

**Aircraft Maintenance & Related**

**Article 1- Recognition and Scope:**

Paragraphs F, G,H, I                      Allegheny Mohawk Language/Successor ship

**Article 2- Definitions:**

**NO CHANGES**

**Article 3- Non-Discrimination and Management Rights:**

**NO CHANGES**

**Article 4- Compensation:**

DOS Lump Sums based on Classification seniority

6 Months – 3 years	\$250.00
4-11 Years	\$500.00
12+ Years	\$1000.00

Lump sums for all employees with 12 years of classification seniority, but not 12 years occupational seniority will be paid:

DOS +12 months	\$750.00
DOS +24 months	\$750.00

Or if an employee has 12 years of occupational seniority they will be paid:

DOS+ 12 months	\$1040.00
DOS+ 24 months	\$1040.00

If a negotiated TA has not been reached within 24 months of the amendable date of this agreement, all employees with more than 12 years of occupational seniority will receive a one time, \$1040 lump sum at that time (DOS of this agreement +48 months).

**Paragraph C - Crew Chief Premium increase to \$1.50 per hour**

**Article 5- Vacations:**

**Paragraph E- Added sentence** - The Company and the Local Union will have the option to establish station bidding procedures, provided they do not conflict with Article 5D

**Deleted Paragraph K-** ~~The amount of vacation allowed for employees on a ten (10) hour four (4) day workweek will be based on the employee's regular service. Normally, a vacation day is considered to be one eight (8) hour day. Therefore the "fifth" day of the vacation week is indicated as "VC". The C-21 posting must indicate five(5) days (1 week) are accrued, the work schedule will also revert to an eight(8) hour a day, five(5) day a week shift.~~

**Added new Paragraph K-** Employees called to active military duty shall have the option to be paid for any unused vacation prior to their deployment or to bank the unused vacation for use upon their return.

#### **Article 6- Holidays:**

**Changed paragraph E-** The Company will provide an option for the employee to request compensatory time off in lieu of holiday pay. The Company will agree to such request based on operational requirements. **The employee must elect this option no later than the actual holiday, in writing.** Such ~~The compensatory~~ day will require Supervisor approval, must be requested at least seven (7) days in advance of the holiday and, if approved, those first four (4) holidays of the calendar year (New Years, Memorial, Independence, Labor Day) must be taken no later than November 15 of that year. Compensatory time requested for the Thanksgiving and Christmas holidays must be taken no later than March 31 of the subsequent year; however, the employee may request to be paid out for any compensatory time associated with the Thanksgiving and Christmas holidays, prior to March 31. Pay for compensatory time will be at the employee's base rate of pay.

#### **Article 7- Sick Leave / On The Job Injury:**

**Changed paragraph E. 2. -** Any full time employee who has reached **three hundred thirty-six (336)** ~~four hundred eighty (480)~~ hours in his sick bank may convert forty (40) hours of sick leave into forty (40) hours of vacation time (to be taken in a one (1) week block or **into one day increments (one 1 day increments must have management approval)**) Such vacations will be bid after all regular vacation bids (Article 5) have been awarded.

**Added new Paragraph H-** An employee who has completed twelve (12) years of AE TWU seniority and has a minimum of Two Hundred and Forty (240) hours in his/her sick bank will be paid

twenty five (\$25) dollars per day for all credited sick time upon retiring or voluntarily resigning (excludes an employee on any step of the advisory stages under ACP within the last twelve (12) months). Increments less than a full day will not be paid.

#### Article 8- Physical Examinations:

NO CHANGES

#### Article 9- Seniority:

**Changed Paragraph F-** The parties agree to the establishment of an accurate seniority list for the Title Group covered by this agreement, including company, classification, and occupational seniority. Such list will be **updated regularly and posted electronically.** ~~furnished to the Union quarterly.~~

**Deleted Paragraph G-** ~~The Company will post copies of said seniority list quarterly on its bulletin boards at all stations where employees are based.~~

New G – (old H)

New H- (old I) An employee or the union may protest any omission or incorrect posting affecting any employee's seniority within thirty (30) days after "electronically" posting of the seniority list.

#### Changed Paragraph I-

An employee who, as of the date of this agreement, accepts a position with the Company outside the bargaining unit will retain **but not accrue** his seniority ~~for a period of six (6) months.~~ Such employee may return to his former Title Group and station, if a vacancy exists, **upon thirty (30) days written notice.** **The company may elect to defer for an additional thirty (30) days at its discretion as long as it does not hold the employee beyond thirteen (13) months from the day he left the bargaining unit.** If such employee works **outside the bargaining unit** ~~over the six (6) thirteen (13) months~~ he will forfeit all seniority.

