

## Overtime Guidelines – DFW

Recently, Aircraft Maintenance Management and the Local TWU have held several meetings discussing overtime guidelines for the Line Maintenance Technicians. Both Management and the TWU have come to a mutual understanding on the overtime procedures (see attached).

The attached guidelines will be implemented upon activation of the Staff Administrator computer program, approximately May 1, 1997, and will be applied on a trial basis for one (1) year. After the one (1) year period, Management and the TWU agree to meet and discuss the status of the overtime guidelines. If either party is not satisfied with the application and/or administration of the guidelines, then either party can rescind the invocation of the guidelines and overtime will be distributed in accordance with the January 10, 1985 guidelines.

In addition, these overtime guidelines will supersede all previous local letters involving overtime rules within the Line Maintenance work unit at DFW during the one (1) year trial period. In the event the guidelines remain in effect after the trial period, then such local letters will be considered null and void.

The attached overtime guidelines are of mutual understanding between Local Line Management and Local 565 of the TWU, and may not be amended by either party without first negotiating any such changes requested.

As always, we appreciate your cooperation with the change in the overtime guidelines and hope you find them beneficial as well.

Bob Valerioti  
Managing Director  
Aircraft Maintenance – DFW

Donald M. Videtich  
President  
TWU Local 565

(Attachments Pages 1-9)

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**OVERTIME DISTRIBUTION GUIDELINES FOR TECHNICIANS AT**

**DFW WITHIN THE A&P LINE MAINTENANCE WORK UNIT AND**

**AVIONICS (REI) WORK UNIT**

*Revised with approved amendments August 6, 2002*

The following are the overtime procedures for Aircraft Maintenance at DFW International Airport for all A&P Technicians in the Line Maintenance work unit and Avionics (REI) work unit pursuant to Article 6(c) of the current labor agreement. Overtime work shall be distributed among the employees within the appropriate work limit as equitably as practicable.

## 1. Overtime Rules (General)

- A.** Overtime will be selected from the Mechanics / Crew Chiefs (assigned/regular) on duty in the A&P line maintenance work unit and the Avionics (REI) work unit who have completed the sign up in the computer. Overtime will be solicited in order of their relative overtime standing on the appropriate overtime availability list.
- B.** All overtime availability lists will be maintained separately in the Maintenance and Engineering Administrative System.
- C.** Employees completing the sign up procedure are signing that they are available for overtime, but still retain the right to remove their name from the overtime list, up to TWU (2) hours prior to end of shift for holdover (HDL) overtime.
- D.** Employees will not be eligible to sign up for day off overtime:
1. On their days off preceding and following their vacation period.
  2. Mechanics on Day Off CS, (CSO).
- E.** Mechanics that CS work (CSW), a regular scheduled shift will be considered eligible for overtime, providing they sign the availability list and will be slotted in by their hours.
- F.** The mechanic with the lowest hours will be asked first. In the event of equal hours, it will be offered to the senior mechanic first.
- Seniority is based upon occupational seniority. In the event of a tie in occupational seniority, company seniority will be the determining

factor. If both seniorities are the same, then birth date will be the determining factor. If all the above are the same, then name order will be the determining factor.

**G.** Mechanics, Crew Chiefs, and Tech Crew Chiefs working on the shift as an acting supervisor, (MPR), will not be considered eligible for overtime for the day.

**H.** When a mechanic, Crew Chief, or Tech Crew Chief accepts an acting supervisor position, (MPR) on any complete or partial tour of duty, they will not be considered eligible for overtime work in their former position until after they have completed 8 hours of regular work in their regular position.

**I.** An employee accepting the position of acting supervisor (MPR) for three (3) or more consecutive days, will be given the highest overtime hours plus one (1) hour upon return to his/her former position. An employee will not be reinstated to the overtime and field trip list with less hours than charged him/her at the time he/she accepted acting supervisor.

**J.** Mechanics signing the overtime availability list are signing to work overtime, and not for a particular shift or work area.

**K.** Overtime selection is subject to qualification requirements, only if specialized training is needed to perform the job. (i.e. JT8D fan blade change, Hot bond repair.)

**L.** An employee who does not want to work overtime for an extended

period of time, subject to the requirements of service, will present to his/her supervisor a written notice to this effect. His / Her name will then be removed for the overtime lists until such notice is rescinded in writing by the employee to his/her supervisor at which time he/she will be given the highest overtime hours plus (1) one hour. At no time will an employee be reinstated to the overtime list with less than was charged him/her at the time he/she submitted the request to be removed from the overtime list.

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**M.** Prior to being considered eligible for day off overtime assignment mechanics must have completed 8.0 hours of regular work upon return from vacation. No mechanics can work day off overtime prior to and after their vacation.

**N.** When Holdover (HLD), Early Call In (ECI) or Day Off (DO) overtime availability lists have been exhausted, and additional overtime is required, it will be solicited by contacting other employees (starting with the employee with the lowest overtime hours recorded) on the appropriate work unit master overtime list.

**O.** Only in the event of an emergency and when there are insufficient available employees the Company can assign employees to an overtime assignment within the employees respective work unit.

The procedure to accomplish any assignment will be as follows:

1. Completely exhaust work unit overtime availability list.

2. Contact all employees on the appropriate work unit master overtime list. and proffer them the overtime.
3. Ask for volunteers (on shift) with each work unit to work the overtime.
4. If there are no volunteers. assign employees within the appropriate work unit, on duty, from the master overtime list to the overtime assignment. (Starting with the employee with the lowest overtime hours recorded)

**P.** If such an employee does work, he/she will be charged for the hours worked on that date.

**Q.** Selection for overtime assignment will be based on the anticipated overtime requirements and from shift deemed most appropriate by Management within a one and a half (1.5) hour shift starting time window. All shifts/crews that are combined on overtime availability lists, due to start times, will be determined by mutual agreement between TWU and Local Management. Technical Crew Chief selection for overtime will be determined by Management, based on the type of work involved.

