

**AFW Local Overtime Guidelines Section 3.5
Letter of Agreement**

This letter of understanding is intended to clarify the local AFW Overtime (OT) guidelines regarding the appropriate circumstances when OT should or should not be proffered; as agreed upon by AFW Management, Union Leadership, and Employee Relations. Although the AFW local guidelines address proffering overtime preceding a vacation period (note Section 3.5 of Overtime Guidelines below), the guidelines are silent regarding other types of time off from work and when OT should be proffered.

The following matrix lists various scenarios, whether OT should or should not be proffered, and whether the OT would be charged to the employee.

AFW Local Guidelines, Section 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".

DAY OFF OVERTIME	Proffer OT Y/N	Charge Y/N
OT for day(s) off preceding bid vacation (Sec. 3.5) (*note, no charge for refusal only)	Yes	No *note
OT for day(s) off following bid vacation	Yes	Yes
OT for day(s) off following non-bid vacation (e.g., PVs)	Yes	Yes
OT for day(s) off during a two-week vacation period. (i.e., middle weekend)	No	No
OT on day(s) off following sick day	Yes	Yes
OT on day(s) off following sick day for extended sick absences- <i>Only if the employee has advised the company of continuous sick absence.</i>	Yes	Yes
OT on day(s) off of or, following Change of Shift Off (CSO)	Yes	Yes
SAME DAY OVERTIME	Proffer OT Y/N	Charged Y/N
OT on vacation day (bid or non-bid)	No	No
OT on sick day(s)	No	No
Change of Shift Work (CSW) same day for entire shift - Same day CSW, the employee is solicited last.	Yes	Yes
Change of Shift Work (CSW) same day for a portion (early or late) of the shift- Employee is solicited for OT based on where Employee appears on OT List.	Yes	Yes
OT (early or late) on Change of Shift Off (CSO) (which is the entire day)	No	No
Last day in Shop prior to transfer to new Shop with OT available in old shop	Yes	Yes
Last day in Shop prior to transfer to new Shop with OT available in new shop	No	No
Transitional Duty / Restricted Duty - Only when the OT assignment is within the employee's medical restrictions. All OT guidelines above apply.	Yes	Yes

*Stores contract requires 40 hours of "work" before an individual receives time and one-half (1 1/2) for OT purposes. Ex. Stores employee has 3 days of vacation remaining and has selected the week as their vacation selection; OT is proffered within the work unit on the Saturday and Sunday prior to the vacation week; if the individual chooses to work the proffered days then that individual shall not be charged for the OT hours due to fact that the individual does not receive OT pay.

Agreed to this _____ day of _____

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Transport Workers Union AFL-CIO

Blair Gregg
G.M. AFW Base Maintenance
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