



AGREEMENT

between

ENVOY AIR INC.

and

**TRANSPORT WORKERS UNION
OF AMERICA, AFL-CIO**

covering

**Aircraft Maintenance Technicians, Inspectors, Tool
and Die Mechanics, Ground Support Technicians,
Repairmen, Aircraft Maintenance Cleaners, and
Inventory Control Specialists**

Effective Date: May 13, 2023



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Aircraft Maintenance Cleaners, and Inventory Control
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Effective: **May 13, 2023**

This Agreement is made and entered in accordance with the provisions of the Railway Labor Act, as amended by and between ENVOY AIR INC. hereinafter collectively referred to as the “Company”, and the TRANSPORT WORKERS UNION OF AMERICA, AFL-CIO, hereinafter known as the “Union”.

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ARTICLE 1: RECOGNITION AND SCOPE

- 1
- 2 A. In accordance with Recognition Agreements between Simmons Airlines, Inc.
3 and Transport Workers Union of America dated April 17, 1989, and Flagship
4 Airlines Inc. and Transport Workers Union of America dated April 17, 1989,
5 and Executive Airlines, Inc. and Transport Workers Union of America dated
6 May 9, 1990, and AMR Eagle Regional Aircraft Maintenance Center, Inc.
7 and Transport Workers Union of America dated March 1, 1997, the
8 Company hereby recognizes the Transport Workers Union of America, AFL-
9 CIO as the sole bargaining agent for Aircraft Maintenance Technicians,
10 Inspectors, Ground Support Technicians, Aircraft Maintenance Cleaners
11 and Inventory Control Specialists employed by the Company, and in their
12 behalf to negotiate and conclude an Agreement with the Company with
13 respect to rates of pay, rules and working conditions for all employees
14 covered under this Agreement in the Title Groups set forth in Article 10 who
15 perform the work at Transport Workers Union designated locations.
- 16 B. This Agreement is binding upon the parties hereto and their successors and
17 assigns.
- 18 C. It is understood and agreed that supervisors and other employees may
19 assist in the performing of any work that may be necessary to complete a
20 particular operation. This provision will not be used on a routine basis but will
21 cover those instances wherein short-term help is required to complete the
22 operation in question and due to the nature of the operation, overtime from
23 the work unit is not readily available.
- 24 D. Contracting Out of Work - The Company reserves the right to contract in or
25 contract out any or all such work covered by this Agreement if by so doing
26 the Company is able to accomplish such work more economically; provided
27 however, that the Company will not layoff any employee covered by this
28 Agreement solely by reason of the fact that the work ordinarily done by such
29 employee has been contracted out. It is understood and agreed that should
30 the Company at such time not have the manpower, facilities or tooling to do
31 a particular job, such work may be contracted out without limitations.
32 Whenever in the Company's sole judgment, the volume of work at any
33 outstation is sufficient to justify a permanent maintenance base there, then
34 the Company will offer to employees covered by this Agreement, the right to
35 bid on such work. The Vice President, Maintenance of Envoy Air Inc. or his
36 designee, will provide a quarterly report to the Director of the Air Transport
37 Division, Transport Workers Union, listing the aircraft maintenance work that
38 has been contracted out during the previous quarter.
- 39 E. In the event that the Company is a party to any merger, purchase, sale or
40 acquisition, consolidation, reorganization or similar corporate transaction,
41 the Company will meet with the Transport Workers Union to discuss the
42 merger, purchase, sale or acquisition, consolidation, reorganization or



similar corporate transaction. The Company will provide the Transport Workers Union with information concerning the proposed merger, purchase, sale or acquisition, consolidation, reorganization or similar corporate transaction at the earliest practical time to allow the Union to prepare for those discussions. Those discussions will include the impact of the merger, purchase, sale or acquisition, consolidation, reorganization or similar corporate transaction upon Transport Workers Union represented employees.

F. In the event that the Company is a party to any merger, purchase, sale or acquisition, consolidation, reorganization or similar corporate transaction, and a satisfactory Agreement between the parties is not reached in regard to seniority integration, the Company will agree to utilize the procedure as set forth in Paragraph H. below.

G. In the event that Envoy Air Inc. is integrated with any AMR affiliate, the parties representing each bargaining unit will meet to determine seniority integration. If a satisfactory Agreement between the parties is not reached in regard to seniority integration, the Company will agree to utilize the procedure as set forth in Paragraph H. below.

H. In the event of failure to reach a negotiated resolution, the seniority integration dispute will be resolved by a neutral arbitrator in accordance with Section 3 and 13 of the Allegheny-Mohawk Labor Protective Provisions.

I. Successorship - In the event that the Company is a party to any merger, purchase, sale or acquisition, consolidation, reorganization or similar corporate transaction, the Company will agree to use its best efforts to ensure that the purchaser recognizes the Transport Workers Union as the sole collective bargaining agent of the employees covered by this Agreement, accepts the terms of the collective bargaining agreement then in effect, and accepts the Transport Workers Union represented employees transferred with such transaction.



ARTICLE 2: DEFINITIONS

- 1
- 2 A. "Employee" will mean an employee in the classifications covered by this
3 Agreement.
- 4 B. The term "Hereunder" as used in this Agreement will be construed to mean
5 and read "under all applicable provisions of this Agreement".
- 6 C. "He" or any other pronoun used herein will be deemed and understood to
7 designate any employee hereunder, whether male or female.
- 8 D. The word "Qualification" as used herein will mean all requirements and / or
9 qualifying tests, which may be deemed necessary by the Company for a
10 particular type of work to be performed.
- 11 E. A "Crew" is defined as a group of employees in a particular shop working
12 under either a Crew Chief or supervisor/Manager.
- 13 F. A "Shop" as referred to in this Agreement will be defined as, but not limited
14 to, "the area or work group that the particular employee is assigned to" i.e.
15 aircraft maintenance, line maintenance, inspections, base shop, avionics /
16 instruments, ground support, cleaners, sheet metal and stores.
- 17 G. The term "License" as used herein will mean all requirements and / or
18 qualifying tests, which may be deemed necessary by the Company or
19 governmental regulation when applicable to the work performed by an
20 employee.
- 21 H. "Base Rate of Pay", "Base Hourly Rate", "Regular Pay", or "Pay as If
22 Working" will be defined as an employee's rate as shown in Article 4
23 including any applicable classification premium and Classification/Location
24 premium. The following are excluded from base rate of pay: license
25 premium, shift differential and higher capacity pay premium.
- 26 I. "Company Seniority Date" will be defined as the employee's hire date with
27 the Company.
- 28 J. "Classification Seniority Date" will be defined as an administrative date that
29 determines the placement of an employee on the applicable pay step and
30 scale.
- 31 K. "Title Group Seniority" or "Occupational Seniority" will be defined as the
32 employee's date of assignment in a title group and will accrue as outlined in
33 the provisions of the Labor Agreement. Such occupational seniority will
34 govern shift preference.
- 35 L. The term "Emergency" will herein mean a sudden, generally unexpected
36 occurrence or set of circumstances demanding immediate action.
- 37 M. The term "Field Work" is intended to refer to "Road Trip" or "RT" and/or
38 "Temporary Duty Assignment."



