

DFW - CHANGE OF SHIFT (CS) GUIDELINES

A CS is a change or trade of the work schedule between two (2) employees. The employee accepting the CS assumes the responsibility of working the other employee's scheduled hours. The time worked as a result of the CS will be paid at straight time rates.

American Airlines provides this privilege to employees to offer employees limited flexibility to their scheduled shift and/or greater flexibility for employees to tend to unforeseen circumstances. Each individual will be held accountable for this guideline. Failure to abide by the below CS policy could result in a temporary as well as up to and including suspension of CS privileges. Any violation will be covered under PPC.

The following guideline is the Change of Shift (CS) Policy for DFW Maintenance & Engineering effective 10/1/03:

- There are no CS's with yourself. The only exclusion would be bona-fide emergency and the procedures under Emergency CS will apply.**
- It is the responsibility of the employee working the CSW to ensure that he/she has maintained the federal requirements (FAR 121.377) of the monthly time off mandated by the FAA.**
- It is the responsibility of the employee working the CS to report to Management and to the Crew Chief at the start of the CS shift to inform them whom they are working for on that CS. Failure to do so may result in loss of CS privileges.**
- When working a CSW, employees will be slotted in by their hours per the local overtime/fieldtrip guidelines. If an employee is on a CSW and overtime is offered that would result in less than 7-½ hours rest between their next scheduled shift, which would result in a short turn, employee will not be proffered overtime.**
- Three way swaps, or multiple CS's are not permitted. If you CSO your shift, you can not CSW the same scheduled hours with someone else.**
- Employees may not CS during their scheduled vacation week(s). Employees may CSW their two (2) days off before and after their scheduled vacation week(s).**

- An employee calls in sick on a CSW will be subject to the Attendance Control Policy program and will not be paid sick for the CS portion on double shifts.
- 4/10 Schedule - Employees assigned to a 4/10 schedule cannot work double shifts due to the shift overlap times. Changes between 8.0 hour employees and 10.0 hour employees are allowed on day off. You cannot combine an 8 hour shift and 10 hour shift in one day. Employees are paid for actual hours worked.
- No partial CS will be allowed.

Effective February 5, 1997, you are permitted to CS 40% percent of shifts, (24 CS's per quarter). Employees are required to work at least 60% percent of their scheduled shift, which is calculated semi-annually. Per Employee Policy Guide, it is the responsibility of the Company and the employee to monitor the percentage of CSO's so that he/she does not exceed a total of 40% of his/her regularly scheduled shift semi-annually. New hire employees will not CS during the first six (6) months (180 calendar days) of employment.

All CSO/CSW must be done through Staff Admin (CS Machine), unless the system is down, in which case the employee must use a CS Form. The following information is required when completing the CS form

- The date to be worked.
- The shift times
- The employee working / signature – employee number
- The employee who is now off / signature – employee number
- The CS Machine number that is not working for CS.

All CS forms must be fully completed, if not form will be returned to the employee. No other forms will be accepted. Only one date per form. All forms must be received three (3) days prior to CS.

Double C/S's:

When an employee works his/her regular shift and C/S's with a fellow employee on the same day for another eight (8) hour shift, this practice is accepted. However the employee must understand when a shift overlaps by a half an hour then that employee must be on duty for sixteen and one half hours that day to receive proper pay.

An employee may request a maximum of three (3) Double CS's per scheduled week (starting with the employee's days off). A Double is

defined as working a CSW before or after your scheduled shift, resulting in back to back shifts.

- An employee can only work two (2) consecutive double shifts in any rolling 7 day period. (Double shifts must be worked double, double, then single.)
- A minimum rest period of 7 ½ hours is required between shifts worked.
- No CS will be permitted that exceeds a thirty (30) minute overlap.
- No triple shifts will be allowed. (You cannot CS a shift that you have committed a CSW.)
- No CS will be allowed that result in more than 16 hours paid in any twenty-four (24) hour period.
- No double CS will be allowed which results in a short turn.
- No partial CS will be allowed.
- In a case where there is overlapping shifts, a total of 16-1/2 hour must be worked.
- Any Double CS must be worked as schedule. (You cannot CS to work up to two hours earlier or later with the double CS)
- Any "No Show"/"No Call" on a CS will result in privilege suspension (as well as PPC action) as follows: First Offense – 30 day, Second Offense – 6 months, Third Offense – 1 year.
- An employee calls in sick on a Double CS will be subject to the Attendance Control Policy program and will not be paid sick for the CS. Employee will be paid sick for their regular bid scheduled shift.

