

SGF STORES OVERTIME POLICY

Article 11 of the Labor Agreement describes what overtime (OT) is and indicates the manner in which it will be paid. The Company and the Local Union are establishing the following policy for the selection of OT for Title IV (Stores) employees. Title I (Aviation Maintenance) will have its own policy. The Company and all SGF Stores employees will adhere to the following policy.

Guidelines / Restrictions

- A. Management bears the responsibility to determine if overtime is necessary. Management shall call overtime. Management may designate employees to call overtime in the event of an emergency and management is not present.
- B. A list of all Stores employees will be maintained by management for the calling of overtime.
- C. Employees may specify on overtime list which shift(s) are desired and opt out of undesired shifts. (Example: Employee may state they only wish to be contacted for OT for "Night Shift". Such employee will remain on master list but only be contacted for desired shift.) Stores employees will be given the option to specify Days, Mid-Shift, Nights, or any combination thereof.
- D. The Company will maintain a running total of overtime hours worked for each employee on the overtime accumulation list. All overtime accrued by an employee will be computed and added to the overtime accumulation list within five (5) days of the end of the pay period.
- E. Year to date overtime hours will be published on overtime list bi-weekly by the Company. The Company will be responsible for any and all errors on the overtime list including how the list is called.
- F. The Company will make every effort to call overtime as far as possible in advance and at a reasonable hour.
- G. Any vacancy of a shift where an employee would be working but is not present will be covered by overtime, when required by operational needs.
- H. In the event of an emergency or when there are an insufficient number of employees being available, The Company will assign employees in inverse order of seniority to

perform such work. The Company will use its best efforts to provide employees a minimum of two (2) hours' notice in writing.

- I. **All Stores employees** (except employees under Guideline M) must be contacted and offered available overtime, regardless of their desired shifts, before the Company gives a mandatory directive for an employee to work overtime.

- J. At the beginning of each year all overtime hours will go to zero (0) and the overtime list will start in occupational seniority date order. In the event that two (2) or more employees have the same occupational seniority date, company seniority date, the oldest chronological age will be used to determine the employee's placement on the list.

- K. Overtime offered for a vacancy of a shift must equal no less than one half of the hours of the vacancy (example: If the vacancy is for a shift that was eight hours then the overtime hours to fill the vacancy must be no less than 4 hours.) If the overtime is for additional manpower, and not to cover a vacancy, then the overtime offered cannot be less than 4 hours.

- L. An employee, under the direction of management, may work up to two (2) hours after their shift for the purpose of completing their work (not to cover a vacancy). Such overtime will not require utilizing the OT list. Such overtime is exempt from Guideline K.

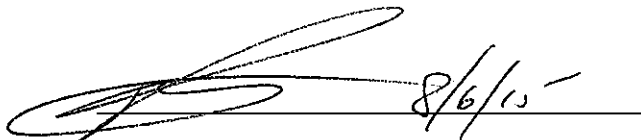
- M. No employee can be directed to work mandatory overtime on their scheduled days off immediately before or following their vacation days.

Selection

- A. Every Stores employee will be contacted and given the opportunity for overtime until needed overtime is acquired except as defined by Section C of Guidelines / Regulations of this policy.

- B. If special qualifications are required (i.e. DOT) only those with the needed qualifications will be called for overtime.

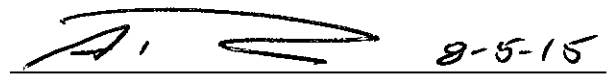
- C. All employees working overtime will be eligible to work up to a total of sixteen (16) hours. An employee cannot exceed sixteen (16) continuous hours on the clock, inclusive of all break and meal periods, while working in an Envoy base, within any twenty-four (24) hour period.
- D. In the interest of safety, to be eligible for overtime, the employee must have a minimum of 7.5 hours of rest since the end of their last scheduled shift and the start of their next shift.
- E. The company will call employees for overtime in inverse order of accrued overtime. If an employee doesn't answer while being called a message must be left, if they have voicemail, or an answering machine, offering the overtime. If the employee calls back before the needed personnel for overtime have been obtained the employee calling back will be offered the overtime. Employees who are offered and refuse overtime, excluding undesired shifts offered under Guideline I, for the day and period required shall have the applicable time added to the Bi-weekly report for any future selection process within the calendar year. An employee cannot be charged hours if they failed to respond to a voicemail / message.
- F. This policy, once signed by the SGF Stores Supervisor and Local 576 President, shall go into effect immediately and remain in effect until a new policy is put in its place. Provisions of the contract between Envoy Air and the TWU remain applicable and unchanged and are not in any way deemed to be violated or amended by this policy.



8/6/15

Rick Montero-Flores

Envoy Air – SGF Stores Supervisor



8-5-15

Mike Rinaldi

Transport Workers Union – President

Effective date August 6 2015