- 1 N. The term "Temporary Duty Assignment" or "TDY" will herein mean a
2 voluntary assignment to a station other than the station the employee is
3 normally assigned in order to support operations for a known period of time.
- 4 O. The term "Road Trip" will mean an assignment to a location other than the
5 station at which the employee is normally based during which the employee
6 will perform maintenance on a specific aircraft or equipment, or an Inventory
7 Control assignment, for the period of time necessary to complete the
8 assignment.
- 9 P. "Will" has the same meaning as "Shall".
- 10 Q. "AMR EAGLE CARRIER", "COMPANY" OR "COMPANIES" means AMR
11 Eagle Holding Corporation and a carrier(s) owned by AMR Eagle Holding
12 Corporation, including, but not limited to, Envoy Air Inc. or Executive Airlines,
13 Inc. provided that in the event of a divestiture of any form from AMR
14 Corporation, "AMR Eagle Carrier", "Company", or "Companies" shall mean
15 the successor entity resulting from such a divestiture, in which case all
16 references to "AMR Eagle Carrier", "Envoy Air Inc.", "Executive Airlines",
17 "Company", and/or "Companies shall be replaced with the name of the
18 successor entity.
- 19 R. "Successor" will include, without limitation, any assignee, purchaser,
20 transferee, administrator, receiver, executor, and / or trustee of the Company
21 or of all or substantially all of the equity securities and / or assets of the
22 Company.
- 23 S. "Successorship Transaction" means any transaction, whether single-step or
24 multi-step that provides for, results in, or creates a successor.
- 25 T. "Affiliate", as used in this Agreement means:
26 1. Any entity that controls the Company or any entity that the Company
27 controls and/or
28 2. Any other corporate subsidiary, parent, or entity controlled by or that
29 controls any entity referred to in T.1. of this paragraph.
- 30 U. "On Call" will mean an employee who has been instructed to remain or stand
31 by at a station, shop, hangar, or other location, in order to begin work
32 immediately upon the work becoming available.
- 33 V. "Meet and Confer" will mean an obligation to meet and provide information
34 relating to a specific issue with the intent of resolving such issue.
- 35 W. "Base Maintenance Employees" will mean employees working in a location
36 where heavy maintenance is performed.



ARTICLE 3: NON-DISCRIMINATION AND MANAGEMENT RIGHTS

- A. The Company and the Union agree to make it a matter of record in this Agreement that in accordance with the established policy of the Company and the Union, the provisions of this Agreement will apply equally to all employees hereunder regardless of sex, age, color, race, religion, sexual orientation, disability, veteran status or national origin.
- B. No employee covered by this Agreement will be interfered with, restrained, coerced, or discriminated against by the Company, its officers or agents, because of membership in the Union.
- C. The rights of ownership, the management of the Company and the direction of the working forces, including the right to hire, discipline and discharge employees for just cause, promote, demote, transfer, layoff and recall, the right to direct, plan and control operations, and to establish and change work schedules, and the right to determine the type of work to be performed, and the right to introduce new and improved methods, equipment or facilities, and to change existing methods, equipment and facilities, and to determine the location of the Company's facilities, and the work to be done at each, and the number of employees, and the right to lease facilities or equipment, and the right to establish or change Company rules, and in general to maintain discipline and efficiency, are vested exclusively with the Company so long as the exercise of such rights will not be in conflict with the specific provisions of this Agreement.



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ARTICLE 4: COMPENSATION

2 During the period of this Agreement, the rates of pay for the classifications
3 covered hereunder which are incorporated herein and made part of this
4 Agreement.

5 A. Flexible Hiring Rates

- 6 1. In the event that the Company, in its sole discretion, finds that any or all
7 of its starting rates as specified below, are non-competitive with local
8 market starting rates for similarly situated jobs, the Company may hire
9 applicants in any classification(s) hereunder at any station, base or
10 location at rates of pay higher than those starting rates specified below.
11 As market conditions change, the Company may, at its sole discretion,
12 change its designated starting rate. Such designated starting rate may
13 be higher or lower than previous starting rates; however, such starting
14 rate may not be lower than the first step or higher than the maximum
15 hourly rate in the applicable pay scale.
- 16 2. In those stations, bases or locations where higher starting rates of pay
17 are designated in accordance with Paragraph A.1., above, all
18 employees in that classification at that station, base or location who are
19 receiving less than the new designated starting pay will have their rate
20 of pay concurrently increased to the new designated higher starting rate
21 for that classification in that station, base or location.
- 22 3. Any employee, who voluntarily transfers to a station, base or location
23 that is not utilizing the Flexible Hiring rate at the time of transfer, will
24 have his rate of pay reduced to the appropriate step, as if he had never
25 received the Flexible Hiring rate. The same concept would apply for an
26 employee who voluntarily transfers from a station, base or location that
27 is not exercising the Flexible Hiring rate to a station, base or location that
28 is utilizing the Flexible Hiring rate. In this case, the employee's pay rate
29 would be adjusted to reflect the Flexible Hiring rate being exercised in
30 that station, base or location.
- 31 4. An employee who transfers to or from a station/base/location which has
32 an adjusted starting rate of pay for his classification will have his rate of
33 pay adjusted upward or downward to conform to the rate of pay received
34 by an employee with the same classification seniority at his new station/
35 base/location. The adjusted rate may not be less than Step 1 nor higher
36 than the maximum hourly rate in the applicable pay scale.

37 B. Classification/Location Premium

- 38 1. If the Company determines that any or all of its rates of pay in Article 4
39 (Compensation), at any station, base, location or classification, are non-
40 competitive with local market rates for similarly situated jobs, the
41 Company may implement a Classification/Location Premium.



2. The Company will determine the amount and which classification(s) within a station, base or location will be eligible for the Classification/Location Premium. Such premium will not be compounded in the computation of overtime. The amount of Classification/Location Premiums may vary by classification within the same station, base, or location. When an employee travels to another base on a temporary duty assignment (TDY), they will be paid whichever rate is higher: their base Classification/Location premium or that of the TDY base.
3. As market conditions change, the Company may cease utilization of a previously established Classification/Location Premium. Employees already receiving such a premium will continue to receive it except as provided under Paragraph 4. directly below.
4. Any employee receiving a Classification/Location Premium who voluntarily or involuntarily transfers or is displaced to a station, base, location or classification that is not utilizing a Classification/Location Premium will, at the time of transfer, have his rate of pay reduced to the appropriate pay rate (and vice versa).

C. Aviation Maintenance License Premium

1. Employees in the classifications of Inspector, Crew Chief, Aircraft Maintenance Technical Crew Chief, and Aircraft Maintenance Technician will receive a premium of one dollar and fifty cents (\$1.50) per hour for the first license held and an additional one dollar and fifty cents (\$1.50) per hour for the second license held where the license(s) is required by the Company for the work performed. Except as set forth in Letter K, Aircraft Maintenance Technicians who bid to and are awarded positions in the base maintenance support shops will be considered Repairmen and will not be eligible to receive any license premium(s) for hours worked in the base maintenance support shops. Licensed Repairmen shall continue to receive all applicable license premium(s) that an Aircraft Maintenance Technician would receive under this Article for all hours worked outside the base maintenance support shops.
2. Regardless of the number of license(s) an employee may hold; i.e. Airframe, Powerplant or Avionics (also known as FCC) or the Company may require, the license premium pay will not exceed three dollars (\$3.00) per hour. The premium paid is to include accruals for PDO pay and holiday pay. License premium pay will not be compounded in the computation of overtime rates.

