

Envoy XNA Overtime Policy

Article 11 of the CBA describes what overtime is and indicates the manner in which 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 Title Group – Aviation Maintenance.

1. All overtime accrued by an Employee will be computed and added to the overtime accumulation log.
2. The Company will make available a bi-weekly overtime accumulation log of overtime accrued by all Maintenance Employees at XNA.
3. An Employee wishing to be considered for overtime will do so by submitting a request for additional hours through the Envoy Staff Admin Employee Self-Service application on the Company website (my.envoyair.com).
4. An employee may request overtime for days off and additional hours on Envoy Staff Admin for overtime prior to the start of their shift or to stay late.
5. Staff Admin is located on the my.envoyair.com website under the Application Links heading. You will see Maintenance & Engineering heading, under that select Staff Admin Shift Schedules/Trades.
6. Employees may be called up to three days before the day needed to ensure coverage. This person may be required to work the entire shift.
7. When signing up for overtime, all employees must ensure that their contact information including phone number listed as their home phone number for which they will be called for overtime is kept updated on the Company website (my.envoyair.com). The employee will be bypassed if the contact number is not correct.
8. Employees are ineligible to sign up to work overtime on days designated as "CSO" Change of Shift Off or "VC" Vacation/CPDO.
9. The Company will call in Employees signed up in Envoy Staff Admin for the shift, date, job classification or shop using inverse order of accrued overtime hours.
10. Management will pull a current Staff Admin overtime report at the time overtime is needed. This log/report will include the Employee's name, date, time called and Employee's response or reason they could not be contacted. The supervisor and a union member (shop steward preferred) will sign the log. Both parties will be present for the call. 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.

11. Employees are responsible to inform the person calling if they have had 7.5 hours rest and if not, will be coded IR (insufficient rest) and considered ineligible. The Employee will not be charged for the refusal.
12. If an Employee who entered his name into Envoy Staff Admin is called and offered overtime but refuses the overtime, then the overtime hours actually worked by the Employee who did accept the overtime, will be added to the overtime accumulation hours of the Employee who refused.
Note: This would not apply if the Employee is contacted two (2) or more hours after the start of the shift being asked to work or if coded as "IR" per number 10 above.
13. A new hire or transferee will assume the base's average overtime accrued when placed on the overtime accumulation log in reference to their classification.
14. If mechanics are involved in a lengthy maintenance task at the end of their shift and the mechanics volunteer to finish the job they can be held over for up to three (3) hours without calling in overtime for continuity of maintenance.
15. If no Employees signed up or all Employees signed up for overtime have been called, the Company may ask for on-duty volunteers, by least amount of accrued overtime.
16. The final option to reduce a mandatory overtime situation would be to call anyone willing to come in early from a later scheduled shift. Any Employee may request additional hours, via Staff Admin prior to the start of their shift (as long as they have been off duty for at least seven and one-half (7.5) hours) can be contacted via phone to work early. This process will be called by least amount of accrued overtime. This will be based on supervisor's discretion.
17. Per the CBA, the Company may mandate Employees in inverse order of seniority to work past their stop time. The Company will use its best efforts to provide Employees a minimum of two (2) hours' notice in writing.
18. If a Mechanic in an avionics slot, Crew Chief or Train the Trainer Crew Chief is required for overtime, those signed up for overtime whom work in the classification/shift bid slot that requires coverage for that day and shift will be called first before stepping up or calling in a mechanic.
19. For Aircraft Maintenance purposes, Mechanics signed up for overtime for that day and shift will be called first. If additional Mechanics are required Mechanics in avionics slots, Crew Chiefs or Train the Trainer Crew Chiefs will be offered the overtime. Finally, QC personnel may be offered the overtime.

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

X 

Tim Jackson
President, Local 576 XNA Transportation Workers Union

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Mike Shaw
Base Manager Aircraft Maintenance XNA