

M&E FIELD SUPPLY -DFW OVERTIME GUIDELINES

The following are the overtime guidelines for Stores at DFW International Airport for all Stock Clerks pursuant to Article 6 of the current labor agreement. Overtime work shall be distributed among the employees as equitably as practicable.

1. Overtime Rules (General)

- A. Overtime will be selected from the Stock Clerks/Crew Chiefs on duty in the work unit. 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 in the Stores Administrative System.
- C. Employees will not be eligible to work day off overtime:
 - 1. On their days off preceding and following their vacation period.
 - a. Employees desiring to be placed on the Day off Overtime availability list preceding and/or following their vacation period must submit an AOI and then he/she will go to the bottom of the list.
 - 2. Stock Clerks on Day Off CS. (CSO)
- D. Stock Clerks that CS work (CSW) a regular scheduled shift will be considered eligible for overtime, they will be slotted in by their hours.
- E. A stock clerk that works 4 hours of overtime can be asked to work and additional 4 hours providing that their hours are still the lowest among the employees that are eligible. This goes for 4 hours early call in or 4 hours of holdover overtime.
- F. The Stock Clerk with the lowest hours will be asked first. In the event of equal hours, it will be offered to the senior Stock Clerk first. Seniority is based on occupational seniority; company seniority will be the determining factor. If both seniority's 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. Stock Clerks, 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 Stock Clerk, 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 or more consecutive days, will be given the highest overtime hours plus one (1) hour upon return to his/her former position.

- J. An employee that transfers in from another station or returns from any extended leave of absence (Injured on Duty, FMLA etc.) or new hires will be averaged in by adding all hours on the overtime list and dividing by the number of employees on the list.

- K. 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 from 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.

- L. Prior to being considered eligible for Day Off overtime, stock clerks must have completed 8.0 hours of regular work upon return from vacation.
 - 1. Employees desiring to be placed on the Day Off Overtime availability list preceding and/or following their vacation period must submit an AOI and then he/she will go to the bottom of the list.

- M. When Holdover (HLD), Early Call in (ECI) or Day off (DO) overtime availability has been exhausted, and additional overtime is required, it will be solicited by contacting other employees on the appropriate overtime availability list. If such an employee does work, he/she will be charged for the hours worked on that date.

- N. 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 employee's respective overtime list. The procedure to accomplish any assignment will be as follows:
 - a. Completely exhaust the overtime availability list.

 - b. Contact all employees on the appropriate master overtime list, and proffer them the overtime.

- c. Ask for volunteers (on shift) to work the overtime, allow volunteers to work the overtime regardless of employee's pay status.
 - d. If there are no volunteers, assign the appropriate employees on duty, from the master overtime list to the overtime assignment. (Starting with the employee with the lowest overtime hours recorded, regardless of employee's pay status.)
- O. Selection for overtime assignment will be based on the anticipated overtime requirements and from the shifts deemed most appropriate by management within a one and a half (1.5) hour shift starting time window. All shifts that are combined on the overtime lists, due to start times, will be determined by mutual agreement between the TWU and Local AA Management. Tech Crew Chiefs will go to the bottom of the overtime list if they desire to work overtime.
- P. Technical Crew Chiefs desiring to be placed on the overtime availability lists will be placed at the bottom of the applicable list.
- Q. An employee working day off overtime, 4 hours early call or 4 hours hold over overtime is eligible for Field Trip work

2. Overtime and selection:

- A. Employees who are called for Day off (DO) and Early Call in (ECI) overtime and cannot be contacted will not be charged.
- B. Employees will receive 1.5 times the base hourly rate for overtime after they have worked 40 hours.(Per the TWU/AA Contract)
- C. If an employee works his 6th day but does not have the required 40 hours worked to receive 1.5 times the base hourly rate, all worked hours for the 6th day will still be charged on the overtime sheet, regardless if the hours are at straight time or at time and one half (1.5).
- D. Employees will be considered eligible for work on their seventh (7th) day of the work week when they have worked their sixth (6th) day. This can be accomplished when the employee still has the least overtime hours after working their (6th) day.
- E. Employees who can not be contacted for Holdover (HLD), Early Call in (ECI), and Day off (DO) overtime will not be charged, even if their hours are less than the employees working overtime.
- F. When calling for Day off (DO) or Early Call in (ECI) overtime, when there is no answer or not at home this 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/she can work the overtime. A record of calls made will be maintained by AA Supervision including time of call, person calling, duration of call and response.

- G. If an employee is contacted for overtime and is not reached, the employee can call back to see if the overtime is still available. If the overtime is still available and the employee takes the overtime they are charged the appropriate amount of hours they work.
- H. All calls soliciting overtime, day off, early call in, etc. will be made from the Supervisor telephone 425-6158 or 425-6102.
- I. Except for recall, an employee will not be considered eligible to begin an overtime period until more than 7 ½ hours has elapsed after his/her previous work period. (Regular or Overtime or both) or for overtime work that will result in less than 7 ½ hours rest period prior to commencing his/her 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.
- J. Stock Clerks will be contacted at least two (2) hours prior to commencement of their overtime. Exception will be if the situation is beyond the control of the company. Any employee contacted less than (2) hours prior to the commencement of any overtime will not be charged.
- K. Stock Clerks accepting the overtime assignment, who have been given the two (2) hours notice will be expected to report to the assigned work area at the start of the overtime period.
- L. The company will make every effort to use an 8 hour person, when needed, instead of two four hour employees. (4 HRS ECI and 4 HRS Hold Over)
- M. A Stock Clerk who has been properly notified for a training assignment and the scheduled training is prior to the regular work shift start time; the stock clerk is ineligible for Early Call in (ECI) overtime, but remains eligible for Holdover (HLD) overtime.
- N. A stock clerk who has been properly notified for a training assignment following his/her regular work shift is ineligible for Holdover (HLD) overtime, but remains eligible for Early Call In (ECI) overtime on that shift.

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3. Overtime Recording

A. Exceptions to charging overtime:

1. No contact on Day off (DO) or Early Call in (ECI)-no charge.

- B. Overtime worked as an acting supervisor (MPR) shall be charged to the employees overtime hours.
- C. Overtime hours will be charged to the stock clerk overtime list in one (1) hour increments, regardless. Five tenths (.5) of an hour or less will not be charged. Six tenths (.6) of an hour or more will be charged as one hour.
- D. The stock clerk overtime list will record overtime hours worked and charged. It will be posted on a daily basis when any overtime is worked.
- E. The stock clerk overtime list shall be reset to zero every two (2) years beginning January 1, 2005.
- F. If any employee does not have 40 hours worked, in the work week, and is called for day off overtime, the overtime will not start at the 1.5 rate per hour until the 40 hours is reached. If an employee is called for day off overtime but does not have the required 40 hours to receive the 1.5 rate per hour, they will still be charged on the overtime sheet for the day off overtime for equalization purposes. This is whether they accept or refuse the overtime once contact is made with the employee.
- G. If an employee accepts 8 hours Day Off Overtime and leaves early from the shift that they are working, they will be charged the full 8 hours of overtime.

In addition, these overtime guidelines will supersede all previous local letters involving overtime rules within the stock clerk work unit at DFW.

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

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