D. Shift Differential

1. An employee assigned to a shift which begins at or after 1500 (or the majority of the shift hours are after 1500) and before 2000 will receive a shift differential of twenty-five (25) cents per hour for all hours worked.



- 1 2. An employee assigned to a shift which begins at or after 2000 (or the
2 majority of the shift hours are after 2000) and before 0500 will receive a
3 shift differential of forty-five (45) cents per hour for all hours worked.
- 4 3. Shift differential will only be payable for actual hours worked (i.e., not
5 included with PDO pay, etc.) and will not be compounded in the
6 computation of overtime.

7 E. Classification Premium

- 8 1. An employee covered under this Agreement in the positions of Crew
9 Chief, Inspector, or Technical Crew Chief will receive two dollars (\$2.00)
10 per hour premium for all hours. Such premium will be compounded in
11 the computation of overtime.
- 12 2. An employee covered under this Agreement who has completed the
13 "Train the Trainer" course and conducts on-the-job training
14 requirements shall receive one dollar and fifty cents (\$1.50) premium for
15 all hours he conducts the training. Such premium will not be
16 compounded in the computation of overtime.

17 F. Rates of Pay

- 18 1. During the duration of this Agreement, the regular rate of pay of the
19 classifications covered hereunder is specified below.
- 20 2. For employees covered under this Agreement, progression from one
21 step to the next will be based on twelve (12) months of service in each
22 step within a classification.
- 23 3. An eight percent (8%) signing bonus, less applicable taxes and
24 withholdings, will be paid to active employees on the seniority list as of
25 DOS based on employees' 2022 W2 earnings. Four percent (4%) will
26 be paid no later than sixty (60) days after DOS and the remaining four
27 percent (4%) will be paid no later than sixty (60) days after the DOS+6
28 months. Inactive employees on the seniority list as of DOS will receive
29 their respective bonuses after returning to active service for thirty (30)
30 consecutive days. Employees who leave the Company between DOS
31 and DOS+6 months will have their remaining value of four percent (4%)
32 placed in a pool and distributed equally to all remaining eligible
33 employees under this Agreement. This additional distribution will be
34 paid no later than sixty (60) days after the DOS+6 months.
- 35 4. The American Airlines Group Inc. Amended and Restated Global Profit
36 Sharing Plan (the "Profit Sharing Plan") provides a profit sharing
37 arrangement for eligible employees. The terms and conditions set forth
38 in the Profit Sharing Plan shall apply and shall govern the participation
39 of employees covered by this Agreement.



AIRCRAFT MAINTENANCE TECHNICIANS					
Step	DOS	DOS+12	DOS+24	DOS+36	
1	\$ 25.00	\$ 25.50	\$ 26.01	\$ 26.53	
2	\$ 26.50	\$ 27.03	\$ 27.57	\$ 28.12	
3	\$ 27.50	\$ 28.05	\$ 28.61	\$ 29.18	
4	\$ 29.50	\$ 30.09	\$ 30.69	\$ 31.30	
5	\$ 30.50	\$ 31.11	\$ 31.73	\$ 32.36	
6	\$ 31.50	\$ 32.13	\$ 32.77	\$ 33.43	
7	\$ 32.50	\$ 33.15	\$ 33.81	\$ 34.49	
8	\$ 34.50	\$ 35.19	\$ 35.89	\$ 36.61	
9	\$ 35.00	\$ 35.70	\$ 36.41	\$ 37.14	
	DOS	23-Nov	24-Nov	25-Nov	26-Nov
10	\$ 35.24	\$ 36.30	\$ 37.39	\$ 38.51	\$ 39.67

GROUND SUPPORT TECHNICIANS				
Step	DOS	DOS+12	DOS+24	DOS+36
1	\$ 19.00	\$ 19.38	\$ 19.77	\$ 20.17
2	\$ 20.06	\$ 20.46	\$ 20.87	\$ 21.29
3	\$ 21.13	\$ 21.55	\$ 21.98	\$ 22.42
4	\$ 22.19	\$ 22.63	\$ 23.08	\$ 23.54
5	\$ 23.25	\$ 23.72	\$ 24.19	\$ 24.67
6	\$ 24.31	\$ 24.80	\$ 25.30	\$ 25.81
7	\$ 25.38	\$ 25.89	\$ 26.41	\$ 26.94
8	\$ 26.44	\$ 26.97	\$ 27.51	\$ 28.06
9	\$ 27.50	\$ 28.05	\$ 28.61	\$ 29.18



GROUND SUPPORT TECHNICIANS - LAX				
Step	DOS	DOS+12	DOS+24	DOS+36
1	\$ 23.81	\$ 24.29	\$ 24.78	\$ 25.28
2	\$ 24.06	\$ 24.54	\$ 25.03	\$ 25.53
3	\$ 25.13	\$ 25.63	\$ 26.14	\$ 26.66
4	\$ 26.19	\$ 26.71	\$ 27.24	\$ 27.78
5	\$ 27.25	\$ 27.80	\$ 28.36	\$ 28.93
6	\$ 28.31	\$ 28.88	\$ 29.46	\$ 30.05
7	\$ 29.38	\$ 29.97	\$ 30.57	\$ 31.18
8	\$ 30.44	\$ 31.05	\$ 31.67	\$ 32.30
9	\$ 31.50	\$ 32.13	\$ 32.77	\$ 33.43

GROUND SUPPORT TECHNICIANS - ORD				
	DOS	DOS+12	DOS+24	DOS+36
Step	2023	2024	2025	2026
1	\$ 25.81	\$ 26.33	\$ 26.86	\$ 27.40
2	\$ 26.92	\$ 27.46	\$ 28.01	\$ 28.57
3	\$ 27.54	\$ 28.09	\$ 28.65	\$ 29.22
4	\$ 28.15	\$ 28.71	\$ 29.28	\$ 29.87
5	\$ 28.76	\$ 29.34	\$ 29.93	\$ 30.53
6	\$ 29.37	\$ 29.96	\$ 30.56	\$ 31.17
7	\$ 29.98	\$ 30.58	\$ 31.19	\$ 31.81
8	\$ 30.60	\$ 31.21	\$ 31.83	\$ 32.47
9	\$ 31.82	\$ 32.46	\$ 33.11	\$ 33.77



AIRCRAFT MAINTENANCE CLEANERS				
Step	DOS	DOS+12	DOS+24	DOS+36
1	\$ 14.50	\$ 14.79	\$ 15.09	\$ 15.39
2	\$ 15.09	\$ 15.39	\$ 15.70	\$ 16.01
3	\$ 15.69	\$ 16.00	\$ 16.32	\$ 16.65
4	\$ 16.28	\$ 16.61	\$ 16.94	\$ 17.28
5	\$ 16.88	\$ 17.22	\$ 17.56	\$ 17.91
6	\$ 17.47	\$ 17.82	\$ 18.18	\$ 18.54
7	\$ 18.06	\$ 18.42	\$ 18.79	\$ 19.17
8	\$ 18.66	\$ 19.03	\$ 19.41	\$ 19.80
9	\$ 19.25	\$ 19.64	\$ 20.03	\$ 20.43

