

082509

SGF STORES ROAD TRIP POLICY

Article 17 of the Labor Agreement indicates the manner in which Employees on a road trip are to be paid, but does not provide procedures for the selection of Employees. In the absence of such language, the Company and Union are establishing the following policy/guidelines to be followed for road trips and selection of Employees in Inventory Control.

Selection Process:

1. Road trip books will be located in the Stores Supervisor's office. Employee information in the road trip book, will be maintained by the Employees.
2. All Employees wishing to volunteer for a road trip shall sign up in the road trip book. When a road trip is required, Employees present and who have placed their name in the road trip sign up book will be eligible.
Note:
As long as you are on shift, you are eligible to sign up 30 minutes after your clock in.
For example: If your shift starts at 1pm and you come in early to work 1st shift overtime, you have to sign up 30 minutes after clock in for 1st shift road trip. Then you have to sign up again for a 2nd shift road trip 30 minutes after your regular shift start time.
3. Selection by least amount of overtime accumulation.
4. If there are no volunteers the Supervisor can either assign qualified, on duty Employees, in inverse occupational seniority to the road trip, or call in employees per the OT policy.

Guidelines:

5. Employees supporting the road trip will take direction from their supervisor, manager or crew chief, give constant updates and inform them of your time of arrival to the destination and time of departure from the destination.
6. Crew chiefs will be eligible for a road trip when another crew chief is on duty.
7. Employees previously assigned to support a road trip will only be eligible for another road trip on the same day if no other employee is signed up, or is not qualified.
8. When returning from a road trip; unless it is during the Inventory Control Specialists regular scheduled shift, must badge out within thirty (30) minutes of arrival. Anything beyond thirty (30) minutes requires Managements advanced approval.
9. When returning from a road trip within seven and one half (7 ½) hours or less from the beginning of their next scheduled work shift, the Employee must check with Management to get approval for either AA (Authorized Absence, Paid), for the remainder of their shift or come in and be paid at short turn rates based on operational necessity.

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Guidelines, Cont.:

12. Qualified is to be defined as an Employee or collection of Employees that have the skills, knowledge and documented training required to properly perform the duties of a specific job.

13. In the interest of safety as well as complying with various Company Policies, Procedures and the TWU Agreement, all road trips will be staffed with two (2) Employees when required for purpose of driving distance. when driving in excess of 350 miles per day.

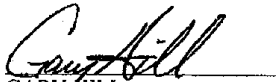
Note:

Only one employee will be utilized for road trips that require air travel.

14. All overtime worked during a road trip will be computed and added to the overtime accumulation log and updated bi-weekly.

15. An Employee involved in a time consuming project will be ineligible for a road trip assignment if the Supervisor and/or Crew Chief has determined that it cannot be turned over in a timely manner, for example hazmat shipping.

Provisions of the TWU/Eagle agreement remain applicable, unchanged and are not in any way deemed to be voided or amended by this policy. The above guidelines are agreed upon by the two individuals below.



GARY HILL
President, Local 576
DFW
Transport Workers Union



MARY MARTIN
Stores Supervisor
SGF
American Eagle Airlines Inc.