

# XNA MAINTENANCE TDY POLICY

Article 17 of the Labor Agreement indicates the manner in which employees on Temporary Duty (TDY) 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 to be followed for TDY selection of Aircraft Maintenance Technicians.

---

- 1) In the event operational needs of the company require employees to work somewhere other than their normal base station for a known period of time shall be considered TDY.
- 2) All employees wishing to be considered for TDY will ensure their name and phone number is correct on the sign-up sheet.
- 3) When an employee is added to a TDY sign-up sheet that has been used for prior TDY calls, their seniority will not reset the list. This also applies for an employee who transfers in, from another base or location.
- 4) Employees on probation will not be considered eligible for TDY assignments.
- 5) Qualified employees are to be defined as employees who have completed familiarization school or maintains a run-up and taxi qualification for the aircraft type to be worked. Qualified employees must be able to sign off work they accomplish.
- 6) Employees will record their qualification of each aircraft type on the sign-up sheet as follows:

(Q) - Fleet Qualified

(R) - Right Seat Taxi Qualified

(R/T) - Run Taxi Qualified

(T/T) - Train the Trainer

A higher qualified mechanic is still eligible for lower qualification as needed for the TDY assignment.

- 7) The TDY sign-up sheet will be located in the hangar supervisor office.

# XNA MAINTENANCE TDY POLICY

8) Using the TDY sign-up sheet a Supervisor and Union member (shop steward preferred) will attempt to contact qualified employees on the sheet either while at work or by the phone number on the sheet in descending order of occupational seniority starting ~~where the last TDY calls ended.~~

---

9) To document attempts to contact qualified employees there will be a TDY call out log created that will be retained for no less than one (1) year from the date of the TDY. This log will include the date of the TDY, the time when employee was called and the answer given by the employee.

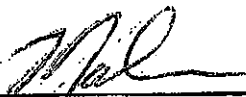
10) If while attempting to contact qualified employees there was no answer or left message, an employee still has the opportunity to volunteer if they call back before the number of volunteers required for the TDY assignment has been fulfilled.

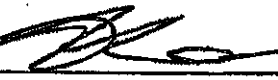
11) Employees will be paid for travel time to/from the hotel and work location while on TDY.

12) Employees will be responsible for their own time keeping and exception reporting.

13) All overtime accumulated by an employee during a TDY assignment will be added to the overtime accumulation log.

Provisions of the TWU contract remain applicable unchanged and are not in any way deemed to be voided or amended by this policy.

  
\_\_\_\_\_  
TIM JACKSON  
President, Local 576  
Transport Workers Union  
Date: 2/6/18

  
\_\_\_\_\_  
MIKE SHAW  
XNA Base Manager  
Envoy Air  
Date: 2-6-2018