

## **AFW MAINTENANCE BASE ADMINISTRATIVE GUIDES- OVERTIME, ARTICLE 6(D)**

### **1. DEFINITIONS AND CLARIFICATIONS:**

Article 6(d) states: "Overtime work shall be distributed among the employees qualified to perform the work necessitating overtime within the crew or appropriate work unit as equitably as practicable."

- 1.1 "Employees qualified to perform the work necessitating the overtime" is defined as "employees who are satisfactorily performing or have previously satisfactorily performed the work necessitating the overtime."
- 1.2 "...Within the crew or work unit..." defines the group of employees established by the company amongst whom the overtime is to be distributed and for whom an overtime list is maintained. An overtime "work unit" consists of those employees on each particular dock/shop, "skill," and/or shift overtime list.
- 1.3 "...As equitably as practicable ..." means as fairly as is consistent with good business judgment.
- 1.4 "Skill" will be defined as the applicable job test area.

### **2. PROCEDURES:**

- 2.1 Proffer overtime to the employees within the work unit necessitating the overtime.
- 2.2 Management will then have the option to proffer the overtime to employees on other shifts/shops/docks within the skill (i.e. 767, 757, A-300, 777). Prior to assigning overtime management will have the option to solicit volunteers from other work units.
- 2.3 After making a reasonable effort to exercise every option that time will allow and there are still insufficient volunteers, management will then assign employees from the original work unit necessitating the overtime. A reasonable effort must be made to proffer the overtime to the work unit with the lowest overtime average regardless of the selection option chosen.  
*Note:* Employees not appearing on the overtime list will be assigned last when required.

### **3. ELIGIBILITY AND AVAILABILITY:**

#### **3.1 General:**

- 3.1.1 If the work necessitating overtime requires more than a single skill, but can be accomplished by one individual, then the overtime selection will be made from the skill involving the greater portion of work on the job.
- 3.1.2 In contacting employees for overtime, the supervisor will check the work area to make the overtime offers. If an employee is not present, the supervisor will check with the Crew Chief. If the employee cannot readily be located, he will be passed over. The

- 3.1.3 supervisor will only be required to contact employees away from their work area when:
- A) The employee has been temporarily reassigned to another work unit.
  - B) The employee is assigned to a training class whose schedule does not conflict with the overtime hours to be worked. An employee will not be offered daily overtime where the hours of regular work and training exceed ten (10).
- 3.1.3 Probationary employees will be given the overtime work unit average on initial assignment. Supervisors will offer probationary employees overtime for which they are qualified in accordance with Definitions and Clarifications, subparagraph (1.1).

### 3.2 **Crew Chief:**

- 3.2.1 In an overtime work unit where there is only one regular Crew Chief and his duties are needed on an overtime basis, he shall be selected regardless of the overtime record in relation to his work unit. If he refuses the offer of overtime, the acting Crew Chief assignment will be proffered to the eligible, pre-qualified employees working the overtime. If such employees refuse the acting assignment, the regular Crew Chief will be assigned the overtime. This procedure will also apply in a work unit where there is more than one regular Crew Chief and each is needed for overtime.
- 3.2.2 In the application above where there is more than one individual in the Crew Chief in the work unit, the regular Crew Chief will be offered the overtime before it is offered to an acting Crew Chief in the work unit.
- 3.2.3 When a Crew Chief is not needed to perform Crew Chief duties on overtime, he will be offered overtime in a straight working capacity based on his standing on the overtime list within his work unit.
- 3.2.4 Employees in a temporary bid (Article 12 (h)) will be recognized as regular Crew Chiefs under this provision. They will be placed on the overtime list with the hours they had in their previous work unit or the overtime average of the work unit to which they are the successful bidder, whichever is greater.