INVENTORY CONTROL SPECIALISTS				
Step	DOS	DOS+12	DOS+24	DOS+36
1	\$ 16.00	\$ 16.32	\$ 16.65	\$ 16.98
2	\$ 16.96	\$ 17.30	\$ 17.65	\$ 18.00
3	\$ 17.98	\$ 18.34	\$ 18.71	\$ 19.08
4	\$ 19.05	\$ 19.43	\$ 19.82	\$ 20.22
5	\$ 20.20	\$ 20.60	\$ 21.01	\$ 21.43
6	\$ 21.41	\$ 21.84	\$ 22.28	\$ 22.73
7	\$ 22.48	\$ 22.93	\$ 23.39	\$ 23.86
8	\$ 23.60	\$ 24.07	\$ 24.55	\$ 25.04
9	\$ 24.78	\$ 25.28	\$ 25.79	\$ 26.31



ARTICLE 5: PERSONAL DAYS OFF

- 1
- 2 A. Personal Days Off (PDO) hours can be accumulated up to a maximum of
3 248 hours, to be used in the following calendar year on an individual basis
4 per Paragraph B., below.
- 5 B. Employees hereunder will become entitled to and receive Personal Days Off
6 allowances in accordance with the following:
- 7 1. As used herein, the term "Year" is used to mean a calendar year.
- 8 2. As of December 31 of each Year, each employee hereunder who has
9 had one (1) year or more of active service with the Company will be
10 entitled to one hundred twelve (112) hours of Personal Days Off to be
11 taken in the following Year.
- 12 3. As of December 31 of each Year, each employee hereunder who has
13 completed five (5) years through nine (9) years of active service with the
14 Company will be entitled to one hundred fifty-two (152) hours of
15 Personal Days Off to be taken the following Year.
- 16 4. As of December 31 of each Year, each employee hereunder who has
17 completed ten (10) years through fourteen (14) years of active service
18 with the Company will be entitled to one hundred sixty-eight (168) hours
19 of Personal Days Off to be taken the following Year.
- 20 5. As of December 31 of each Year, each employee hereunder who has
21 fifteen (15) years through nineteen (19) years of active service with the
22 Company will be entitled to two hundred eight (208) hours of Personal
23 Days Off to be taken the following Year.
- 24 6. As of December 31 of each Year, each employee hereunder who has
25 had twenty (20) years or more of active service with the Company will
26 be entitled to two hundred forty-eight (248) hours of Personal Days Off
27 to be taken the following Year.
- 28 7. An employee who, as of December 31 of any Year, who has less than
29 one (1) year of active service with the Company will be entitled to
30 Personal Days Off with pay on the basis of nine hours (9) and twenty
31 (20) minutes accrual for each month of active service with the Company
32 for Personal Days Off to be taken in the following Year.
- 33 a. In any calendar month, fifteen (15) days or more of service with the
34 Company will be considered a full month and less than fifteen (15)
35 days will not be considered a full month.
- 36 C. The pay for such Personal Days Off will be at the pay which the employee
37 would normally have received at his base rate of pay including license and
38 any Classification/Location premiums.



1 D. Preference for the period in which an employee hereunder will be permitted
2 to take his Consecutive Personal Days Off (CPDOs) will be granted at each
3 station or by shift in order of Company Seniority and classification.

4 E. As of December 31 of each Year, each employee hereunder who has
5 completed less than ten (10) years of Company Seniority must bid all but
6 seventy-two (72) hours of Personal Days Off to be used in one-week blocks
7 of time during the following Year. These one-week blocks of time off, or
8 Consecutive Personal Days Off (CPDOs), must be bid in accordance with
9 Paragraph F.1., below.

10 F. As of December 31 of each Year, each employee hereunder who has
11 completed ten (10) or more years of Company Seniority must bid all but
12 eighty-eight (88) hours of Personal Days Off to be used in one-week blocks
13 of time during the following Year. These one-week blocks of time off, or
14 Consecutive Personal Days Off (CPDOs), must be bid in accordance with
15 Paragraph F.1., below.

16 1. The Company will post requests for CPDO periods preference for the
17 following Year electronically or on Company bulletin boards at each
18 station, base or location no later than October 15th of each year and
19 employees eligible will list their preference no later than November 15th.
20 The posted CPDO periods will include at least one (1) period for each
21 week of the Year. The Company will round to the nearest whole number
22 (up) to determine the number of periods to be provided thereafter. The
23 actual number of periods per week will be determined exclusively by the
24 Company. Where there are ten (10) or more employees in a crew, at
25 least two (2) employees will be permitted to take their CPDO at the
26 same time.

27 The CPDO periods will be assigned and posted on Company bulletin
28 boards no later than December 1st. Any employee not expressing a
29 preference will be assigned a CPDO period. The Company and Local
30 Union will have the option to establish station bidding procedures,
31 provided they do not conflict with Paragraph D.

32 2. Upon an employee's request, holidays recognized by this Agreement
33 which fall within a CPDO period will not be considered as part of the
34 CPDO. Holidays falling within a CPDO period (including days off) may,
35 at the employee's option, be taken by extending the CPDO period one
36 (1) day for each holiday. Commencing with CPDO periods originating in
37 Calendar Year 2024, an employee may elect to extend their CPDO
38 period in accordance with the following notification procedure:

39 An employee who has a holiday falling within a CPDO period
40 (including days off) shall by default have such holiday paid for in
41 addition to the CPDO period. In lieu of the preceding sentence, and
42 at the employee's option, an employee may elect to extend their
43 CPDO period (including days off) by one (1) day for each holiday



- 1 within the CPDO period by providing their manager written notice of
2 such election no later than twenty-four (24) hours prior to the
3 commencement of the affected CPDO period.
- 4 3. CPDO schedules will be awarded by Company Seniority.
- 5 4. The actual Personal Days Off during any bid CPDO period will begin on
6 the employee's first scheduled workday following his scheduled days
7 off.
- 8 5. CPDO periods not awarded in Paragraph F.1. will be awarded for those
9 who are requesting to exchange their awarded CPDO period with an
10 open CPDO period. Open CPDO periods will be posted on bulletin
11 boards and updated every fourteen (14) days. Such request must be
12 made in writing by the 15th of the calendar month prior to the open
13 CPDO period. If two (2) or more employees ask for the same CPDO
14 period, then the employee with the highest Company Seniority will be
15 awarded the period.
- 16 G. The remaining seventy-two (72) or eighty-eight (88) PDO hours that have not
17 been bid as CPDOs may be taken for any reason during the following Year,
18 except in Paragraph G.3., below.
- 19 1. It will be the responsibility of the employee who will be absent from work
20 pursuant to this paragraph to report the fact to his immediate supervisor
21 at least four (4) hours prior to normal shift starting time in accordance
22 with local procedures, unless absent from work due to illness or Injury,
23 in which case Paragraph G.2., below, shall apply.
- 24 2. An employee who fails to report their absence less than two (2) hours
25 prior to their normal shift starting time due to illness or injury may be
26 required to provide medical documentation to substantiate a claimed
27 illness or injury for which PDO is used.
- 28 3. Such employee will be paid from their PDO bank if there is time
29 available. If there is insufficient PDO balance to cover the entire
30 absence, the absence will be administered in accordance with
31 Paragraph H., below.
- 32 a. The following are considered "Special Days": New Year's Eve, New
33 Year's Day, Super Bowl Sunday, Saturday and Sunday before
34 Memorial Day, Memorial Day, Independence Day, Saturday and
35 Sunday before Labor Day, Labor Day, Thanksgiving Day, the day
36 after Thanksgiving Day, Christmas Eve and Christmas Day. PDOs
37 requested for the "Special Days" must be made at least seven (7)
38 but not more than fourteen (14) days in advance. PDOs requested
39 for the "Special Days" will be paid at straight time and cannot create
40 overtime for the employees. When multiple requests are made for
41 Special Days within the same Title Group at the same location,
42 PDO requests will be granted in order of Company Seniority.



