

ARBITRATION

SUBMISSION

AND

DOCKET

PROCEDURES

A) SUBMISSIONS

1. A submission to the Board shall be in the form of a petition (Standard Submission Letter Form – sample attached) with all information filled in with the exception of the case number.
2. Three (3) **stapled, collated** copies of the submission, grievance and grievance response shall be submitted to the TWU Coordinator for American Airlines **via certified mail** who shall identify and assign a case number. A copy of the report sent to American Airlines identifying the case numbers will be sent to the Local via email.
3. The American Airlines System Coordinator shall forward the petitions to American Airlines Employee Relations who shall transmit a copy to each member of the appropriate Board. Once a case is assigned to a Board, any request to reassign to a different Board must be approved by either the TWU or American Airlines.

B) DOCKETING PROCEDURES – MAINTENANCE & RELATED and FLEET SERVICE

1. Dockets from previous month will be used to determine which cases will stay on the next month's docket. The TWU docket **only** will be used for this determination, which the TWU will email to American Airlines within 1-3 days after the current month's hearing.
2. The American Airlines System Board Administrator will add new cases to the docket and email a **draft copy** to the TWU for any changes or corrections. The TWU will email American Airlines with these changes. American Airlines will then email the final copy of the docket to the TWU for the final okay. After the final check and if the docket is found to be correct, the TWU will email it to all the Locals. American will email a copy of the final docket to Company advocates.

C) WITHDRAWALS

1. **A case may be withdrawn or settled by phone in order to meet a deadline, but the case cannot be officially withdrawn until a disposition letter is received.**
This letter can be handwritten or by computer and can be mailed, faxed, or you now have the option of e-mailing your disposition letters to LeeAnn Hartness at **lhartness@twu.org**. The disposition letter must contain the case number, name of grievant, and disposition. The date of withdrawal will be the date the letter is received in the ATD office. The TWU will notify American Airlines of all withdrawals and settlements. Any

withdrawals or settlements reported to the American Airlines System Board Administrator by HR **must be communicated** to the TWU office for informational purposes only.

D) POSTPONEMENTS

1. The ATD office must receive postponements at least **seven (7) days prior to the arbitration date.** Postponements will be accepted **only** for vacation or illness and must be on a postponement letter (form attached). The form must have which Board, the case number, grievant name, and reason for the postponement (who is ill or on vacation), filled in. The case will be postponed only when there is an approval from both the Union and the Company. A copy of the Union signed Postponement Form will be sent to the Company for approval then sent back and vice versa. The TWU will forward the final signed form to the affected Local and the Company will forward to their Reps accordingly.

E) SCHEDULING OF CASES BEFORE THE SYSTEM BOARD

1. The scheduling of cases to be heard before the Boards is an administrative matter addressed by mutual agreement between the Union and the Company.

Place on Local letterhead

(Date)

Certified Mail # _____

Case No. _____

System Board of Adjustment
American Airlines, Inc.

Article in dispute: _____

Subject: _____

1. The name of the Grievant is: _____

The employee number is: _____

The classification is: _____

The grievance number is: _____

2. The remedies provided by Article 30 or 31 (circle one) of the Agreement between American Airlines and the Transport Workers Union have been exhausted.

3. At issue:

4. Remedy Sought:

5. The Company contends: See Company submission.

Union Officer