### 3.3 **Employees in Acting Bid Jobs:**

- 3.3.1 An employee in an acting bid status will not be considered for offers of overtime until all regular bid employees of the work unit necessitating the overtime have been exhausted. The employee will also be considered eligible for overtime assignments in the acting classification and regular work unit.
- 3.3.2 In the event an employee, in an acting bid status, is offered overtime in both the acting bid area and regular work unit, the employee may only accept the offer of overtime in the higher capacity.
- 3.4 On shift change weekend all day off overtime *proffers* will be considered as part of the previous crew schedule.
- 3.4.1 In the event an overtime assignment results in less than seven and one half hours (7.5) rest, management will have the option to relieve the employees from service at straight time rates and all time will be considered as time worked. If required to work, all time in

the succeeding workday shall be paid at the applicable rate.

- 3.5 Employees starting a vacation period that works the day(s) off prior to the vacation shall be charged accordingly, and will not be charged if overtime is refused.
- 3.6 When employees are assigned to a position not covered by the Agreement between American Airlines and the Transport Workers Union, they will not be eligible for overtime, in any bargaining unit classification while so assigned.
  - 3.6.1 Upon the employee's return to their regular assignment, they will be placed on the overtime list with the highest hours plus one.
- 3.7 Employees who are National Guard/Reservists will not be eligible nor asked to work overtime during scheduled active duty period or weekend drills.
- 3.8 Any employee who has been returned to work by a treating physician, with restrictions, shall only be considered eligible for overtime work that is consistent with the restrictions.

**4. RECORDING AND POSTING:**

- 4.1 Subject to these provisions, employees desiring to be removed from the overtime list to which they are assigned, shall submit a written notice to his supervisor. Such an employee will not be eligible for overtime after the date his supervisor receives the request. Any employee who removes his name from the overtime list will also have his name removed from the field trip list. Employees desiring to have their name returned to the overtime list shall submit a written notice to his supervisor. The employee will be eligible for overtime work assignments thirty (30) days after such request is received by the supervisor. Employees will be placed on the list with the hours they had when removed or the work unit average, whichever is greater.
- 4.2 The supervisor will keep an overtime record for his work unit. The record will show names, dates, overtime hours worked or refused. Original records will be posted for a period of five (5) consecutive days.
- 4.3 Overtime records may be coded as follows:  
  
**EXAMPLES:**

6 W - Time Worked	VC - Vacation
6 R - Time Refused	NC - No Charge
AV - Assigned Average	NCT - No Contact
SK - Sick	ANS - Answering Machine *
NA - No Answer	LM - Left Message

\* (Must leave a message and will be considered no contact)
- 4.4 Overtime records will be adjusted daily by the Company.
- 4.5 Overtime hours will be charged to the overtime record to the nearest full hour, (e.g. 4.4 or less equals 4 hours and 4.5 or more equals 5 hours). The record will reflect the actual hours at the appropriate overtime rate. For example:

1st day off	Worked (8) at 1.5	Charged (12)
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2nd day off	Worked (8) at 2.0	Charged (16)
1st day off	Refused (8) at 1.5	Charged (12)
2nd day off	Refused (8) at 1.5	Charged (12)

- 4.6 When overtime proffers commence within two (2) hours of the end of a shift and are not of an emergent nature only overtime hours worked will be charged.
- 4.7 When employees transfers to another overtime work unit, their name will be placed on the overtime list with the hours they had in his previous work unit or the overtime average of the work unit to which he is transferring, whichever is greater.
- 4.8 An employee on temporary assignment shall be considered for overtime pr offer, in his home shop, if both shift start/stop times are within thirty (30) minutes. He will also be considered for overtime in the work unit to which he is temporarily assigned after all regular members of that work unit have been proffered.
- 4.9 Overtime hours worked or refused on a field trip work assignment will be charged to the employee's work unit overtime record. (See AFW Field Trip Guidelines)
- 4.10 Holidays - Only hours worked in excess of eight (8) on a holiday will be charged to the employee's overtime record.
- 4.11 Employees are responsible for keeping the Company advised of changes to their telephone number and addresses (use Form C-86).
- 4.11 Employee's overtime hours will be "zeroed" on January 1 of every odd-numbered year.

Agreed:

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 Date