~~An employee who accepts a temporary (acting) Company Assignment to work outside his Title Group or to work outside the bargaining unit will retain and continue to accrue seniority in the Title Group from which he is temporarily transferred. An employee who accepts such an assignment will not work in that capacity for more than one hundred twenty (120) days within a calendar year (January 1st-December 31st). Nothing in this paragraph prohibits the Company from assigning an employee to such work outside of the bargaining unit for periods of shorter duration than one hundred twenty (120) days, provided that such assignments or the total of such assignments do not exceed one hundred twenty (120) days in a calendar year (January 1st-December 31st). If an employee in such capacity works over~~

the prescribed time, he will forfeit all seniority. On a semi-annual basis the company will furnish the Local President a report listing employees names, station, branch, hours worked and job function of employees within the agreement working outside the bargaining unit, or as MPR. Any extensions will be made only by agreement between the Company and the Union.

**Added New Paragraph J-** When a volunteer is required for a Special Assignment outside the bargaining unit in the Company and the local Union President or his designee will meet and confer regarding such assignment and anticipated duration.

**Added New paragraph K-** An employee who accepts an acting assignment as a manager or supervisor assignment with the Company (MPR) will not exceed a period of ninety (90) days for all time worked in any calendar year, either successive or cumulative.

1. Any extension will be made only by agreement between the Company and the Union in writing.
2. An employee who exceeds ninety (90) days in any calendar year will forfeit all Occupational seniority, unless M.1. is exercised.
3. The Company will provide to the Local TWU President a monthly report of those employees receiving MPR.

#### **Article 10- Classifications and Qualifications:**

##### **CHANGES**

- A. Employees covered by this Agreement will be assigned to a Classification within one of the following Title Groups:
  1. Title I - Aviation Maintenance
  2. Title II - Ground Support
  3. Title III - Aircraft Cleaner
  4. Title IV – Inventory Control
  
- B. The Classifications included in Title I - Aviation Maintenance include:
  1. Inspector - Quality Control

2. ~~Crew Chief~~ Aircraft Maintenance **Crew Chief**
3. Maintenance Coordinator
4. Technical Crew Chief
5. Aircraft Maintenance Technician
6. Avionics Technician
7. Tool and Die Maker
8. Repairman

C. The Classifications included in Title II - Ground Support Technician include:

1. ~~Crew Chief~~ Ground Support **Crew Chief**
2. Ground Support Technician

D. The Classifications included in Title III - Aircraft Cleaner include:

1. ~~Crew Chief~~ Aircraft Cleaner **Crew Chief**
2. Aircraft Cleaner

E. The Classifications included in Title IV - Inventory Control include:

1. ~~Crew Chief~~ Inventory Control Specialist **Crew Chief**
2. Inventory Control Specialist

F. The Classification descriptions set forth are incorporated herein and made part of this Agreement. These classification descriptions are not intended to be all-inclusive; however, any additional duties assigned must be directly related to the employee's assigned classification.

~~G. Whenever or wherever qualifying tests are used to determine the competency of an employee for promotions, these tests will be prepared by the Company. Written portions of qualifying tests will be multiple choice type. Copies of qualifying tests will be available for Union review on Company premises prior to their use. When the Union has objections to any portions of any revisions or any new qualifying tests, the same will be discussed by the Union with the Company upon (30) days notice from the date the tests are renewed. If agreement concerning the objections raised cannot be reached, the tests may be placed in effect and the Union may take up the disputed points as a grievance under Articles 21 and 22 of this agreement.~~

G. The Company may assign an employee in a higher or lower Classification for a period not to exceed thirty (30) consecutive days. If the position is for a period of thirty-one (31) days or longer it will be considered a vacancy and will be filled in accordance with Article 14.

- H. The Company agrees that an employee assigned to a lower Classification will be compensated at his base rate of pay. An employee assigned a higher Classification will receive the base rate of pay associated with the higher classification.
- I. In a station where the operation does not require a Maintenance Coordinator, the Crew Chief may assume the responsibilities of the Maintenance Coordinator. The Company agrees to meet and confer with the Union on operational changes that may drive the need for a Maintenance Coordinator at that station.

#### CLASSIFICATION DESCRIPTIONS

#### J. INSPECTOR - QUALITY CONTROL

1. The Inspectors are responsible to perform the required inspections in accordance with Federal Aviation Regulations and Company procedures to ensure the continuous airworthiness of the aircraft operated by the Company under the applicable Federal Aviation Regulations.
2. Works according to Federal Aviation Administration and Company regulations and procedures.
3. Coordinates with Maintenance Crew Chiefs and Supervisors to ensure the timely and satisfactory completion of work assignments.
4. The position may be delegated to qualified personnel within Title Group I when it is impossible, impracticable or unreasonable to assign a Quality Control Inspector to the job in question. A ~~delegated~~ **designated** inspector will not inspect or "buy back" any maintenance work that he has accomplished. While he is performing the duties of a ~~delegated~~ "**Designated** Inspector," he is in the chain of command of the Quality Control Department.
5. The Quality Control Inspector reports to the Chief Inspector.
6. Inspectors may also be assigned to Shops as required by Management.
7. Any checks, inspections, and tests performed by an Inspector may be made after an aircraft and / or any component has been in service, when Aircraft Maintenance personnel have performed or are performing service, overhaul, modification, or fabrication operations and have certified their own workmanship, or prior to the release of an aircraft and / or any components into service.

