

LIT FIELD TRIP POLICY

Article 17 of the Labor Agreement indicates the manner in which Employees on a field trip are to be paid, but does not provide procedures for the selection of Employees. In the absence of such language, the Company and Union are establishing the following policy/guidelines to be followed for field trips and selection of Employees in the Title Group 1 – Aviation Maintenance.

1. Field trip books will be located at both the Hangar and the Line. These books will be maintained by the Employees.
2. All Employees wishing to volunteer for a field trip shall sign up in the field trip book. When a field trip is required, Employees present and who have placed their name in the field trip sign up book will be eligible. Employees have 30 minutes after their shift starts to sign up for all other trips.
Note 1: Ineligible Employees include those where the flight leaves before their shift starts.
Note 2: Chosen Employees become ineligible if the scheduled flight leaves after their shift ends. In delay situations, the supervisor may use his/her discretion to replace or retain the employee on the field trip.
Note 3: The one hour may be extended if no other volunteers are present and before a mandatory situation arises.
3. A lottery drawing of qualified volunteer names chosen from that day's sign-up sheet will be conducted in the presence of a Union member (preferably a shop steward).
Note 1: The person witnessing the lottery drawing cannot be a volunteer for the field trip.
Note 2: The Supervisor will draw a line and initial the sign-up sheet for that trip closing that trips lottery roster.
Note 3: The name of the person along with the Supervisor will be entered on the "Field Trip Information Sheet".
4. In the event of an emergency or there is insufficient volunteers, the Company will assign qualified employees with the lowest occupational seniority on duty or as per the Field Trip procedures where applicable.
 - a. If there are no volunteers for a Line field trip, Volunteers from the Hangar will be pre-offered first before the Supervisor can assign (mandate) qualified line on duty Employees in inverse occupational seniority to the field trip.
 - b. If there are no volunteers for a Hangar field trip, Volunteers from the Line will be pre-offered first before the Supervisor can assign (mandate) qualified hangar on duty Employees in inverse occupational seniority to the field trip.
5. Probationary employees are exempt from field trip work no matter where they are assigned.
6. Field trip assignment
 - a. Line Employees will support trips involving transportation on an American Eagle or AA flight.
 - b. Engine changes, major repairs, window changes, driving or charter flights, ie: (work normally worked by hangar personnel) will be staffed by hangar Employees.
 - c. All field trip work requiring driving or charter flights during Third shift will be chosen from both third shift line and hangar Employees also chosen by lottery.

7. Employees supporting the Field Work will take direction from MOC, give constant updates and inform them of your time of arrival to the hotel when released from the Airport/Task.
8. Crew Chiefs or highly skilled Employees, ie: Tech, CC, Sheet metal, and Avionics may be assigned by the Supervisor, exclusive of the field trip policy. This would be for jobs such as engine changes, major repairs, electrical problems, avionics, etc. These Employees are not to take the place of a mechanic, but will be an addition used to assist in the correction of complex maintenance items.
9. Crew chiefs will only be eligible for a field trip if operational requirements permit, as determined by the Supervisor.
10. Employees previously assigned to support a field trip will only be eligible for another field trip on the same day if no other employee is signed up or is not qualified.
11. When returning from a Field Trip; unless it is during the Mechanics regular scheduled shift, the employee must immediately contact the Supervisor. The employee must badge out within sixty (60) minutes of flight arrival unless approved by the Supervisor.
12. When returning from a Field Trip and it is within seven and one half (7 ½) hours or less from the beginning of their next scheduled work shift, the Employee must check with Management to get approval for either AA (Authorized Absence) for their entire next shift or come in as scheduled and be paid at short turn rates based on operational necessity. Additionally, if returning from a Field Trip during the next scheduled work shift, the Employee must check with management for approval of AA (Authorized Absence) for the remainder of their shift prior to leaving.
13. Employees selected to support the field trip must be qualified to perform the task and be able to meet the scheduled departure time. Qualified is to be defined as an Employee or collection of Employees that have the skills, knowledge and documented training required to properly perform the duties of a specific job to return an aircraft to service.
14. In the interest of safety as well as complying with various Company Policies, Procedures and the TWU Agreement, all field trips will be staffed with two (2) Employees when required by the task(s) to be performed.
15. All overtime worked during a field trip will be computed and added to the overtime accumulation log and updated bi-weekly.
16. An Employee involved in a time consuming project will be ineligible for a field trip assignment if the Supervisor and/or Crew Chief has determined that it cannot be turned over in a timely manner.

Provision of the TWU/Eagle agreement remain applicable, unchanged and are not in any way deemed to be voided or amended by this policy. The above guidelines are agreed upon by the two individuals below.



Tim Jackson
President, Local 576
Transport Workers Union of America



Terry Butler
LIT Base Manager
Envoy Maintenance Operations