

ENVOY AIR/TWU LOCAL 575 - DFW RAMP

ADDITIONAL HOURS SIGN UP AND APPROVAL PROCESS

June 9th, 2018

This Overtime Policy is a joint effort between your Union Representatives and Management Team. If you have any questions, please see a member of Management or a Union Representative.

Requesting of OT hours:

1. Employees requesting additional hours must submit a request for additional hours through the **Envoy Air** Staff-Admin application. The request can be made from any computer with internet access via: <http://my.envoyair.com> in the Employee Self Service Portal. Employees will be ineligible to request overtime if Employee is on Transitional or Restricted Duty.
2. Employees must sign-up no later than 8am if requesting an AM shift and 2pm if requesting a PM shift, 72 hours in advance of the needed daily coverage.
3. All overtime hours WILL BE EQUAL TO SHIFT NEEDED. No LESS than SIX HOURS WILL BE AWARDED.
4. Employees may sign-up on any shift for additional / overtime hours other than their regularly scheduled shift. (Employees may be asked to stay for overtime once the OT list is exhausted).
5. THE CBA COVERS SHORT TURN THEREFORE, THIS SHOULD NOT BE A REASON TO DENY OVERTIME.
6. Overlap shifts will not be a reason to deny overtime.
7. All employee hours will be posted by the Company DAILY (area to be determined).

Awarding of OT hours

1. Overtime will be awarded to the person with the least amount of hours for the day. On the first (1st) day that this policy goes into effect, everyone will be at zero hours; therefore overtime hours will be awarded by seniority.
2. The overtime hour's list will be pulled from Staff Admin and OT will be awarded 3 days prior to the date.
3. In the case of two or more employees with the same amount of hours, seniority will rule.
4. All PT extension hours will not count towards an employee's balance.
5. Part Time employees cannot sign-up for extension of shifts as overtime hours.
6. PT employees can only sign up for additional hours/Overtime on their schedule Days off.
7. If the overtime list has been exhausted, any additional overtime can be offered to any Fleet Service Clerk who is available. These hours will be added towards an employee's balance.
8. Hours will be zeroed out on the first day of a new shift bid.

9. Employees transferring from outside of the work-unit, or from a different Envoy, will receive an average of all hours on their first day worked.
10. New hire employees will be credited with one hour plus the amount of the employee that has the least hours of all DFW Envoy Ramp employees. In the event that there are multiple employees with the same seniority date within a class of new hires, they will all receive the same amount of hours.
11. Mandatory hours will not be charged towards the employees balance, regardless of their FT/PT status.
12. If the overtime list has been exhausted for the day, any additional overtime will be offered to any Fleet Service Clerk who is available ON THE PREMISES IN SENIORITY ORDER. If no overtime is accepted the company will apply Article 24, letter H. The employee must ensure that he or she has a current phone contact number on file. If the employee does not have a current phone number on file, they will be bypassed and we will move to the next Fleet Service Clerk on the list. The Hub supervisor or scheduling department will call and wait 10 minutes for a response. If the employee does not return the call they will be bypassed to the next Fleet Service Clerk on the list. The company will contact the TWU Local shop steward to complete this process.

Approval Posting is as follows:

1. At 3 days prior to the OT shift; staff admin will be updated with all approved overtime shifts. The awarded OT shift is yours and will be subject to the attendance policy if you are unable to work your awarded OT shift unless you are able to do the following:
 - Employees approved for additional / overtime hours wishing to give up their approved shift must find the next senior/available FSC off the overtime list within forty-eight (48) hours of the OT date to cover their OT Shift. The new FSC for the OT shift will be coded and paid OT if the 40 hours qualifiers have been met.
 - FSC's who wish to give up their awarded OT outside of the forty-eight (48) hour window will need to use the CS policy and see a supervisor to approve the trade. The new FSC for the OT shift will not be coded and paid OT.
2. It will be the FSC's responsibility to check Staff Admin or the Additional / Overtime sheet posted the day of or after the awarding process have been completed.
3. Failure to report for your awarded OT shift will be treated as a performance issue

Additional Items

1. The company will provide through staff admin several drop boxes for the employees to choose a work area. Drop boxes will read;
 - a. Baggage area (Bagroom, AE to AA, T to T, inbound, sweeper)
 - b. Ramp (Any gate)
 - c. Miscellaneous (LAV, Tow Team, commat, fueling)
 - d. All
2. By accepting either a,b,c the employee will be forfeiting seniority and by passes will not be considered.
3. Employees choosing all, will not have priority over the others since hours awarded are based on least amount.
4. Preferences are removed and when requesting OT you must check the ASD box to better accommodate our day to day operation especially when experiencing high call offs. We in scheduling will take into consideration your bid location and assign where needed.