## 8. RESPONSIBILITIES

- a. Involved in inspection and maintenance effort for a given shift.
- b. Arranges for or makes the necessary inspections of aircraft as required by work cards or any time there is a Required Inspection Item.
- c. Performs surveillance of parts and material from vendors to ensure proper certification source of quality of parts, components and materials purchased by the Company. Also, performs special projects such as aircraft acquisitions, modification and overhauls performed by outside agencies.
- d. Reviews component reliability problems with Maintenance and Reliability Analyst and coordinates corrective action with purchasing when vendor product quality is not within acceptable standards.
- e. Assists with the audit of vendors requested by Management. Written reports indicating approval or disapproval will be forwarded to the Chief Inspector within prescribed time limitation.
- f. Coordinates Quality Control procedures relative to acceptance and conformity inspections or uncertified parts obtained from sources other than the original manufacturers.
- g. Performs "on site" Quality Control monitoring of work performed on purchased and leased aircraft, as assigned by the Chief Inspector.
- h. Monitors workmanship and materials to verify that the Company and Federal Aviation Administration rules, regulations and standards are complied with.
- i. Monitors proper completion and preservation of required aircraft and related records.
- j. When directed, conducts audits of the line maintenance stations and records section, parts department, vendor and contract maintenance facilities, tools and test equipment.
- k. Audits actual repair and overhaul work operations to ensure reliable performance.
- l. Monitors compliance with Federal Aviation Regulations and Airworthiness Directives.

- m. Performs Required Inspection Item inspections.
- n. Performs on the job training as determined by the Company.
- o. Will be required to perform nondestructive testing and borescope inspections.
- p. Assures that their work area is maintained in a safe and orderly manner at all times.

#### K. CREW CHIEF

1. The Crew Chief will be responsible to management for the overall performance of the employees assigned to his crew, and the timely and satisfactory completion of work assignments, by insuring that:
  - a. Management instructions are promptly and correctly complied with.
  - b. Employees assigned to his crew are properly utilized and instructed for the efficient performance of their daily work.
  - c. Work assignments are carried out in compliance with operational and safety procedures required by the policies of the Company and appropriate Governmental Regulations.
  - d. Required forms, records, reports and other paperwork are completed legibly and correctly.
  - e. Employees assigned to his crew use only those vehicles, tools and equipment on which the Company has determined them to be qualified.
  - f. Assigned equipment is in proper operating condition, scheduled for maximum utilization and operated for the purpose intended.
  - g. Hazardous conditions, unsafe practices, improperly functioning equipment and tools are immediately brought to the attention of management.

2. The Crew Chief will be responsible to management for insuring compliance with all Company policies, including those relating to personal conduct while on the job by those employees assigned to him.
3. A maximum of fifteen (15) people per shift may be assigned to any one (1) Crew Chief at a time.
4. Will communicate with other Company personnel as required in a manner designated by the Company.
5. The Crew Chief may be required to demonstrate proper work methods, conduct on-the-job or classroom training, conducts meetings or indoctrinate employees in new or revised operational procedures.
6. In addition to the above, the Crew Chief will, upon request, assist management in areas such as:
  - a. Periodic evaluation of operating requirements and performance.
  - b. Operational Planning and Scheduling
  - c. Evaluation of training methods and techniques.
  - d. Evaluation of equipment, vehicles and tools.
  - e. Performance appraisal of employees providing oral advice and comments.
7. The Crew Chief will be qualified in the duties of his classification and will be capable of performing those duties. He will assist his assigned crew in the performance of their duties, provided that such assistance does not interfere with the performance of his primary responsibilities as described above. While he is performing such duties, his primary responsibilities will not be assumed by others. However, the above provisions do not preclude management from directing individual employees under non-routine circumstances or, in the absence of the Crew Chief from the immediate work area.
8. Assures that their work area is maintained in a safe and orderly manner at all times.

#### L. MAINTENANCE COORDINATOR

1. RESPONSIBILITIES:

- a. Monitors radios and responds to pilot and aircraft maintenance related calls. Maintains a log of all reported aircraft discrepancies.
- b. Keeps computer updated promptly and accurately on the status of line aircraft. Updates in the RGO must be made at least five (5) minutes before decision times. The RGO must be updated with the particular task being accomplished, making this information available to all concerned departments.
- c. May assist personnel as necessary to accomplish all maintenance functions in accordance with Company maintenance manuals, policies and procedures and applicable Federal Aviation Regulations.
- d. Responsible for safe, economical, and on-time operation of Company aircraft by coordinating and controlling line maintenance in accordance with Company policies.
- e. Coordinates all movement of entire aircraft fleet by keeping in contact with hangar and line Crew Chiefs.
- f. Calls for authorization of minimum equipment list deferrals, configuration list deferrals, and deferred maintenance items and relays that information to Aircraft Maintenance Technicians. (Aircraft Maintenance Technicians may also perform this function.)
- g. Provides workloads with all scheduled checks, oil checks, and list of scheduled required maintenance on all aircraft provided by maintenance planning.
- h. Coordinates with Crew Chiefs and Operations agents about any possible swaps or delays to clear pilot discrepancies, minimum equipment list deferrals or periodic service checks to set decision times.
- i. Enters into computer all scheduled periodic service checks and oil checks that have been complied with.
- j. Accurately answers maintenance delays with on / off times and corrective action.
- k. Turnover ongoing maintenance to next Coordinator or Supervisor.

