

ENVOY FLOW THROUGH AGREEMENT FOR EMPLOYEES REPRESENTED BY THE TWU

The following pages include instructions, definitions of identified job classifications for Envoy TWU employees eligible to apply for AA flow through positions, a question and answer section, and a copy of the required Flow Through Form.

AA (Legacy) Classifications/Positions covered by the flow through:

Maintenance

Parts Washer	Aircraft Cleaner
Plant Maintenance Mechanic	Aviation Maintenance Technician
Stock Clerk	Plant Maintenance Man
Utility Man	Cabin Cleaner
Building Cleaner	Ground Serviceman
Overhaul Support Mechanic	

Ramp

Fleet Service Clerk

Dispatch

Dispatcher

General Qualifications:

Employees who meet **all of the following qualifications** may apply via the external postings web site careers.aa.com pursuant to the Flow Through Agreement:

1. May not be on any step of the C3P or ACP/AMP programs
2. Must have successfully completed all levels of training offered during his/her employment with Envoy
3. Must have licenses required for the requested position
4. Must be actively employed by Envoy.
5. Must meet length of service requirement
 - M&R Employee has completed 36 months of service in Maintenance & Related
 - Ramp Employee has completed 24 months of service in Ramp Services
 - Dispatch Employee has completed 36 months of service in Dispatch

General Rules:

Following are the rules eligible applicants must follow:

- Position posted by AA via the external Careers web page, careers.aa.com.
- Eligible applicants must complete a Flow Through Form **at the time of application to AA, and forward to their Envoy Human Resources Specialist at Envoy.HR@aa.com**. Retain a copy for your own records.
- Applicants who meet the Flow Through qualifications, applied via the external web page and submitted the required forms will be processed via the placement requirements for AA, via Talent Services.

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- AA will provide interview opportunities to qualified Envoy employees.
 - Employee must pass all qualification tests and hiring requirements administered by AA
 - Employee must pass all Drug and Alcohol tests administered by AA
 - AA will extend job offers to qualified Envoy employees for at least one (1) out of four (4) external vacancies
 - No more than ten (10) Ramp Service employees per classification per station per month will be permitted to leave Envoy under this procedure
 - No more than ten (10) percent of Maintenance and Related employees per classification per station per quarter will be permitted to leave Envoy under this procedure
 - No more than five (5) percent of the Dispatch employees every six months will be permitted to leave Envoy under this procedure
- (Classifications are defined in Article 10 of the contract)
- Any refusal of a job offer from AA will result in a permanent bar from transferring to AA under this policy
 - Employees who are selected will retain Company seniority in their new position but other seniority and benefits will be subject to the policies of the hiring work group. Vacation accrued at Envoy will be paid off at the appropriate rate and will **not** be carried over to the new position.
 - Envoy employees who are hired by AA will serve new probationary periods. Failure to complete the probationary period successfully will result in termination from AA. Employees who fail to pass probation will not have any rights (including bumping back) to return to their former positions at Envoy.

**ENVOY FLOW THROUGH AGREEMENT
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QUESTIONS AND ANSWERS

Q1. When is the policy effective?

A1. The policy was effective in September, 1998. Updated November, 2010, and again December 1, 2014

Q2. What steps must an employee take to have his/her name acknowledged for the provisions of the Flow Through agreement?

A2. The interested candidate must ensure he/she meets the qualifications, complete a Flow Through Transfer form, **which must be completed and sent to Envoy.HR@aa.com at the time of application to AA**, and respond to the external job posting on the AA Careers web site, careers.aa.com.

Q3. May an employee apply for a position at more than one location, or for multiple positions at the same location?

A3. Yes, but a separate form must be completed and submitted for each position and location, when a vacancy is posted.

Q4. Does a supervisor or manager have the ability to waive qualifications as a Flow Through?

A4. No. In order to carry forward the Company seniority date, you must meet the eligibility requirements and pass all placement processing, and offered a position.

Q5. Who will be responsible for providing the Flow Through forms that are received and confirming the recognition of the Company seniority date at AA?

A5. This task will be shared by Envoy Labor Relations and the AA Talent Services group.