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## **2.Overtime Sign-up and Selection:**

**A.** The only valid means of signing up for overtime is the employee computer access system by employee number and individual Personal Identification Number.

B. Sign up for Day off (DO), Early Call in (ECI), and Hold Over (HLD) can be completed up to ten (10) days in advance of the overtime period.

C. Sign up for Holdover (HDL) overtime for that day must be completed within four (4) hours of the start of the shift.

D. Sign up for Early Call In (ECI) overtime must be completed prior to the end of shift, for availability on the next day for Early Call In.

**\* Note: Midnight shift must sign UD for Early Call in (ECI) no later than 23:59 the day before the Early Call In requested.**

E. Sign up for Day Off (DO) overtime must be completed no later than six hours after the start of the last shift worked, (prior to Days Off), to be eligible for the Day Off overtime.

F. Employees who sign up for Day Off (DO) overtime and Early Call In (ECI) overtime and cannot be contacted will not be charged, however, employees that sign the availability list should reasonably be expected to respond for overtime when called.

G. Employees will not be considered eligible for work on their seventh (7th) day of the work week when they have worked their sixth (6th) day. Exceptions to this rule will be allowed only when efforts to secure sixth (6th) day employees have been exhausted.

H. Employees who do not sign up for Holdover (HLD), Early Call In (ECI), Day Off (DO) overtime will not be charged, even if their hours are less than the employees working overtime.

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I. No overtime work will be offered to employees from other stations until all efforts have been exhausted to cover the overtime with local employees, unless special skills are necessary for the job to be done.

J. When calling for Day Off (DO), or Early Call In (ECI) overtime, no answer or not home constitutes going to the next individual on the availability list. If an answering machine responds, a message will be left, the employee can contact the company and if the need is still there for overtime he can work the overtime. A record of calls made will be maintained in the computer, including time of call, person calling, duration of call, and response. All calls soliciting overtime. Days Off (DO). Early Call In (ECI). etc. will be made from the designated overtime phone.

K. Except for recall, an employee will not be considered eligible to begin an overtime period until more than 7 ½ hours rest period prior to commencing his/her next work period. (Regular, Overtime, or both). Deviation from this rule will be considered only when there are no other employees available for the overtime to be worked.

L. Mechanics will be contacted at least TWU (2) hours prior to commencement of their overtime assignment. Exception will be if

the situation is beyond the control of the company.

**M.** Mechanics accepting an overtime assignment, who have been given the TWU (2) hour notice will be expected to report to the assigned work area at the start of the overtime period.

**N.** A Mechanic who has been properly notified for a training assignment and the scheduled training is prior to the regular work shift start time, the mechanic is ineligible for Early Call In (ECI) overtime, but remains eligible for Holdover (HLD) overtime. If he/she signs up for Holdover (HLD) overtime and then refuses, he/she will be charged four (4) hours.

**O.** A mechanic who has been properly notified for a training assignment following his/her work shift is ineligible for Holdover (HDL) overtime, but remains eligible for Early Call In (ECI)

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overtime on that shift. If he/she signed up for Early Call In (ECI) overtime and then refuses, he/she will be charged four (4) hours.

**P.** A Mechanic working overtime must have a minimum of 7 hours 30 minutes rest prior to working any other shift, including a regular straight time shift to "break" the overtime. This affects eligibility for scheduled 7 ½ hour turn to a new shift. A mechanic can be contacted during his rest period for an overtime assignment, in doing so this will not affect his rest period.

**Q.** Time in training is considered time worked for overtime purposes.

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If training is off shift it will be paid at the appropriate overtime rate.

### **3. Overtime Recording:**

**A.** All overtime declined for any reason by employees who have signed up for overtime availability after being offered by the company shall be considered overtime refused and charged to the employee for equalization purposes as though it has been worked. The amount to be charged shall be the amount offered.

#### **B.** Exceptions to charging of overtime:

1. Less than TWU (2) hours notice and employee refuses - no charge.

2. No contact on Day Off (DO) or Early Call In (ECI) - no charge.

3. Employees that do not sign up and are offered overtime and refuse - no charge

**C.** The Line Maintenance A&P Technicians overtime lists will record overtime hours worked or charged, and will be maintained separately from the Avionics (REI), Fuel Tank, and Field Trip Lists. All overtime lists will be updated and posted each day by the supervisors in each work area.

**D.** Overtime worked as acting Supervisor (MPR) shall be charged to the employee overtime hours.

E. Overtime hours will be charged to the mechanics overtime list in one (1) hour increments, regardless if it is at time and one half or the double time rate. Five (5) tenths (.5) of an hour or less will not be charged.

Six (6) tenths (.6) of an hour or more will be charged as one (1) additional hour. Penalty hours will be charged.

F. Mechanics added to the work unit, i.e. transfer, returnees from extended leaves of absence, new hires, etc., shall be given a position on the work unit overtime list equal to the highest plus one (1) hour of all employees in the work unit. Employees recalled from layoff or employees added to the work unit from another station due to a layoff will be averaged in at the time of reporting to DFW.

G. The Line Maintenance A&P Technician and Avionics (REI) overtime lists shall reset to zero January 1st every year in conjunction with the Fuel Tank overtime list.

These overtime guidelines will supersede all previous local letters involving overtime rules within the Line Maintenance work unit at DFW.

The attached overtime guidelines are a mutual understanding between Local Line management and Local 565 of the TWU, and may not be amended by either party without first negotiating any such changes requested.

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Robert Valerioti Donald M. Videtich

Managing Director President

DFW Aircraft Maintenance TWU, Local 565