- I. Assures that their work area is maintained in a safe and orderly manner at all times.

## M. TECHNICAL CREW CHIEF

### 1. PURPOSE

The purpose of the Technical Crew Chief is to provide technical assistance, guidance, training and administrative support to the Maintenance and Engineering department.

### 2. JOB DESCRIPTION

The Description of the Technical Crew Chief will, in addition to the Crew Chief classification description outlined in this Agreement, include the following:

- a. Performs and provide guidance and assistance in trouble-shooting and technical assistance to the employee or employees assigned.
- b. Provides instruction, either classroom or on the job, relating to aircraft systems and / or ground support.
- c. Ensures that forms, delay reports, logbooks, work cards and related paperwork are completed correctly.
- d. Maintains knowledge of, and work with manuals, supply / parts catalogs, minimum equipment lists and Company records.
- e. Assures that their work area is maintained in a safe and orderly manner at all times.

### 3. QUALIFICATIONS

- a. Must possess an Airframe and Powerplant license.
- b. Must have a minimum of one (1) year of experience as an Aircraft Maintenance Technician.

- c. Demonstrates procedures and techniques in troubleshooting and repair of the Company's aircraft, powerplants and components, utilizing the manufacturer's aircraft manuals.
- d. Demonstrates proficiency in the use of manuals, supply / parts catalogs, minimum equipment lists, and wiring diagrams.
- e. Demonstrates the proficiency in group and / or individual instruction.
- f. Demonstrates administrative proficiency in the completion and comprehension of Company records.

#### N. AIRCRAFT MAINTENANCE TECHNICIAN

- 1. The work of an Aircraft Maintenance Technician includes all work generally recognized as Aircraft Maintenance Technicians work performed on an aircraft or in a shop on aircraft components.
- 2. The Aircraft Maintenance Technician reports to their Crew Chief and works **in accordance with** ~~according to~~ Federal Aviation Administration and Company **policies**, regulations, procedures and instructions from his Crew Chief.

#### 3. RESPONSIBILITIES

- a. Aircraft Checks
- b. Dismantling, overhauling, repairing, fabricating, assembling, welding and erecting all parts of aircraft, airframe, engines, radio equipment, instruments, electrical systems, heating systems, cooling systems, hydraulic systems and machine tool work in connection therewith.
- c. Test and inspect parts, subassemblies or completed assemblies, including Company aircraft to the extent necessary to determine, accomplish and approve his own work.
- d. Employees may be required to conduct and perform on the job training (OJT) as determined by the Company.
- e. If qualified, taxiing, towing, and run-up of aircraft for maintenance purposes.

- f. **Completes required paperwork and computer entries as required for all maintenance performed.**
- g. Assures that their shop / work area is maintained in a safe and orderly manner at all times.
- h. Communicates with other Company personnel as to the status of their assigned task.
- i. Hazardous conditions, unsafe practices, improperly functioning equipment and tools are immediately brought to the attention of the crew chief and / or management.

#### O. AVIONICS TECHNICIAN

- 1. The Avionic Technician reports to their Crew Chief / Supervisor and works **in accordance with** ~~according to~~ Federal Aviation Administration and Company **policies**, regulations, procedures and instruction from his Crew Chief.

#### 2. RESPONSIBILITIES

- a. The Avionics Technician's responsibilities include the troubleshooting, replacement, modification, inspection, functional testing and maintenance of all installed or removed avionics system components, wiring and sub-assemblies.
- b. Assures that their work area is maintained in a safe and orderly manner at all times.
- c. Communicate with other Company personnel as to the status of their assigned task.

#### 3. QUALIFICATIONS

- a. Must possess an Airframe and Powerplant License. FCC license preferred but not required.
- b. Must demonstrate ability and knowledge in the following areas:
  - i. Demonstrate procedures and techniques in troubleshooting and repair of the Avionics and electrical systems / components.

- ii. Demonstrate proficiency in the use of manufacturer manuals, especially wiring diagrams.

#### P. TOOL AND DIE MAKER

1. The work of the tool and die maker is to produce drawings and fabricate tooling, test rigs and / or equipment as directed. In addition, the tool and die maker will assist aircraft maintenance in any aircraft machining, such as:
  - a. Oversees all machining and fabricating within the machine shop.
  - b. Fabricates and machine required tooling and / or parts in a timely manner.
  - c. Assures the machine work area is maintained in a safe and orderly manner.
  - d. Performs other duties (tool and die) as directed by supervisory personnel.
2. QUALIFICATIONS:
  - a. Must possess or be working toward a repairman's certificate issued by an appropriate regulatory authority. Two (2) years of formal training in the machinist craft or equivalent experience in a related field. The ability to work from production and manufacturing drawings, blueprints, and / or sketches.