Note: Employees on a four (4) ten (10) work schedule are not eligible for double CS's.

Effective 10/4/03, the only acceptable Double CS form to be used is dated 10/1/03 (see attached form). No other form will be accepted after this date.

All forms must be received three (3) days prior to CS. Only one date is allowed for each form.

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2 Hour Early or Late CS

All CS's for early in/late must be submitted a minimum of 3 days in advance except in true emergency situations. All emergency situations will require written explanation.

CS's to come in early and /or late must be done in those starting times of a half-hour and only for a maximum of two hours time.

**** If you CS in early or CS in late, you are not eligible for overtime ****

The CS forms will be a 2-part form and will be distributed as follows:

1st page - white – to the supervisor

2^d page – green – to the employee

Separate CS's will be filled out for each appropriate day and given to the Supervisor in advance. The Supervisor and employee will be responsible for putting the name of the CS employee on the Daily Log so the employee can be paid for the CS.

Emergency CS:

The shift manager on duty must approve an emergency CS. The employee must provide the circumstances either in writing on an AOI form or orally at the manager's discretion. The request will be approved or denied at the manager's discretion. Late requests for CS's that are not an emergency will be denied. One of the employees in need of the emergency CS must be present and request the CS in writing (CS Form). Employees who are approved to work the Emergency CSs', or any CS which must be in writing (CS Form) such employees will be required to be enter this info on the Daily Log at the time of approval. Those employees are responsible for notifying the manager on duty that they are working a CS. At the start of the shift such employee must provide the manager with a Manual Overtime sign up sheet, if said employee wishes to be considered for an overtime assignment. The manager will then ensure the employee is slotted in the overtime list by his/her overtime hours. If you are called in for day off overtime and you are on a CSW, it is the employee's responsibility to notify the person calling you of the CSW.

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Holiday Work/Change of Shift (CS):

An employee scheduled off on the holiday, DO, or regularly scheduled DO, who CS's with an employee scheduled to work the holiday, he/she will be paid straight time CS for all hours worked. The holiday will remain the

employee's next scheduled workday. If you have CS'd to work and go out on a field trip and return on your Holiday work, your next day at work becomes your holiday.

ID, TD or RD:

Any employee assigned by medical as ID, TD or RD, will not be eligible for CS, Field Trip or any Overtime.

Employees are responsible for notifying their Supervisor/MOD, in advance or prior to the shift, if either employee is unable to cover the approved CSW. Failure to notify management may result in a suspension of CS privileges. Any failure to comply with the CS policy will result in a first warning. The second time a CR1 entry. The third time could lead to a 90 day suspension of CS privileges.

While it is not the intent of American Airlines to amend the aforementioned policy, it may be necessary to conditionally revise or revoke some or all of these provisions due to the requirements of service and the needs of the operation.

As a reminder: Employees who CSO their shifts without CSW's, may impact his/her calculated hours worked, which could result in a change in retirement accrual. It is the responsibility of the employee to monitor his/her hours in order to determine if it will have an impact on his/her employee benefits.

Signature on CS forms indicates you are fully aware of all CS guidelines and will be accountable to adhere to the CS policy.

Failure to abide by the above policy could result in a temporary, or up to and including permanent suspension of CS privileges, including PPC action.

Note * All C/S's are required to be entered into the Staff Administration computer and will not be authorized unless that is completed. You need to print and keep a copy of the C/S once approved via that entry. If you are unable to complete that C/S via the Staff Admin computer, you are required to get a Supervisor Signature on one of the paper C/S Forms and bring your copy with you when you report for work to C/S Work for somebody. The reason for the paper copy is because if the Staff Admin Computer is not used for whatever reason, management has no way to know that you're on shift. This protects you from having trouble being paid for a C/S Work. IF you are the person who is C/S OFF, it protects you from being reflected as a NO SHOW. Please be sure to read this entire page and know the rules of the C/S Privilege.