



SGF STORES T.D.Y. POLICY

IN THE EVENT THE OPERATIONAL NEEDS OF THE COMPANY REQUIRE INVENTORY CONTROL SPECIALISTS TO WORK SOMEWHERE OTHER THAN THEIR NORMAL BASE STATION FOR A KNOWN PERIOD OF TIME WILL BE CONSIDERED TEMPORARY DUTY.

SELECTION:

1. USING THE T.D.Y. LIST, QUALIFIED INVENTORY CONTROL SPECIALISTS, EITHER AT WORK OR BY PHONE, WILL BE CONTACTED AND OFFERED THE TDY IN ORDER OF OCCUPATIONAL SENIORITY.
2. THE CALLING ORDER WILL BEGIN AFTER THE LAST INVENTORY CONTROL SPECIALIST WHO ACCEPTED THE PREVIOUS TDY.

RESTRICTION/GUIDELINES:

1. THE TDY LIST WILL BE LOCATED IN THE SGF STORES SUPERVISORS OFFICE, FOR ALL INVENTORY CONTROL SPECIALISTS.
2. ALL INVENTORY CONTROL SPECIALISTS WISHING TO BE CALLED FOR TDY WILL ENSURE THEIR CORRECT CONTACT PHONE NUMBER IS ON THE LIST.
3. QUALIFIED INVENTORY CONTROL SPECIALISTS ARE TO BE DEFINED AS THOSE WHO ATTENDED THE PROPER TRAINING AND ACCUMULATED THE PROPER AMOUNT OF HOURS WHEN NEEDED TO ACCOMPLISH A PARTICULAR TASK.
4. ALL CHOSEN INVENTORY CONTROL SPECIALISTS MUST BE ABLE TO ACCOMPLISH ALL REQUIRED TASKS.
5. ANY OVERTIME ACCUMULATED DURING A TDY WILL BE ADDED TO THE OVERTIME ACCUMULATION LOG.
6. INVENTORY CONTROL SPECIALISTS WILL BE PAID FOR TRAVEL TIME DIRECTLY TO/FROM THE HOTEL AND WORK LOCATIONS WHILE ON TDY. THE INVENTORY CONTROL SPECIALIST WILL BE RESPONSIBLE FOR HIS OWN TIME KEEPING, REPORTING TO THE SUPERVISOR ON A DAILY BASIS.
7. TO DOCUMENT TDY CALL OUTS, THERE WILL BE A TDY CALL OUT LOG. LOGS FOR PREVIOUS TDY'S WILL BE KEPT FOR NO LESS THAN 1 YEAR FROM DATE OF OCCURANCE. THIS LOG WILL INCLUDE THE DATE OF THE TDY, THE TIME WHEN THE INVENTORY CONTROL SPECIALIST WAS CALLED AND THE ANSWER GIVEN BY THE INVENTORY CONTROL SPECIALIST. IF NOT ANSWER OR LEFT MESSAGE, THE INVENTORY CONTROL SPECIALIST STILL HAS AN OPPORTUNITY IF HE CALLS BACK BEFORE A VOLUNTEER HAS ACCEPTED.
8. PROVISIONS OF THE TWU CONTRACT REMAIN APPLICABLE AND UNCHANGED AND ARE NOT IN ANY WAY DEEMED TO BE VOID OR AMENDED BY THIS POLICY.

GARY HILL
President, Local 576
DFW
Transport Workers Union

MARY MARTIN
Stores Supervisor
SGF
American Eagle Airlines Inc.