- b. An employee who is not granted a "Special Day" PDO under the preceding paragraph, or a Holiday Off (HO) in accordance with Article 6, but who later requests a PDO, is subject to the notice provisions set forth in Paragraph G. and shall be required to provide medical documentation to substantiate the illness or injury for which the requested PDO is being used.
- c. For holidays recognized by this Agreement, an employee will forfeit any holiday pay if a PDO is used.

H. In the event the employee calls in PDO and does not have enough PDO hours to cover a shift in its entirety, such employee will be eligible to apply those remaining hours to the shift and will be subject to the attendance control policy.

I. When an employee transfers to a different classification and/or location, the employee's CPDO period(s) will be carried over if the CPDO period(s) are open. If not open, the employee must select an option per Paragraphs L.1., 2., 3., or 4., below.

J. An employee covered by this Agreement who resigns and has given the Company fourteen (14) days advance notice will be entitled to his earned Personal Days Off pay. This notice provision may be waived by the Company. Upon death, the estate of an employee covered by this Agreement will be paid in a lump sum for all accrued and unused Personal Days Off.

K. Upon retirement, an employee covered by this Agreement who has accrued and unused Personal Days Off will receive a lump sum payment for his accrued Personal Days Off.

L. The Company reserves the right to cancel CPDO periods if necessary to maintain service and will give as much advance notice as possible to the employee, but at least two weeks. In the event that an employee's CPDO has been cancelled by the Company, the employee will select, at his option to:

- 1. Reschedule his unused Consecutive Personal Days Off during the same Year, if a slot is available, or
- 2. Be paid for his Consecutive Personal Days Off period, or
- 3. Carry his unused Consecutive Personal Days Off over to the following Year, or
- 4. Elect to bank the hours in his catastrophic sick bank.

M. At the employee's option, up to forty (40) hours of any remaining Personal Days Off that have not been used by December 31st will be paid to the employee at the employee's base rate of pay on or before February 1 of the following Year. Any unused hours that are not paid out to the employee will



-
- 1 be deposited in the employee's catastrophic sick bank, unless the employee
2 is requested by the Company in writing to forego his vacation during the Year
3 in which it is to be taken.
- 4 N. The Company will permit an employee to request up to forty (40) hours
5 Personal Vacation Days Off. Personal Vacation Days (PVDs) are defined as
6 Personal Days Off accrued in the current Year for use next Year to be taken
7 in advance for the current Year. The days would then be deducted from next
8 Year's Consecutive Personal Days Off allocation. The days will be granted if
9 manning permits.
- 10 O. Employees called to active military duty shall have the option to be paid any
11 unused Personal Days Off/CPDOs prior to their deployment or bank the
12 unused Personal Days Off/CPDOs for use upon their return. Any hours
13 accrued in the employee's catastrophic sick bank are excluded from the
14 aforementioned payout.



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ARTICLE 6: HOLIDAYS

- 1
- 2 A. The following holidays will be observed and compensated as set forth
3 herein:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

4 The above holidays will be observed on State and National Observance
5 designated days. The above Holidays shall be taken and paid in accordance
6 with this section, and there shall be no "banking" or "moving" Holidays. In
7 addition to the preceding holidays, each employee (including a probationary
8 employee) will be entitled to one personal holiday, to be designated at any
9 time during the year by the employee with at least 14 days' notice and will be
10 granted in order of seniority at the fourteen (14) day cutoff based upon
11 operational requirements.

12 B. An employee who works on any of the above holidays will receive Holiday
13 pay for all hours worked at the base rate of pay (including shift differential)
14 and license premium in addition to any straight time and/or any applicable
15 overtime for all hours worked in accordance with Article 11.B. or Article 11.C.

16 C. After all PDO request(s) have been awarded in accordance with Article 5.G.,
17 an employee may request to be off on a Holiday with at least two (2) days
18 but no more than five (5) days' notice in advance and will be granted and paid
19 Holiday Off (HO) in order of seniority no later than one (1) day prior to the
20 Holiday. The request will be granted based upon operational requirements.

21 D. Except as provided in Article 5, Personal Days Off, if any of the above
22 holidays fall on an employee's day off, he will be paid as follows:

23 1. If the employee does not work the scheduled day off, he will receive
24 Holiday Off (HO) pay for his scheduled work hours at the applicable
25 base rate of pay. When a Holiday falls during an employee's CPDO
26 period, he will receive Holiday Off (HO) pay at the applicable base rate
27 of pay in addition to CPDO pay.

28 *Example: An employee on a 10-hour, 4-day workweek who is scheduled*
29 *off on a Holiday will be paid ten (10) hours of Holiday Off (HO) pay.*

30 2. If the employee works overtime on the scheduled day off, he will receive
31 overtime pay pursuant to Article 11.B. or 11.C. in addition to any Holiday
32 pay received under this Article 6. For overtime at one and one half
33 (1-1/2) times the base rate of pay, the maximum pay shall be two and



- 1 one half (2-1/2) times the base rate of pay for the day. For overtime at
2 two (2) times the base rate of pay, the maximum pay shall be three (3)
3 times the base rate of pay for the day.
- 4 E. Payment for a holiday, as such, will not be made to an employee on a leave
5 of absence or to an employee scheduled to work on such holiday who is not
6 excused from work and who fails to report to work as scheduled.
- 7 F. When the Company determines that all scheduled employees are not
8 required to work on a holiday, employees will be offered the holiday off and
9 be paid at the base rate of pay on the basis of occupational seniority, by
10 classification and shift at that location until the reduced complement is
11 achieved. Once the reduced complement is achieved, if the Company then
12 finds it necessary to increase the complement, those employees who were
13 not afforded an opportunity to work by reason of such reduction will be asked
14 to work first in order of occupational seniority, classification and shift prior to
15 utilizing the overtime list.
- 16 G. An employee who is scheduled to work on any of the above Holidays, but is
17 then directed by the Company to take the entire or a portion of the day off
18 from work, will be compensated for all of the scheduled hours on that Holiday
19 at his applicable base rate of pay. In addition, these hours will be considered
20 as time worked for purposes of computing overtime.



