

LIT STORES OVERTIME POLICY


Article 11 of the CBA describes what overtime is and indicates the manner in which Employee 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 IV – Inventory Control.

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 Employees at LIT.
3. Only Employees wishing to be considered for overtime will do so by submitting a request for additional hours through the Envoy Staff-Admin application on Jetnet (my.envoyair.com). Management will retrieve and retain daily a Staff Admin overtime report as backup for outages.
4. 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.
5. Any known coverage may be called up to three days before the day needed to ensure coverage. This person shall be required to work the entire shift.
6. When signing up for overtime, all employees must ensure that their contact information including the phone number listed as their home phone number for which they will be called for overtime is kept updated in Jetnet (my.envoyair.com). If the Employee's phone number from the contact list is not current then the employee will be bypassed on the list.
7. Employees cannot sign up to work overtime on days designated as "CSO" or "VC".
8. The Company will call in Employees signed up in Envoy Staff Admin for that shift, date, job classification or shop using inverse order of accrued overtime hours.
9. A call log or Staff Admin overtime report will be utilized and retained for 14 days. Management will pull a current Staff Admin overtime report at the time overtime is needed. If a system outage occurs they will use the most current report available. This log/report will include the Employee's name, date, time called, and Employee's answer or reason they could not be contacted. The Supervisor or delegate and a union member (shop steward preferred) will review the documentation for accuracy prior to the call. The Supervisor or delegate and union member will sign the log and both parties will be present for the call if conducted. If an Employee calls back before the required number of positions has been filled, they will be offered the overtime.
10. No Employee is to sign up for overtime seven and one-half (7.5) hours before or after a scheduled shift, a vacation day, or on a regular scheduled work day or day off. 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.)
11. 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 ten above.

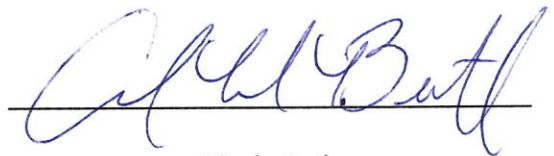
12. A new hire or transferee will assume the base's average overtime accrued when placed on the overtime accumulation log in reference to their classification.
13. If Employee is already involved in a lengthy task at end of their shift and volunteer to finish the job, they can be held over for up to three hours without calling in overtime for continuity of completing the task.
14. Employees called in and working their preferred shift and location may be reassigned to perform work either at the line or at the hangar as the workload dictates.
15. If no Employees are 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) and then volunteers can be contacted via phone to work early (by least amount of accrued overtime).
16. No employee shall show up for overtime just because they signed up or were contacted with overtime availability. Overtime will only be awarded to employees that answer the call or return the call before the overtime needed has been fulfilled and accepts the offer of overtime.
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. This time will be utilized to attempt to contact volunteers whom have signed up for overtime on their days off to relieve those mandated to stay over.
18. If a 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 an ICS. If an ICS position is required for overtime, all ICS signed up for that day and shift will be called first before calling a Crew Chief to cover the ICS position.

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.



 Tim Jackson
 President, Local 576
 Transport Workers Union

Date Signed: 9/29/17



 Nicole Butler
 LIT Stores Supervisor
 Envoy Maintenance Operations

Date Signed: 9/29/17