

American Eagle Airlines / Envoy

Change of Shift (CS) Policy Maintenance & Related Employees

1. All CS's (change of shifts) must be within same Title Groups. All CS's (change of shifts) must also be within same Classifications. However, a higher Classification may CSW for a lower Classification who is requesting to CSO. This policy applies to all Classifications in all Title Groups.
2. Employees must be of like run/taxi qualifications to CS with one another.
3. 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.
4. All LMS training and Read & Sign communications must be up to date for both employees agreeing to participate in a CS.
5. No self CS's.
6. Employees can only CSO a maximum of 40 hours CSO hours per month.
7. 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.
8. You cannot sign up for overtime on your CSO shift.
9. 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
10. No 3-way swaps or partial CS's.
11. No CSW or CSO during designated training days/week.
12. All CS requests must be submitted no later than 24 hours from the start of the earliest CSW.
13. 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).

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14. 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.

15. CSW is considered the employees regularly scheduled hours. If the employee calls in for PDO on a CSW the hours will be deducted from the available PDO hour bank. If no PDO hours available ACP will apply.


16. No Call No Show for a CSW day of work is a violation of this policy, and ACP will apply.

17. Any violation of this policy will be enforced with a suspension of CS privilege for 45 days for 1st occurrence. 90 days for 2nd occurrence. 180 days for 3rd occurrence. This includes failing to show up on a CSW day of work.

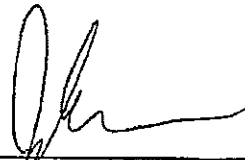
18. Items 5, 10, and 11 will not apply to employees based in MQT. Management in MQT will determine the needs of the operation for approval of any requests relating to these items.

Note: An employee's ability to Change Shift (CS) is a privilege and not a right. The Company understands the flexibility this policy offers and creates for its employees, supporting a positive work environment, at American Eagle/Envoy.

Either party reserves the right to request a review of the current practices of this policy at any time when there are circumstances which presents itself that hinders the overall operational needs, at any location.



Jay Murray
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American Eagle Airlines / Envoy

 4/17/14

Jose Galarza
International Representative
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