ARTICLE 7: CATASTROPHIC SICK BANK / ON THE JOB INJURY

- A. Except as provided in Article 5.J. and 5.K., any hours accumulated and not used are transferred into the employee's catastrophic sick bank. The catastrophic sick bank is time reserved for illness that results in extended periods of absence from the Company. The catastrophic sick bank is to be used as follows:
1. For any continuous sickness/illness/injury requiring an employee to be absent for a period of four (4) or more consecutive days, or for any time an employee who is on FMLA leave for his own serious health condition, the employee will use time from the catastrophic sick bank for all hours the employee is absent from work for that occurrence, until the employee returns to work or exhausts the available hours.
 2. Pursuant to Company policy, an employee who is on FMLA leave to care for an eligible family member with a serious health condition shall exhaust PDO hours, and may not use time from his catastrophic sick bank.
 3. Upon exhaustion of an employee's catastrophic sick bank under Paragraph A.1., above, an employee may use PDO time in accordance with Article 5.
 4. When catastrophic sick bank hours are used, medical confirmation is required.
- B. Unused PDOs will be cumulative in the catastrophic sick bank up to a maximum of seven hundred twenty (720) hours.
- C. Injury on duty benefits will be in accordance with the applicable worker's compensation laws.
- D. Upon retirement, an employee who qualifies for employee retirement travel will receive fifty percent (50%) of their Catastrophic Sick Bank hours calculated at their hourly rate of pay deposited into a Health Reimbursement Account (HRA) that will be eligible for use upon retirement.



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ARTICLE 8: MEDICAL EXAMINATIONS

- 1
- 2 A. Any employee hereunder who fails to pass a Company medical examination
3 may, at his option, have a review of his case as outlined below.
- 4 1. Within fifteen (15) days, he may employ a qualified medical examiner of
5 his own choosing and at his own expense for the purpose of conducting
6 a medical examination for the same purpose as the medical
7 examination was made by the medical examiner by the Company.
- 8 2. A copy of the findings of the medical examiner chosen by the employee
9 will be furnished to the Company within fifteen (15) days following the
10 examination, and in the event that such findings verify the findings of the
11 medical examiner employed by the Company, no further medical review
12 of the case will be afforded.
- 13 3. In the event that the findings of the medical examiner chosen by the
14 employee disagree with the findings of the medical examiner employed
15 by the Company, the Company will, at the written request of the
16 employee, ask that the two (2) medical examiners agree upon and
17 appoint a third, qualified and disinterested medical examiner, preferably
18 a specialist for the purpose of making a further medical examination of
19 the employee.
- 20 4. Such three (3) doctors, one (1) representing the Company, one (1)
21 representing the employee affected, one (1) disinterested doctor
22 approved by the Company doctor and the employee's doctor will
23 constitute a board of three (3), the majority vote of which will decide the
24 case.
- 25 B. If the majority opinion of the Board of three (3) medical examiners upholds
26 the employee's case, he will be restored to his former job and be paid for time
27 lost, at his base rate of pay, less any amount he may have received as
28 compensation during the interim period.
- 29 C. The expense of employing the disinterested medical examiner will be borne
30 one-half (1/2) by the employee and one-half (1/2) by the Company. Copies
31 of such medical examiner's report will be furnished to the Company and to
32 the employee.
- 33 D. The above procedures do not apply in the case of time sensitive
34 examinations, such as random drug testing, when required by law or
35 approved Company plan.
- 36 E. In instances where the Company requires an examination by a specialist to
37 make the initial determination as stated in Paragraph A., above, such costs
38 will be borne by the Company.



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ARTICLE 9: SENIORITY

1

- 2 A. Company Seniority will commence with the effective day of placement on the
3 payroll.
- 4 B. All references in this Agreement to seniority will mean Title Group Seniority,
5 also referred to as Occupational Seniority except where specific reference is
6 made to Company Seniority or Classification Seniority.
- 7 C. Occupational Seniority will begin to accrue from the date of first assignment
8 to a Classification, including paid training, within any of the Title Groups
9 enumerated in Article 10 of this Agreement.
- 10 D. If an employee is transferred from one station to another, his seniority will not
11 be broken.
- 12 E. Occupational Seniority will govern all employees hereunder in the case of
13 shift preference (hours / days off), promotion, demotion, transfer, retention in
14 case of reduction in force, and re-employment after release due to reduction
15 in force, provided that the employee's qualifications are sufficient for the
16 conduct of the work in the Classification to which he is assigned.
- 17 F. The parties agree to the establishment of an accurate seniority list for the
18 Title Groups covered by this Agreement, including Company, Classification,
19 and Occupational Seniority. Such list will be updated regularly and posted
20 electronically.
- 21 G. Resignation, discharge for just cause, or failure to accept recall from layoff
22 will result in forfeiture of seniority and all rights thereto.
- 23 H. An employee or the Union may protest any omission or incorrect posting
24 affecting any employee's seniority within thirty (30) days after electronically
25 posting of the seniority list, except that an employee on a leave of absence
26 in accordance with Article 16 of this Agreement will have thirty (30) days from
27 the date of return to duty.
- 28 I. An employee who, as of the date of this Agreement, accepts a position with
29 the Company outside the bargaining unit will retain but not accrue his
30 seniority. Such an employee may return to his former Title Group and station,
31 if a vacancy exists, upon thirty (30) days written notice. The Company may
32 elect to defer for an additional thirty (30) days at its discretion as long as it
33 does not hold the employee beyond six (6) months from the day he left the
34 bargaining unit. If such employee works outside the bargaining unit over six
35 (6) months, he will forfeit all seniority.
- 36 J. When a volunteer is required for a Special Assignment outside the
37 bargaining unit the company and the Local Union President or his designee
38 will meet and confer regarding such assignment and anticipated duration. In
39 no case will an employee's special assignment exceed one (1) year unless
40 mutually agreed upon by the parties to extend this time period.



- 1 K. An employee who accepts an acting assignment as a manager or supervisor
2 with the Company (MPR) will not exceed a period of sixty (60) days for all
3 time worked in any calendar year. Any fraction of a day worked as MPR will
4 be considered a full day for computation purposes.
- 5 1. Any extension will be made only by agreement between the Company
6 and Union in writing.
- 7 2. An employee who exceeds sixty (60) days in any calendar year will
8 forfeit all Occupational Seniority unless extended per this Article.
- 9 3. The Company will provide to the TWU International Representative a
10 monthly report of those receiving MPR.
- 11 L. An employee having Title Group seniority who permanently transfers at his
12 own request to a Classification in another Title Group (under either this
13 Maintenance Agreement or the Fleet Service Agreement) will retain seniority
14 in the Classification and Title Group from which he transferred for a period of
15 time not exceeding his service in the former Title Group. Such retained
16 seniority may be exercised only in the event of a reduction in force pursuant
17 to the provisions of Article 15.
- 18 M. In the event several employees are hired on the same date and have the
19 same Occupational Seniority date, the following agreed upon procedure
20 should be used to determine proper placement:
- 21 1. Occupational Seniority / Envoy Transport Workers Union
22 2. Company Seniority
23 3. Date of Birth



ARTICLE 10: CLASSIFICATIONS AND QUALIFICATIONS

- A. Employees covered by this Agreement will be assigned to a Classification within one of the following Title Groups:
1. Title I - Aviation Maintenance
 2. Title II - Ground Support
 3. Title III - Aircraft Cleaner
 4. Title IV - Inventory Control
- B. The Classifications included in Title I - Aviation Maintenance include:
1. Inspector - Quality Control
 2. Aircraft Maintenance Crew Chief
 3. Aircraft Maintenance Technical Crew Chief
 4. Aircraft Maintenance Technician
 5. Tool and Die Maker
 6. Repairman
- C. The Classifications included in Title II - Ground Support Technician include:
1. Ground Support Crew Chief
 2. Ground Support Technical Crew Chief
 3. Ground Support Technician
- D. The Classifications included in Title III - Aircraft Maintenance Cleaner include:
1. Aircraft Maintenance Cleaner Crew Chief
 2. Aircraft Maintenance Cleaner
- E. The Classifications included in Title IV - Inventory Control include:
1. Inventory Control Specialist Crew Chief
 2. Inventory Control Specialist
- F. The Classification descriptions set forth are incorporated herein and made part of this Agreement. These classification descriptions are not intended to be all-inclusive; however, any additional duties assigned must be directly related to the employee's assigned classification.