Envoy TWU Classifications / Positions

The following are the six (6) classifications and the occupations that fall within each, as defined in Article 10 of the Envoy (AE) Collective Bargaining Agreements:

(1) Ramp Service

- (a) Crew Chief-Fleet Service Employee
- (b) Fleet Service Clerk

(2) Aviation Maintenance Technician

- (a) Inspector
- (b) Aircraft Maintenance Crew Chief
- (c) Maintenance Coordinator
- (d) Technical Crew Chief
- (e) Aircraft Maintenance Technician
- (f) Avionics Technician
- (g) Repairman
- (h) Tool & Die Maker

(3) Ground Support Mechanic

- (a) Crew Chief – Ground Support Technician
- (b) Ground Support Technician

(4) Aircraft Cleaner

- (a) Crew Chief - Aircraft Cleaner
- (b) Aircraft Cleaner

(5) Stock Clerk

- (a) Crew Chief – Inventory Control Spec
- (b) Inventory Control Specialist

(6) Dispatch

- (a) Flight Dispatcher
- (b) Ops Coordinator

(7) Ground School Instructors

Ground School Instructor

FLOW THROUGH AGREEMENT TRANSFER FORM

Pursuant to the agreement between ENVOY Air (AE) and the Transport Workers Union of America

COMPLETE ONE FORM FOR EACH OPEN REQUISITION THAT YOU APPLY TO

(Legacy AA Positions ONLY)

1. Type or print all information
2. **Submit this form at the time of application to AA**
3. Complete all sections
4. Attach a resume
5. Sign back of completed form
6. Obtain supervisor signature on back of completed form
7. Submit the completed form to the appropriate Envoy Human Resource Specialist at Envoy.HR@aa.com
8. Employee must meet all qualifications required for the vacancy and stated in the contract
9. Incomplete or incorrect forms will be returned

A. Employee Information

Last Name		First Name		Employee #	Date	Co. Seniority Date	Email (OPTIONAL)
Company	Current Position	Current Location (eg.DFW)	Occ Seniority Date		Classification (eg.Ramp)		

B. POSITION APPLIED TO

Check only one of the three boxes below

Title/Job Classification	Requisition/Job#	Either Full or Part Time	PT	FT	City(eg.DFW)

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C. Conditions of the Flow Through Agreement (would change from E to C after deletion of C and D)

I understand that by signing this form I meet all qualifications and that any transfer is subject to general rules including those stated below .

QUALIFICATIONS

1. I have submitted this form at the time of application to AA

2. I am not currently on any step of the C3P or ACP/AMP programs

3. I have passed all levels of training offered in my current position

4. I possess all licenses required for the desired position

5. I am currently employed by American Eagle Airlines Inc.

6. I have completed the required length of service in my current position (M&E 36 months, Ramp 24 months, Dispatch 36 months)

GENERAL RULES

1. I am responsible for completing this form, obtaining my supervisor's signature, and sending it to the appropriate human resources field rep.

2. I must pass any qualification test administered by AA.

3. I must pass Drug and Alcohol tests administered by AA.

4. Any refusal of a job offer from AA will result in a permanent bar from transferring to AA under this policy.

5. I understand that I will retain my company seniority, but occupational and class seniority as well as benefits will apply as provided at new position.

6. I understand that vacation accrued at the time of transfer will be paid off at the appropriate rate and will not be carried over.

7. I understand I will serve a new probationary period with AA and failure to complete it will result in termination.

8. I understand that I will have no rights (including bumping back) to my former position at ENVOY if I fail to pass probation at AA.

THIS REQUEST IS ONLY GOOD FOR THE ACTIVE REQUISITION FOR THE JOB AND LOCATION NOTED ABOVE. ALL TRANSFER REQUESTS ARE NULL AND VOID AFTER AN ACTIVE REQUISITION HAS CLOSED. THE FLOW THROUGH AGREEMENT IS ONLY FOR EMPLOYEES WHO ARE ACTIVELY WORKING AT ENVOY AIR. EMPLOYEES ARE ADVISED TO KEEP A PHOTOCOPY OF ANY FORM THEY SUBMIT.

May 2015
