

(GSE)



## DFW GSE TDY POLICY

1. When a Temporary Duty Assignment (TDY) is required, the company will maintain a running list of those wishing to be chosen for TDY. Notice of TDY will be as equitably as practicable.
2. When a TDY is being assigned, the company must choose employees by seniority order of those willing to go and those who have proper documentation if traveling outside the country.
3. If there are no volunteers signed up or in the event of an emergency, the company will offer the TDY by seniority order. If there are still no volunteers, the company will refer to Article 17 (H) of the TWU Contract.
4. The company will determine the duration of the TDY and will refer to Article 17 (H) of TWU Contract. In the case of finishing TDY work earlier than expected, employee will return to base.
5. When mechanic is required to fly to field of work assigned, they shall fly as A12 only and are not responsible to pay for any transportation for company initiated TDY.
6. The company will coordinate with the station prior to the start of any TDY, everything that is related to escorts and hotel accommodations if needed.

### SAFETY

1. Any problem or situation in the station, beyond the mechanics immediate control, will be reported to and dealt with by the supervisor.

### EXPENSES AND LODGING

1. Allotted expense amount is per amounts described in Monthly Expense Report in Jetnet. (Exceptions or additional charges will have to be discussed and signed off by Management)
2. Submittance is on-line and timeframe to repay is approximately 2 weeks, (if no mistakes are made.) It is requested the company will reimburse the money spent on TDY, within 30 days after returning from assigned station.
3. The mechanic is not obligated to use his/her personal credit card or cell phone to perform any job function. If a personal credit card is used, and approved by management, refer to #1 of this section.

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