G. The Company may assign an employee to a higher or lower Classification for a period not to exceed thirty (30) consecutive days. If the position is for a period of thirty-one (31) days or longer it will be considered a vacancy and will be filled in accordance with Article 14.

H. The Company agrees that an employee assigned to a lower Classification will be compensated at his base rate of pay. An employee assigned a higher Classification will receive the base rate of pay and applicable premium(s) associated with the higher classification.

I. TITLE GROUP I CLASSIFICATION DESCRIPTIONS

The Company agrees to the following with respect to Title Group I Crew Chiefs:

The Company will maintain, on a system-wide basis, a ratio of one (1) Crew Chief (CC) for every seven (7) Aircraft Maintenance Technicians (AMTs) (1:7 ratio). In those locations, areas, or shops where a Crew Chief is not assigned to work, AMTs may be required to report directly to a manager or supervisor.

The Company shall, in January and July of each year, provide the Union with a report containing information showing that it is in compliance with the 1:7 system-wide ratio set forth above.

1. INSPECTOR - QUALITY CONTROL

a. As authorized by the Director of Quality Control (Chief Inspector), Inspectors are responsible for performing the required inspections in accordance with Federal Aviation Regulations and Company procedures to ensure the continuous airworthiness of the aircraft operated by the Company under the applicable Federal Aviation Regulations.

b. The Quality Control Inspector position may be delegated to qualified personnel within Title Group I when it is impossible, impracticable, or unreasonable to assign a Quality Control Inspector to the job in question. A "Designated Inspector" (DI) is under the direct control of the Director Quality Control (DQC) while he is performing inspections.

c. Responsibilities

- i. Inspects major repairs and major alterations.
- ii. Will inspect Required Inspection Items (RII).
- iii. Shall perform Detailed Visual Inspections as specified in the maintenance program.



- iv. Performs Non-Destructive Testing (NDT) using the following:
Eddy Current, Liquid Penetrant Inspection, Ultrasonic
Thickness Measuring (Ultrasonic Inspection and Magnetic
Particle are optional based on operational needs) and
borescope.
- v. Performs surveillance of parts and material from vendors to
ensure proper certification source of quality of parts,
components and materials purchased by the Company. Also,
performs special projects such as aircraft acquisitions,
modification and overhauls performed by outside agencies.
- vi. Performs spot checks and surveillance as required or
requested by management. When directed, conducts spot
checks of the line maintenance and records section, Inventory
Control Department, vendor and contract maintenance
facilities, tools and test equipment.
- vii. As required, signs for the Airworthiness Release on aircraft.
- viii. Performs Receiving Inspections, reviews components for
acceptance, conformity, or reliability.
- ix. Inspectors may be assigned to Shops as required by Manager
of Quality Control or designee.
- x. Coordinates with the Quality Control Manager or, in his
absence, the Maintenance Supervisors or Crew Chiefs to
ensure completion of work assignments to include inspections
of aircraft as required by work cards or anytime there is an RII.
- xi. After Aircraft Maintenance personnel have performed service,
overhaul, modification, or fabrication operations and have
certified their own workmanship, an Inspector may inspect or
check the quality of the work performed, prior to the release of
an aircraft and/or any component into service.
- xii. Monitors proper completion and preservation of required
aircraft and related records.
- xiii. Performs on-the-job training as determined by the Company.
- xiv. Communicates with other Company personnel as required, in
a manner designated by the Company.
- xv. Ensures that their work area is maintained in a safe and orderly
manner at all times.
- xvi. If qualified, performs taxiing, towing, and run-up of aircraft for
maintenance purposes.
- d. Qualifications
 - i. Must possess an Airframe and Powerplant license.



- ii. Must have a minimum of one (1) year of experience as an Aircraft Maintenance Technician. The one (1) year requirement may be waived by mutual agreement between the Company and the TWU Local President or his designee.
- iii. Must be fleet-qualified on Envoy aircraft.
- iv. Must have and maintain a valid passport.
- v. Must complete training for an NDT method until obtaining a level of certification.
- vi. Must complete the "Train the Trainer" course.

2. AIRCRAFT MAINTENANCE CREW CHIEF

a. Responsibilities and Qualifications

- i. Must possess an Airframe and Powerplant license.
- ii. Must have and maintain a valid passport.
- iii. Is responsible to management for the overall performance of the employees assigned to his crew, and the timely and satisfactory completion of work assignments, by ensuring that:
 - a) Management instructions are promptly and correctly complied with.
 - b) Employees assigned to his crew are properly utilized and instructed for the efficient performance of their daily work.
 - c) Work assignments are carried out in compliance with operational and safety procedures required by the policies of the Company and appropriate governmental regulations.
 - d) Required forms, records, reports, electronic entries, and other paperwork are completed legibly and correctly.
 - e) Employees assigned to his crew use only those vehicles, tools, and equipment on which the Company has determined them to be qualified.
 - f) Assigned equipment is in proper operating condition, scheduled for maximum utilization, and operated for the purpose intended.
 - g) Hazardous conditions, unsafe practices, improperly functioning equipment and tools are immediately brought to the attention of management.
- iv. The Crew Chief will be responsible to management for ensuring compliance with all Company policies related to personal conduct while on the job by those employees assigned to him.
- v. Will communicate with other Company personnel as required in a manner designated by the Company.



- vi. In addition to the above, the Crew Chief will, upon request, assist management in areas such as:
 - a) Periodic evaluation of operating requirements and performance
 - b) Operational planning and scheduling
 - c) Evaluation of training methods and techniques
 - d) Evaluation of equipment, vehicles, and tools
 - e) Performance appraisal of employees, providing oral advice and comments
- vii. The Crew Chief will be qualified in the duties of his classification and will be capable of performing those duties. He will assist his assigned crew in the performance of their duties, demonstrate proper work methods, conduct on-the-job training, conduct meetings, or indoctrinate employees in new or revised operational procedures provided that such assistance does not interfere with the performance of his primary responsibilities as described above or conflict with the provisions of Article 1.C. While he is performing such duties, his primary responsibilities will not be assumed by others. However, the above provisions do not preclude management from directing individual employees under non-routine circumstances or in the absence of the Crew Chief from the immediate work area.
- viii. Ensures that their work area is maintained in a safe and orderly manner at all times.