#### Q. REPAIRMAN

1. The Repairman reports to their Crew Chief / Supervisor for the repair, overhaul, inspection and functional testing of aircraft and components and / or sub-assemblies removed from Company aircraft.
2. Additional specific responsibilities are as follows:
  - a. Assures that the shop / work area is maintained in a safe and orderly manner at all times.
  - b. Designs, procures sub-assemblies and builds special test equipment or tooling as required.

- c. Provides direct support to line maintenance in any capacity required.
- d. Interfaces with Engineering for continuous product improvement.
- e. Works closely with the Inspection Department to ensure compliance with Company policies and procedures as well as applicable Federal Regulations.

#### R. GROUND SUPPORT TECHNICIAN

1. Reports to the Ground Support Crew Chief / Supervisor.

2. RESPONSIBILITIES

- a. Fabricating, operating, servicing, cleaning of parts, painting, maintaining, troubleshooting, repairing and overhauling all types of ground equipment and subassemblies, including cars, trucks, vans, busses, tractors, tugs, ground power units, preheaters, deicers, carts, towbars and any other kind of ground support equipment.
- b. Receiving, mixing and transporting of deicing fluid; cleaning, maintaining and repair of ground support shops and their fixtures, tools and equipment; implementation of preventive maintenance programs; providing informal instruction and advise to equipment operators; completing all required paperwork or data entry required to keep records of the work and other duties of a general utility nature as assigned.
- c. Communicates with other Company personnel as to the status of their assigned task.
- d. Employee may be required to conduct and perform on the job training (OJT) and will also communicate with other Company personnel as determined by the Company.

#### S. AIRCRAFT CLEANER

1. Reports to their Crew Chief / Supervisor and works according to Company regulations, procedures and instructions from the Crew Chief.

2. RESPONSIBILITIES

- a. Ensures that all aircraft are maintained to present a professional appearance to the public.
- b. Responsible for cleaning and polishing aircraft exteriors.
- c. Cleans and stocks interior of aircraft with magazines, briefing cards, emergency sacks and / or other promotional materials where required.
- d. Cleans hangars and removes trash from work areas.
- e. Cleans ground equipment and assigned facility areas.

## T. INVENTORY CONTROL SPECIALIST

### 1. FUNCTION

The work of an Inventory Control Specialist includes all work generally recognized as Inventory Control work performed by Stores.

The Inventory Control Specialist reports to the ~~crew chief~~ Inventory Control Specialist **Crew Chief** or Stores Supervisor in those locations where a ~~crew chief~~ Inventory Control Specialist **Crew Chief** is not available, and works in accordance with Federal Aviation Administration and Company Regulations & Procedures, and instructions from his Inventory Control Specialist Crew Chief or Supervisor.

### 2. RESPONSIBILITIES

- a. Receiving, disbursing, shipping of supplies, tools, free stock and aircraft parts.
- b. Stocking, storing, stock chasing, issuing and performing physical inventory of materials charged to Stores.
- c. If trained & qualified, may be responsible for repair orders, work orders, and tear down reports.

- d. Identifies errors in paperwork, data entry, bin quantity discrepancies, computer data entry, and refers them to his Crew Chief or Supervisor.
- e. Reports overdue items and shortage to his Crew Chief or Supervisor.
- f. Exchanges information with authorized maintenance and records personnel.
- g. Keeps stockroom and adjacent work areas clean and orderly.
- h. Stores items according to Company, fire safety, and “good housekeeping” regulations and practices.
- i. Performs all aspects of the job in a safe manner.
- j. Obtaining, through the Company, Department of Transportation qualifications and remaining current throughout tenure.
- k. Performs accurate data entry in Company computer systems.
- l. Delivering materials to and from the facility as determined by the Company.
- m. Setting up or tearing down facilities to carry out duties and associated miscellaneous activities to accomplish such operations.
- n. Assures that their work area is maintained in a safe and orderly manner at all times.
- o. Employee may be required to conduct and perform on the job training (OJT).

**Article 11-Overtime:**

**NO CHANGES**

**Article 12- Probationary Period:**

**Changed Paragraph C-**

No probationary employees will work in a Crew Chief or Inspector capacity. ~~During the first six (6) months of employment~~

**Article 13- Hours Of Work:**

**NO CHANGES**

**Article 14- Transfers and Promotions:**

- A. Before any new employee is hired, employees covered by this Agreement will be given preference in accordance with their seniority; as provided herein.
- B. Vacancies subject to bidding will be **awarded by a local selection panel.** ~~filled by appointment of the most senior qualified bidder.~~
1. The following Classifications will be considered bid positions:
    - a. Inspector
    - b. ~~Crew Chief~~ Aircraft Maintenance **Crew Chief**
    - c. Maintenance Coordinator
    - d. Technical Crew Chief
    - e. ~~Crew Chief~~ Ground Support **Crew Chief**
    - f. ~~Crew Chief~~ Inventory Control Specialist **Crew Chief**
    - g. ~~Crew Chief~~ Aircraft Cleaner **Crew Chief**
  2. Notices of such vacancies and awards will be posted **electronically or** on all bulletin boards in all shops and work station, base or location where employees are employed. The notice of vacancy will state whether the vacancies or jobs are expected to be temporary or permanent, the number of jobs to be filled, the base or location and will specify a deadline date for bids. Such date will not be less than ten (10) days after the date of such posting. All successful awards will be posted no later than ten (10) days after the closing date.
  3. Bids will be submitted electronically **when available. Until such time as bids become available electronically they will be submitted** ~~or~~ by certified or registered United States mail, return receipt requested.

