

American Eagle Airlines / Envoy

(PARTS)
DFW

Change of Shift (CS) Policy Inventory Control Specialists

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1. Change of shift (CS) will be permitted between the Classifications in Title Group IV.
 2. New hire employees may only CSW after completion of probationary period of 6 months or when the mechanic has completed the 60 day required tasks of the STS (Skill Tasks Sheet), whichever comes first.
 3. All LMS training and Read & Sign communications must be up to date for both employees agreeing to participate in a CS.
 4. No self CS's.
 5. Employees can only CSO a maximum of 40 hours CSO hours per month.
 6. CSW hours will count toward an employee's regular 40 hour work week. Any CSW hours in excess of 40 hours in a work week will be paid at straight time rates.
 7. You cannot sign up for overtime on your CSO shift.
 8. Double shifts will be allowed only for employees on eight hour shifts, maximum of one per week. ie: Regular Shift and a CSW on same day
 9. No 3-way swaps or partial CS's.
 10. No CSW or CSO during designated training days/week.
 11. All CS requests must be submitted no later than 24 hours from the start of the earliest CSW.
 12. It is the employee's responsibility to ensure the CS's is approved prior to taking the CS's, based on the locations local procedures (automated or manual).
 13. In the event that the person who is CSW becomes inactive, IE; terminated, resigned, suspended, IOD etc., an approved CSO will be honored for 5 days from the date the CSW employee becomes inactive. Any approved CSO which is beyond the 5 days will be cancelled. The company will cancel all CSO's beginning the 6th day. It is the employee's responsibility to notify the employees involved that the CS's have been canceled.