must have prior approval.
  4. Personal check or money order for any monies owed to AA from previous cash advances.
- Meal expenses are to be reasonable and will be administered in accordance to company policy in Jetnet:  
**No alcoholic beverages will be paid for. No appetizers will be paid for. No extravagant meal will be paid for.**
- TAESL employees accepting a field trip assignment to DFW/DWH will be compensated for all personal expenses at a per diem rate of thirty dollars (\$30) per rolling twenty-four (24) period of time, provided the employee uses his own vehicle. An employee using a Company vehicle for a field trip assignment to DFW/DWH will be compensated at a per diem rate of twenty dollars (\$20) per rolling twenty-four (24) hour period of time. All fractions of less than 24 hrs, after the first 24, will be prorated to the nearest hour and paid at a fraction of the applicable per diem.
- The expense of one phone call home per day, of reasonable duration, will be paid for. Personal cell phone charges will not be reimbursed.
- Taxi rides to restaurants will require an explanation to justify the expense. i.e. No restaurant in hotel, only transportation available.
- Meal expenses incurred at your home base will not be reimbursed.

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- All miscellaneous expenses such as parking, (reduced parking or equivalent only), phone calls, *laundry*, etc. will require explanation on the back of the expense statement form.
- **Contact Phone Numbers:**

MOD/MOC (817) 956-8000

**Local #**       -----

By signing below I have read and agreed to the above guidelines:

**Employee** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Emp.** \_\_\_\_\_

**Date** \_\_\_\_\_