4. **Employees shall not be deemed qualified without one (1) year seniority.**
5. **Selection Criteria: For each bid position there shall be two selection criteria, weighted as follows:**

- a. **Seniority:**

**Less than three years - 0 points**

**Three to five years - 5 points**

**Six to Ten years – 10 points**

**Each full year over Ten – 1 point**

- b. **Panel interview: Maximum score - 40 points. Each candidate shall be interviewed by a four-person selection panel consisting of the local TWU President or his designee, another representative appointed by the local TWU President, the manager responsible for the open position, and another representative appointed by the hiring manager. Each applicant will be asked to answer an identical series of questions prepared by the hiring manager and the TWU relating to the experience, qualifications, skills, ability and work habits required for the position. Each candidate will be provided the opportunity to discuss with the panel the reasons the candidate wants the position, why the candidate should be selected, and any on the job or off the job accomplishments. Each panel member may ask each candidate questions with regard to the employee's work experience and performance at American Eagle or at other jobs that are related to the qualification, skills, ability or work habits required for the position.**
- c. **Candidate selection: The candidate selected shall be the one with the highest number of points totaled from the points earned from each of the two selection criteria. The score for the panel interview shall be determined by dropping the high and low scores from the panel members and taking the average of the two remaining scores. If two or more applicants are determined to be of equal qualification, the most senior employee will be selected.**
- d. **Before announcing the name of the selected candidate, members from the panel (Company and TWU) will review the scoring with each candidate.**

C. Vacancies not subject to bidding will be filled as follows:

1. **Notices of vacancies, request for transfers and awards will be posted electronically, when available.**
  
2. An employee hereunder may request a transfer to fill a regular full time or part time vacancy within his Title Group, not subject to bidding, either at his own or at another station, provided that the employee is qualified for the conduct of the work to which he is to be assigned and provided:
  - a. Employee has a minimum of six (6) months' service with the Company.
  
  - b. Employee has submitted a request for transfer to the Company not less than fifteen (15) calendar days prior to the declared vacancy date.
  
  - c. Employee has not completed or refused a transfer within the six (6) month period preceding the declared vacancy date.
  
  - d. Each January 1 and July 1 a request for transfer not submitted within the preceding thirty (30) days will be voided and it will be necessary for a new request to be submitted, and
  
  - e. A vacancy created by the transfer of an employee may be filled or left unfilled by the Company at its option.
  
  - f. Employees who accept a transfer request will report to their new assignment within fourteen (14) days of acceptance.
  
3. An employee hereunder may request a transfer to a full time or part time vacancy outside his Title Group or to Title Group within the Fleet Service Agreement, not subject to bidding, either at his own station or at another station provided that the employee is qualified for the conduct of the work to which he is to be assigned and provided:
  - a. Employee has a minimum of six (6) months' service with the Company.
  
  - b. Employee has submitted a request for transfer to the Company not less than fifteen (15) calendar days prior to the declared vacancy date.
  
  - c. Employee has not completed or refused a transfer within the six (6) month period preceding the declared vacancy date.

- d. Each January 1 and July 1 a request for transfer not submitted within the preceding thirty (30) days will be voided and it will be necessary for a new request to be submitted, and
  - e. A vacancy created by the transfer of an employee may be filled or left unfilled by the Company at its option.
  - f. Employees who accept a transfer request will report to their new assignment within fourteen (14) days of acceptance.
4. Full time vacancies, under 14C2 and 14C3, will be filled by the most senior qualified employee requesting to fill such vacancy in accordance with the following order of preference:
- a. System surplus employees in the same classification provided they are senior to the most senior employee holding recall rights to the classification.
  - b. If there are employees on layoff retaining recall rights to the classification, these employees will be blended in seniority order with active part time employees at that station who have transfer requests on file to full time status in the classification with the vacancy.
  - c. Employees in a full time bid classification status in the same city requesting a voluntary demotion under the provisions of Article 14G will be offered full time vacancies.
  - d. Transfer requests of employees currently on payroll in the same classification in other cities blended in seniority order with part time employees transfer requests in the same classification within the city with the vacancy.
  - e. Transfer requests under 14D of the Fleet Service Agreement of those employees (active or laid off) who have a valid transfer from one classification to another at their own station.
  - f. Transfer requests by employees on the active payroll who desire to fill a vacancy in another classification at another station.
  - g. Transfer request by an employee on layoff status in the same classification in which the vacancy exists and who submits a transfer request after being laid off adhering to all procedural and qualification requirements under 14C2 of the Maintenance Agreement.
  - h. Transfer request by an employee on layoff status in a classification other than the classification in which the vacancy exists and who submits a transfer request after being laid

off adhering to all procedural and qualification requirements under 14D of the Fleet Service Agreement.

