

AFW Maintenance Base Field Trip Agreement

This agreement as set forth is provided to establish how field trips are to be administered at the AFW Maintenance Base for all title groups (except Technical Specialists).

1. DEFINITIONS & CLARIFICATIONS:

- 1.1 A “work unit” as used in this Guideline defines the group of employees among whom field trips are to be distributed and for whom a field trip list is maintained within each of the respective title groups.
 - 1.1.1 On aircraft product lines “work units” will be established by product (e.g. 757, 767, 777) and “skill” (e. g. Avionics, Structures, Systems).
 - 1.1.2 In the Aircraft Maintenance Support Shops and Engine Overhaul, “work units” will be established by shop.
 - 1.1.3 In the Facilities Maintenance, “work units” will be established within each shop (e.g. TEO, Support Shops, Hangar, Warehouse) and skill (e.g. Electronics, Electricians, Millwrights).
- 1.2 “Skill” will be defined as the applicable job test area.
- 1.3 Qualified employees are defined as employees who have satisfactorily performed work in the applicable work unit.
- 1.4 Per diem for field trip assignments to DFW will be defined as a rolling twenty-four (24) period from the employee’s start time of the assignment. Any fraction of a twenty-four (24) hour period will be prorated to the nearest hour and paid as a fraction of the per diem rate (see 5.2 for details).
- 1.5 Commencement of a field trip will be defined as thirty (30) minutes prior to scheduled flight departure; or if management requests the employee to begin his field trip from AFW, he will clock in and the field trip will commence at this point.
- 1.6 Termination of a field trip will be defined as the actual gate arrival time upon return to DFW.
- 1.7 General Guidelines for Field Trip (attachment A) is the form signed by the employee acknowledging the field trip assignment. This form is not inclusive of all the field trip guidelines in this document and is not the prevailing document for purposes of interpreting the AFW Field Trip Guidelines.

2. Eligibility and Availability

- 2.1 An employee on probation will not be eligible for field trip assignments.

- 2.2 An employee returning from a field trip will not be eligible for overtime in his home unit and for further fieldwork assignment until his field work overtime hours have been added to the overtime list and field trip list (either by the staff assistant or if necessary by the supervisor).
 - 2.2.1 Each employee is responsible for completing and submitting the field trip report (attachment B) to his supervisor by the beginning of his next regularly scheduled shift.
- 2.3 An employee who is working with medical restrictions (restricted duty or transitional duty) will not be eligible for any field trip assignments. The employee is required to identify his ineligibility and will not be charged for the field trip hours on either the field trip list or overtime list.
- 2.4 An employees working on MPR status will only be offered a field trip assignment as follows:
 - 2.4.1 An employee on MPR status will be asked to work a field trip assignment after the field trip list (and all applicable lists) for this work unit have been exhausted. If the employee accepts the fieldwork assignment it will be to perform mechanic duties not as an MPR.
 - 2.4.2 On occasions, an employee may be sent on a field trip as an acting member of management (MPR status), but will not perform bargaining unit duties.

3. Procedures

- 3.1 The Company will determine the work unit to which a particular field trip will be assigned and will select individuals from that work unit to perform the field trip assignment based on the qualifications required for the field trip. Selection guides are as follows:
- 3.2 Upon the proffer of a field trip, the reasons for the field trip will be discussed with the employee. The employee and management will determine the employee's ability to satisfactorily perform the work that is required on the field trip assignment. The employee will sign the General Guidelines for Field Trip (attachment A) prior to commencing the field trip assignment, except in circumstances otherwise approved by management.
 - 3.2.1 In the event there are insufficient available employees from the work unit chosen for the field trip, the Company may select other qualified employees for the field trip assignment in accordance with the following procedures and the Agreement:
 - 3.2.1.1 In Aircraft Overhaul, management will determine which overtime list to solicit from using the lowest average in overtime hours in the product group and skill needed for the fieldwork assignment.

