

SGF Overtime Policy

Effective January 27, 2024

Article 11 of the CBA describes what overtime is and indicates the way employees shall be paid, but does not provide a distribution method. In the absence of such language, the Company in consultation with the Local Union is establishing the following policy to be followed for awarding of overtime to employees in Title Group I.

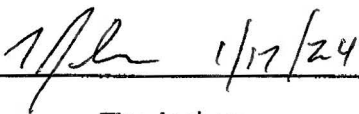
1. All overtime accrued by an employee will be computed and added to their overtime accumulation bank. The Company will update the overtime accumulation bank at least bi-weekly for all employees.
2. New hire employees may only sign up for overtime after completion of the probationary period of six (6) months or when the employee has completed the sixty (60) day required tasks of the STS (Skill Tasks Sheet), whichever comes first. A new hire or transferee will assume the base's average for overtime accrued and will be added to their overtime accumulation bank.
3. An employee wishing to be considered for overtime will do so by submitting a request for additional hours through RosterApps. RosterApps is located on the myenvoyair.com website by selecting "Pay & Benefits" heading, then selecting the "RosterApps" link. Click "Calendar" then right click on the date you want to request and choose "Signup for Additional Hours". Employees will not request additional hours on days designated as (CPDO) Consecutive Personal Days Off or (PHL) Personal Holiday.
4. Employees must ensure that their employee profile contact information primary phone number is kept updated on myenvoyair.com. Employees will notify the Base Coordinator when they update the employee profile contact information so the current callout sheet can be updated. The primary phone number will be used to contact and award overtime. If the employee's primary phone number from their profile is not current, the employee will be bypassed.
5. Management will pull a current RosterApps requested additional hours report at the time overtime is needed and may be awarded up to three (3) days in advance to ensure coverage. The report will contain the names of employees requesting overtime for each specific date. The current callout sheet will be kept in the OT book located in the hangar Crew Chief area. It will include the list of employees in inverse order of accrued overtime. It will also include the reason for overtime, date, contacted time, employee's response or reason they could not be contacted. The report will be stapled to the call out sheet and retained for thirty (30) days.
6. Management will contact and award overtime to aircraft mechanics in the following order: (1) day off, (2) hold-over, (3) call in early that have requested additional hours in Roster Apps for that date, shift, job classification and location using inverse order of accrued overtime hours. Employees are responsible to inform the person calling if they have not had seven and one-half (7.5) hours rest before accepting any additional hour's assignment. If an employee calls back before the required additional hours has been awarded, they will be offered the additional hours.
7. For Crew Chief (CC) overtime covering a full shift, to be considered eligible for the overtime, the employee must be able to work the entire scheduled shift. (example: If a CC is needed for third shift, then they must be able to work as 3rd shift CC for the entire timeframe, i.e., 2100-0700). In the event no one on the CC RosterApps requested additional hours report accepts the overtime, a mechanic may be upgraded from the floor at Management's discretion.

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- 8. If an employee who requested additional hours through RosterApps, was contacted and offered additional hours but refuses, the employee will have the overtime hours offered added to their overtime accumulation bank. This would not apply if the employee was contacted two (2) or more hours after the start of the shift being asked to work or if they have not had seven and one-half (7.5) hours rest per number (6) above.
- 9. Employees working overtime may be required to work the entire shift.
- 10. If a mechanic is already involved in a lengthy maintenance task at the end of his shift and the mechanic volunteers to finish the task, he can be held over for up to three (3) hours without calling in overtime for continuity of maintenance.
- 11. As an option to reduce a mandatory overtime situation, if no employees requested additional hours and all employees who requested additional hours have been called, the Company may solicit anyone qualified for overtime.
- 12. Any employee may request overtime prior to the start of their scheduled shift if they have been off duty for at least seven and one-half (7.5) hours, via Roster Apps.
- 13. If all overtime resources have been exhausted, the Company reserves the right to institute mandatory overtime in accordance with Article 11 of the CBA.
- 14. With the exception of number (7) seven above, if a Crew Chief or Technical Crew Chief is required for overtime, those requesting additional hours who work in the classification that requires coverage for that day and shift will be called first before stepping up or calling in a Mechanic.
- 15. For Aircraft Maintenance purposes, Mechanics requesting additional hours for that day and shift will be called first. If additional Mechanics are required, Crew Chiefs or Technical Crew Chiefs requesting additional hours will be offered the overtime. Finally, QC personnel requesting additional hours may be offered the overtime.
- 16. In the event of a complete Roster Apps system outage, overtime will be awarded in Occupational Seniority, instead of using inverse order of accrued overtime hours.
- 17. In the event Management is unavailable, a Crew Chief may call for overtime with Managements approval. When the Crew Chief calls for the overtime, the Company will be responsible for any and all errors on the OT list including how the list is called.

All provisions of the Envoy/TWU CBA remain applicable and unchanged and are not in any way deemed to be voided or amended by this policy. The above policy revisions will be implemented effective on January 27, 2024. Implementation of the above policy revisions is not intended to alter nor diminish any existing rights of either the Company or the Union as it relates to any policy modifications that may be made in the future.



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