- i. New hire.
- D. An employee having qualified for a different Classification within the Maintenance Agreement (including a qualified employee from a Classification within the Fleet Service Agreement), who subsequently fails to demonstrate the required mechanical ability within six (6) months will be returned to his previous Classification and location. Furthermore, the employee would need to re-qualify and allow a period of twelve (12) months to elapse before rebidding for the same Classification.
- E. An employee having received Company furnished training, who subsequently fails to successfully complete that training, will be offered one (1) make up test opportunity, and if employee fails, the employee will be subject to disqualification.
- F. An employee who is **awarded** a bid position, will not be held on a trial basis in his new assignment for a period longer than one hundred and eighty (180) days and may be demoted or returned to his former assignment in the event of inability to perform his duties in a satisfactory manner. All employees **awarded** a bid position will be required to have their performance evaluated by a review panel prior to the last day of their one hundred and eighty (180) day trial period. The Union **will** participate on any such panel in accordance with procedures as determined by the Company. Employees who fail to meet performance expectations will be demoted as outlined herein. The decision will be final and binding not subject to review under the grievance procedures. In the event that he is demoted, he may return to his former Classification hereunder for which he is qualified, but he will not for a period of twelve (12) months after such return, bid for a vacancy in the same Classification for which he was unable to demonstrate his ability.
- G. An employee hereunder may request a demotion from **a bid position** at his station provided there is a vacancy within his Title Group in accordance with the order designated in 14C4 above **with thirty (30) days notice in writing**. Such employee or an employee demoted for cause will not be permitted to bid another vacancy in his Title Group for a period of twelve (12) months following the effective date of such demotion.
- H. An employee who permanently transfers at his own request to another classification of work as provided in this Maintenance Agreement or the Fleet Service Agreement will continue to receive his base rate of pay but in no event will his base rate of pay exceed the maximum rate for the classification to which he transferred. If his base rate of pay at the time of such transfer is not the same as any base rate of pay for the classification to which he transferred, he will immediately receive the nearest higher base rate of pay for such classification.

An employee, who voluntarily or involuntarily returns to a former classification, will accrue classification seniority for all time out of the original classification provided the employee retains occupational seniority in the former classification at the time of return. Under these circumstances the employee will be treated as if they had never left the original classification. The employee base rate of pay will be on the same step they would have been on had they never left the original classification.

In the case of a transfer from a higher to a lower classification caused by a reduction in force under this Agreement, the above rules will apply.

**Article 15- Furlough / Recall:**

**NO CHANGES**

**Article 16- Leaves of Absence:**

**Paragraph G-** CHANGES Added extended family per jetnet and extensions approved by management.

**Article 17- Field Work:**

**Added Paragraph A.1-**

**The work appointed, the duration of the assignment, and the hours worked while away from base and assigned to Field Work are subject to the direction of management.**

**Changed Paragraph D-**

The distribution of field trips ~~and temporary duty assignments (TDY)~~ will be governed by **the following four (4) principles in addition to** procedures as agreed to by the Company and the Union at each station, base or location.

- 1. Employee(s) selected to support the trip must be qualified to perform the task and able to meet the scheduled departure time.**
- 2. Crew Chiefs or highly skilled employees may be assigned by a Supervisor, exclusive of the field trip policy. This would be for jobs such as engine changes, major repairs, electrical problems, avionics, etc. These personnel are not to take the place of a mechanic, but will be used to assist in the correction of complex maintenance items.**

3. In the event of an emergency or when there are insufficient or no volunteers for a field trip the Company may assign qualified employees with the lowest occupational seniority on duty or as per the field trip procedures where applicable.
4. All classifications will be on a separate field trip list and temporary duty assignment list except for Crew Chiefs and Maintenance Coordinators, which will be included with the respective classifications. Example, Aircraft Maintenance Technicians, Crew Chiefs and Maintenance Coordinators will be included in the Aircraft Maintenance Technicians distribution list.

**Changed Paragraph E-**

**The distribution of temporary duty assignments (TDY) will be governed by the procedures as agreed to by the Company and the Union at each station, base or location.**

1. No employee will be assigned to a temporary duty assignment against his wishes.
2. All temporary duty assignments will be given in writing to the employee affected and in writing or email to the Local President of the Union or his designee.

**Paragraph G – The company will establish a list of Stores employees who wish to be considered for field trips for the purpose of pickup and delivery of aircraft parts and equipment to temporary duty assignments. Reference Article 17D and 17E.**

**Article 18-Attendance At Hearings, Investigations Or Training:**

**NO CHANGES**

**Articles 19- General:**

**Changed paragraph B-** When requested by the Local President, employees will be granted relief from duty without pay for the purpose of official Union business provided this does not interfere with the operation.