- 3.2.1.2 In Engine and Support Shops, management will determine which work unit has the appropriate qualifications for the fieldwork assignment. Management will solicit from the appropriate overtime list when proffering the field trip.
- 3.3 Selection for field trips will be made from those employees lowest in posted field trip hours from the appropriate work unit. Except as described below, in the event there is insufficient time to permit following the normal field trip selection process, the following procedures will be applied, except for field work at DFW:
- 3.3.1 If zero (0) to thirty (30) minutes remain before field trip departure on an air taxi or a scheduled flight, management will proffer the field trip to the mechanic(s) who are lowest in field trip hours on the field trip list, and who are currently on duty in the dock/shop to which the field work has been assigned.
- 3.3.2 If thirty-one (31) minutes to two (2) hours remain before the field trip departure, management will proffer the field trip to the mechanic(s) who are lowest in field trip hours on the field trip list and who are currently on duty on that shift.
- 3.3.3 If more than two (2) hours remain before field trip departure, management will follow the normal field trip selection procedures as described in 3.2 above.
- 3.3.4 If it is necessary to select a large group of employees for a field trip, the Company may, at its option, apply reasonable selection criteria for that field trip. Before applying such selection criteria, the Company will notify the Union of the basis for its decision.
- 3.4 If any work period continues so that its termination falls less than seven and one-half (7½) hours prior to the commencement of an employee's field trip, he shall receive pay and be charged for all time worked during his field trip up to twelve (12) hours at the rate of time and one-half (1.5x) his regular rate.
- 3.5 If a field trip continues so that its termination falls less than seven and one half (7½) hours prior to the commencement of an employee's regular shift, he shall receive pay and be charged for all time during his regular shift as though his regular shift were continuous with his field trip.
- 3.6 For those employees working schedules under the 4/10 schedule, all pay provisions for purposes of overtime are guided by the AA/TWU Agreement.
- 3.7 Field trips originating from AFW for DFW will be made from those employees lowest in posted field trip hours from the appropriate work unit:
- 3.7.1 Employees accepting the field trip assignment will report to AFW at the beginning of the field trip for the purpose of clocking in, gathering the necessary tools and equipment, etc., unless otherwise mutually agreed.

3.7.2 If requested, ground transportation may be provided to employees accepting a DFW field trip assignment.

4. Recording and Posting

- 4.1 An employee desiring to have his name placed on the field trip list must submit a written notice to his supervisor. The employee will be eligible for field trip assignment thirty (30) days after receipt of notice by the supervisor. The employee will receive the hours he had prior to being removed from the list, or the work unit average, whichever is greater.
 - 4.1.1 Employees transferring into a new work unit will be placed on the list with the work unit average, unless, they are returning to a former work unit where upon they will receive the average or their high hours, whichever is greater.
- 4.2 An employee desiring to have his name removed from the field trip list must submit a written notice to his supervisor and will not be eligible for field trip assignments effective the date the supervisor receives the written request.
- 4.3 On aircraft docks that support multiple products, an employee will be afforded the opportunity to select a product into which he will be placed. In order to change products under these provisions the process identified in paragraph 4.1 and 4.2 shall govern (general mechanics will be provided an option of either systems or structures work units).
- 4.4 On aircraft docks that support only a single product, the employees will be placed into the appropriate work unit supporting the dock.
- 4.5 A Company designee will maintain a field trip record for the various work units. The record will show names, dates, overtime hours, whether worked or refused. Original records will be posted for a period of five (5) calendar days or until a change to the list is entered, whichever is greater.
- 4.6 All overtime hours worked on field trips will be charged to the appropriate field trip list and shop overtime list.
 - 4.6.1 An employee who refuses a field trip will be charged with a field trip refusal and will immediately have twenty-four (24) hours of overtime added to the field trip list and overtime list. Upon completion of the subject field trip, the field trip list and overtime list hours will be adjusted for those who refused to reflect the actual overtime hours worked on the field trip. When the field trip requires more than one individual, the employee (s) who refused the field trip will be given the average of overtime hours worked on the field trip.
- 4.7 An employee's field trip hours will continue to accrue indefinitely until a request to zero all field trip hours by T. W. U. Local 567. If agreed upon, management will administer the change. The change to zero will be effective on the first day of January of the year following the request.

5. GENERAL

5.1 Health and Safety Considerations

5.1.1 When an employee returns from a field trip, management may make a reasonable determination (based on considerations for health and safety due to lack of rest) to relieve the employee from working the remainder of his scheduled shift, or the entirety of the scheduled shift if it has not yet begun.

5.1.2 An employee relieved from duty will be paid straight time rates (AA) for the hours he was scheduled to work.

5.2 An employee accepting field trip assignment to DFW will be compensated for all personal expenses at a per diem rate of thirty dollars (\$30) per day per rolling twenty-four (24) hour period of time provided the employee uses his own vehicle. An employee using a Company vehicle for a field trip assignment to DFW will be compensated at a per diem rate of twenty dollars (\$20) per rolling twenty-four (24) hour period of time. All fractions of less than twenty-four (24) hours, after the first twenty-four, will be prorated to the nearest hour and paid at a fraction of the applicable per diem.

5.3 An employee accepting a field trip assignment at down line stations will be compensated for all actual expenses incurred, as governed by NavigAAtor. Receipts, a detailed expense report, the field trip report, and the AFW field trip dispatch report must all be completed and returned to management by the beginning of the employee's next regular schedule shift. *General Guidelines for Field Trips (attachment A) also apply.*

Agreed:

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American Airlines

November 1, 2002

Date