

ENVOY GSE OVERTIME POLICY

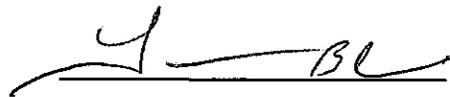
Article 11 of the CBA describes what overtime is and indicates the manner in which Ground Support Technicians shall be paid, but does not provide a distribution method. In the absence of such language, the company and the Local Union are establishing the following policy to be followed for the awarding of overtime to all employees in the Title Group II-Ground Support.

- 1) An employee wishing to be considered for overtime will do so by submitting a request for additional hours through the Envoy Staff Admin Application on jetnet. (my.envoyair.com) Employees may request overtime for days off and may request additional hours, on Staff Admin for overtime prior to start of their shift or stay late.
- 2) If item #1 is not available at any station, GSE management will provide a sign-up sheet for overtime until Staff Admin is provided for that station.
- 3) When signing up for overtime, all employees must ensure that their contact information including the phone number listed as their home phone number for which they will be called for overtime is kept updated in jetnet (my.envoyair.com). The employee will be bypassed if the contact number is not correct.
- 4) Employees are ineligible to sign up to work overtime on days designated as "CSO" Change Shift Off or VC Vacation/CPDO.
- 5) All overtime accrued by an employee will be computed and added to the overtime accumulation log.
- 6) Employees may be called up to 2 days before the day needed to ensure coverage.
- 7) The company will call in Employees signed up in Envoy Staff Admin for the shift, date, using inverse order of accrued overtime hours. In the event that employees have no hours recorded for the year the employee with the highest seniority will be offered overtime first.
- 8) The company will call employees signed up for overtime in the following order, an employee on their day off then those employees signed up early/stay late.
- 9) If a mechanic is involved in a lengthy maintenance task at the end of their shift, and the mechanic volunteers to finish the job, they can be held over for up to 2 hours without calling in overtime for continuing maintenance.
- 10) If no employees are signed up or all employees signed up for overtime has been called, the company may ask for on-duty volunteers to stay over. The company will use its best judgment to apply the overtime equally.

- 11) Management will pull a current Staff Admin overtime report at the time overtime is needed. The log/report will include the employees name, date, time called and employee's response or reason they could not be contacted. The supervisor and a union member (shop Stewart preferred) will sign the log. Both parties will be present for the call and if an employee calls back before the required number of Technicians has been reached, they will be offered the overtime. The call log and Staff Admin overtime report will be utilized and retained for 30 days.
- 12) Employees are responsible to inform the person calling if they have not had 7 ½ hours rest and if not, will be coded "IR" (Insufficient Rest) and considered ineligible. The employee will not be charged for the refusal.
- 13) No employee may cause themselves to work more than 16 Hours (16.5 Hours including Lunch) in a single day as a result of overtime.
- 14) If an employee works a double shift in one days' time due to a CSW or Overtime, they will automatically be ineligible to be called in early or stay late until they have had 7.5 hours of rest.
- 15) If an employee who entered their name into Staff Admin is called and offered overtime but refuses the overtime, then the overtime hours actually worked by the employee who did except the overtime, will be added to the accumulation hours of the employee who refused.
- 16) The final option to reduce a mandatory overtime situation would be to call anyone to come in early from a later scheduled shift.
- 17) Per the CBA, the company may mandate employees in inverse seniority to work past the end of their scheduled shift. The company will use its best effort to provide employees a minimum of two (2) hours of written notice.
- 18) If a Crew Chief is required for overtime, a crew chief signed up for overtime on their day off who work in the classification, will be called first using inverse order of accrued overtime hours before stepping up or calling a Technician.
- 19) Technicians signed up for overtime for that day and shift will be called first. If additional Technicians are required, Crew Chiefs can be called in as a Technician as long as the overtime list as been exhausted.
- 20) Provision of the TWU CBA remain applicable and unchanged and are not in any way deemed voided or amended by this policy. The above policy is agreed upon by the two individuals below.



Tim Jackson
Transportation Workers Union
President, Local 576



Travis Blair
Envoy Air
Director of GSE Maintenance