**An employee, holding a position as an International TWU Representative, an International TWU Officer, or a full time position with the International Union or any of its locals, may request through the International Union, a Union Business (Pay) Continuance Leave of Absence, referred to as “UBP”. The request for a UBP will be in writing from the International Union. The request will be sent to the Vice President or designee of Employee Relations. If approved by the Company, the UBP will not exceed twelve (12) calendar months. The written approval will state the**

expiration date of the leave. An employee on a UBP will continue to retain and accrue seniority throughout the leave.

1. **A UBP may be extended in the same manner as stated above. A request for an extension of a UBP must be submitted and approved prior to the expiration date of the current UBP.**
2. **If the UBP is extended, the employee will continue to retain and accrue seniority.**
3. **If an employee is on a UBP, there will be no interruption to the employee's pay and benefits, but the Company will bill the Local Union or the International Union, as applicable, for the employee's salary plus a percentage override for tax and benefit related expenses. Failure of the responsible party to pay the billing will result in the termination of the UBP for the affected employee.**

**Article 20- Representation:**

**NO CHANGES**

**Article 21- Grievance Procedures:**

**Changed Paragraph B-** If the decision of the supervisor is not satisfactory, the grievant may appeal within ten (10) days to the Regional Vice President of Field Service or his designee, who will render a decision as soon as possible, but no later than ten (10) days after the appeal is submitted to him. Responses will be sent to the grievant by certified mail return receipt requested to the grievant's home address as provided by the employee on the grievance form. **If mutually agreed with the Company and the Local Union President, the Company may return the grievance physically to the grievant and will supply a confirming e-mail to the Local Union President.**

**Article 22- Boards Of Adjustment:**

**Changed Paragraph K-** The advocates will exchange all documents they may enter and the names of witnesses they may call in their direct case no later than ten (10) calendar days prior to the date set for the all System Board or Area Board hearings. **In the event that a neutral referee has been selected by the parties the advocates will exchange all documents they may enter and the names of witnesses they may call in their direct case no later than forty-five (45) calendar days prior to the date set for the hearing. Upon mutual written agreement both parties may waive the days for document exchange and witness names as listed above. Additionally nothing shall prevent either party from**

exchanging any or all documents and witness names prior to the calendar days listed above. ~~Unless otherwise mutually agreed upon by the advocates in writing.~~

### **Article 23- Meal Periods:**

#### **Changes to Article 23-**

- A. Meal periods will be thirty (30) minutes, except when a longer period is agreed upon between the parties.
- B. Meal periods will be scheduled not earlier than three (3) hours after commencement of work and not later than six and one half (6-1/2) hours after commencement of work for full time employees. If the employee is not ~~scheduled for~~ **afforded** a meal period within the foregoing time span, **an uninterrupted** ~~the~~ meal period will be provided between the sixth and one half hour (6-1/2) and the end of the employee's scheduled shift and the employee will receive thirty (30) minutes additional pay at his base rate of pay.
- C. An employee on a ~~four (4) day workweek~~ ten (10) hour shift, ~~The~~ meal period will be one half hour unpaid, commencing after three and one half (3 1/2) hours and before the **seventh (7)** ~~sixth (6th)~~ hour of the shift. Each ten (10) hour shift will actually be scheduled for 10.5 hours. **If the employee is not afforded a meal period within the foregoing time span, an uninterrupted meal period will be provided between the seventh (7) hour and the end of the employee's scheduled shift and the employee will receive thirty (30) minutes additional pay at his base rate of pay.** ~~By mutual, local agreement between the company and the union, ten (10) hour shifts may be scheduled with no meal period. Such ten (10) hour shifts will actually be scheduled for ten (10) hours.~~
- D. **By mutual, local agreement between the Company and the Union, eight (8) and ten (10) hour shifts may be scheduled with no meal period. Such shifts will actually be scheduled for eight (8) and ten (10) hours.**

### **Article 24- Part Time Employees:**

**Changed Paragraph I. 2. -** Upon being credited with the applicable twenty-four (24) hours of sick leave, as mentioned in paragraph I (1) above, a part time employee will thereafter accrue two (2) to three and one half (3-1/2) hours (based upon the employees scheduled hours) of sick leave for each calendar month of active service with the company up to a maximum of thirty-nine (39) hours in any calendar year. Such sick leave accrued during a calendar year will not be used prior to ~~January~~ **February** 1 of the following year.

**Changed Paragraph I. 5.-** Any part time employee who has reached two hundred forty (240) hours in his sick bank may convert up to thirty nine (39) hours of sick time into five (5) days of **vacation** ~~VC~~ based upon the scheduled number of hours the employee is scheduled to work at the time the **vacation** ~~VC~~ is taken. **These hours may be taken in a one week block or in one day increments (one day**

**increments must have management approval) (to be taken in a one (1) week block only). Such vacations will be bid after all regular vacation bids (Article 5) have been awarded.**

**Article 25-Union Security:**

**NO CHANGES**

**Article 26- No Strike- No Lockout:**

**NO CHANGES**

**Article 27- Saving Clause:**

**NO CHANGES**

**Article 28- Health and Safety:**

**NO CHANGES**

**Article 29- Duration of Agreement:**

**Duration: 24 months from Date Of Signing (DOS)**