

# Overtime Policy

Effective 07/29/2023


Article 11 of the CBA describes what overtime is and indicates the way employees 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 employees in Title Group I.

1. All overtime accrued by an employee will be computed and added to their overtime accumulation bank. The Company will update the overtime accumulation bank at least bi-weekly for all employees.
2. New hire employees may only sign up for overtime after completion of probationary period of 6 months or when the employee has completed the (60) sixty day required tasks of the STS (Skill Tasks Sheet), whichever comes first. A new hire or transferee will assume the base's average for overtime accrued and will be added to their overtime accumulation bank.
3. An employee wishing to be considered for overtime will do so by submitting a request for additional hours through RosterApps. RosterApps is located on the my.envoyair.com website by selecting "Pay & Benefits" heading, then select the "RosterApps" link. Click "Calendar" then right click on the date you want to request and choose "Signup for Additional Hours". Employees will not request additional hours on days designated as (CPDO) Consecutive Personal Days Off or (PHL) Personal Holiday.
4. Employees must ensure that their employee profile contact information primary phone number is kept updated on my.envoyair.com. The primary phone number will be used to contact and award overtime. If the employee's primary phone number from their profile is not current, the employee will be bypassed.
5. Management will pull a current RosterApps requested additional hours report at the time overtime is needed and may be awarded up to three days in advance to ensure coverage. This report will also include the date, contacted time, and employee's response or reason they could not be contacted. This additional hours report will be retained for (30) thirty days.
6. Management and a Union member (shop steward preferred) will contact and award overtime to employees in the following order, (1) day off, (2) hold-over, (3) call in early that have requested additional hours in RosterApps for that date, shift, job classification and location using inverse order of accrued overtime hours. Employees are responsible to inform the person calling if they have not had (7.5) seven and one-half hours rest before accepting any additional hour's assignment. If an employee calls back before the required additional hours has been awarded, they will be offered the additional hours.
7. An employee who requested additional hours through RosterApps, was contacted and offered additional hours but refuses, the employee will have the overtime hours offered added to their overtime accumulation bank. This would not apply if the employee was contacted (2) two or more hours after the start of the shift being asked to work or if they have not had (7.5) seven and one-half hours rest per number (6) six above.

8. Employees working overtime may be required to work the entire shift and may be reassigned to perform work either at the line or at the hangar as the workload dictates.
9. If an employee who is already involved in a lengthy maintenance task at the end of his shift and the employee volunteers to finish a task, he can be held over for up to (3) three hours without calling in overtime.
10. As an option to reduce a mandatory overtime situation if no employees requested additional hours and all employees that requested additional hours have been called, the Company may solicit anyone qualified for overtime.
11. Any employee may request overtime prior to the start of their scheduled shift if they have been off duty for at least (7.5) seven and one-half hours, via RosterApps.
12. If all overtime resources have been exhausted the Company reserves the right to institute mandatory overtime in accordance with Article 11 of the CBA.
13. If a Crew Chief or Technical Crew Chief is required for overtime, those requesting additional hours who work in the classification that requires coverage for that day, shift and location will be called first before stepping up or calling in a technician.
14. If Technicians are required for overtime, those requesting additional hours who work in the classification that requires coverage for that day, shift and location will be called first. If additional Technicians are required Crew Chiefs and Technical Crew Chiefs requesting additional hours will be offered the overtime. Finally, QC personnel requesting additional hours may be offered the overtime.
15. In the event of a complete RosterApps system outage, overtime will be awarded in Occupational Seniority order instead of using inverse order of accrued overtime hours.

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 policy is agreed upon by the two individuals below.

  
Ernest J Jackson  
Manager, Envoy Maintenance Base

 7/26/23  
Tim Jackson  
President TWU Local 576