

XNA 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 XNA Stores employees will adhere to the following policy.

Guidelines / Restrictions

- A. Management bears the responsibility to determine if overtime is necessary. Management or their designee shall call overtime.
- 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. (I.e. 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) hour's notice in writing.
- I. 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.

06/07/11

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. In the interest of safety, to be eligible for overtime, the employee must have a minimum of 8.0 hours of rest since the end of their last scheduled shift.
- D. 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 have signed up for and refuse overtime 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.
- E. This policy, once signed by the XNA 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 AE and the TWU remain applicable and unchanged and are not in any way deemed to be violated or amended by this policy.



GARY HILL
President, Local 576
XNA
Transport Workers Union .

Date: 6/9/11



MARY CHRISTENSEN
Stores Supervisor
XNA
American Eagle Airlines Inc

Date: 6/7/11

06/07/11