3. AIRCRAFT MAINTENANCE TECHNICAL CREW CHIEF

- a. Purpose
 - i. The purpose of the Aircraft Maintenance Technical Crew Chief is to provide technical assistance, guidance, training, and administrative support to the Maintenance and Engineering Department.
- b. Job Description

The description of the Aircraft Maintenance Technical Crew Chief will include the following:

 - i. Performs and provides guidance and assistance in troubleshooting and technical assistance to the employee or employees assigned to him in his shop or work unit.
 - ii. Provides instruction or on-the-job training relating to aircraft systems and/or ground support equipment.
 - iii. Ensures that forms, electronic entries, logbooks, work cards, and related paperwork are completed correctly.



- iv. Maintains knowledge of and works with manuals, supply/parts catalogs, minimum equipment lists, and Company records.
- v. Ensures that their work area is maintained in a safe and orderly manner at all times.
- c. Qualifications
 - i. Must possess an Airframe and Powerplant license.
 - ii. Must have and maintain a valid passport.
 - iii. Must have a minimum of one (1) year of experience as an Aircraft Maintenance Technician. The one (1) year requirement may be waived by mutual agreement between the Company and the TWU Local President or his designee.
 - iv. Demonstrates procedures and techniques in troubleshooting and repair of the Company's aircraft, powerplants, and components utilizing the manufacturer's aircraft manuals.
 - v. Demonstrates proficiency in the use of manuals, supply/parts catalogs, minimum equipment lists, and wiring diagrams.
 - vi. Demonstrates the proficiency in group and/or individual instruction.
 - vii. Demonstrates administrative proficiency in the completion and comprehension of Company records.
 - viii. Must successfully complete the next available "Train the Trainer" course.

4. AIRCRAFT MAINTENANCE TECHNICIAN

- a. The work of an Aircraft Maintenance Technician includes all work generally recognized as Aircraft Maintenance Technicians work performed on an aircraft or in a shop on aircraft components.
- b. The Aircraft Maintenance Technician reports to their Crew Chief and works in accordance with Federal Aviation Administration and Company policies, regulations, procedures and instructions from his Crew Chief. In accordance with Paragraph 10.I., above, an Aircraft Maintenance Technician may be required to report to, or take instruction from, a manager or supervisor.
- c. Qualifications and Responsibilities
 - i. Must possess an Airframe and/or Powerplant License as required by the position. The Company shall endeavor to hire Aircraft Maintenance Technicians who possess both an Airframe and Powerplant License. However, in the event a qualified candidate is identified for a particular location and department who possesses an Airframe or Powerplant License, and the vacant position being filled only requires an



Airframe or Powerplant License, such candidate may be hired with the required applicable license and the local Union President shall be notified of such hire.

ii. Must have and maintain a valid passport.

iii. Aircraft Checks:

- a) Dismantling, overhauling, repairing, fabricating, assembling, welding, and erecting all parts of aircraft, airframe, engines, radio equipment, instruments, electrical systems, heating systems, cooling systems, hydraulic systems and machine tool work in connection therewith, troubleshooting, replacement, modification, inspection, functional testing, and maintenance of all installed or removed avionics system components, wiring and sub-assemblies.
- b) Test and inspect parts, subassemblies or completed assemblies, including Company aircraft to the extent necessary to determine, accomplish, and approve his own work.
- c) Employees may be required to conduct and perform on-the-job training (OJT) as determined by the Company. (Training premium will apply per Article 4.)
- d) If qualified, taxiing, towing, and run-up of aircraft for maintenance purposes.
- e) Completes required paperwork and computer entries as required for all maintenance performed.
- f) Ensures that their shop/work area is maintained in a safe and orderly manner at all times.
- g) Communicates with other Company personnel as to the status of their assigned task.
- h) Hazardous conditions, unsafe practices, improperly functioning equipment and tools are immediately brought to the attention of the Crew Chief and/or management.

5. TOOL AND DIE MAKER

- a. The work of the Tool and Die Maker is to produce drawings and fabricate tooling, test rigs and/or equipment as directed. In addition, the Tool and Die Maker will assist aircraft maintenance in any aircraft machining, such as:
 - i. Oversees all machining and fabricating within the machine shop.
 - ii. Fabricates machine-required tooling and/or parts in a timely manner.



- iii. Ensures the machine work area is maintained in a safe and orderly manner.
- iv. Performs other duties (tool and die) as directed by supervisory personnel.
- b. Qualifications
 - i. Must possess or be working toward a repairman's certificate issued by an appropriate regulatory authority. Two (2) years of formal training in the machinist craft or equivalent experience in a related field. The ability to work from production and manufacturing drawings, blueprints, and/or sketches.

6. REPAIRMAN

- a. The Repairman reports to their Crew Chief/Supervisor for the repair, overhaul, inspection, and functional testing of aircraft and components and/or sub-assemblies removed from Company aircraft.
- b. Additional specific responsibilities are as follows:
 - i. Ensures that the shop/work area is maintained in a safe and orderly manner at all times.
 - ii. Designs, procures sub-assemblies, and builds special test equipment or tooling as required.
 - iii. Provides direct support to line maintenance in any capacity required.
 - iv. Interfaces with Engineering for continuous product improvement.
 - v. Works closely with the Inspection Department to ensure compliance with Company policies and procedures as well as applicable federal regulations.

J. TITLE GROUP II CLASSIFICATION DESCRIPTIONS

1. GROUND SUPPORT CREW CHIEF

- a. The Ground Support Crew Chief will be responsible to management for the overall performance of the employees assigned to his crew, and the timely and satisfactory completion of work assignments, by ensuring that:
 - i. Management instructions are promptly and correctly complied with.
 - ii. Employees assigned to his crew are properly utilized and instructed for the efficient performance of their daily work.
 - iii. Work assignments are carried out in compliance with operational and safety procedures required by the policies of the Company and appropriate governmental regulations.



- iv. Required forms, records, reports, electronic entries, and other paperwork are completed legibly and correctly.
 - v. Employees assigned to his crew use only those vehicles, tools, and equipment on which the Company has determined them to be qualified.
 - vi. Assigned equipment is in proper operating condition, scheduled for maximum utilization, and operated for the purpose intended.
 - vii. Hazardous conditions, unsafe practices, improperly functioning equipment and tools are immediately brought to the attention of management.
- b. The Ground Support Crew Chief will be responsible to management for ensuring compliance with all Company policies, including those relating to personal conduct while on the job by those employees assigned to him.
 - c. The Company agrees to the following with respect to Ground Support Crew Chiefs:
 - i. A maximum of fifteen (15) people per shift may be assigned to any one (1) Ground Support Crew Chief at a time.
 - d. Will communicate with other Company personnel as required in a manner designated by the Company.
 - e. In addition to the above, the Ground Support Crew Chief will, upon request, assist management in areas such as:
 - i. Periodic evaluation of operating requirements and performance
 - ii. Operational Planning and Scheduling
 - iii. Evaluation of training methods and techniques
 - iv. Evaluation of equipment, vehicles and tools
 - v. Performance appraisal of employees providing oral advice and comments
 - f. The Ground Support Crew Chief will be qualified in the duties of his classification and will be capable of performing those duties. He will assist his assigned crew in the performance of their duties, demonstrate proper work methods, conduct on-the-job training, conduct meetings or indoctrinate employees in new or revised operational procedures, provided that such assistance does not interfere with the performance of his primary responsibilities as described above. While he is performing such duties, his primary responsibilities will not be assumed by others. However, the above provisions do not preclude management from directing individual employees under non-routine circumstances or in the absence of the Ground Support Crew Chief from the immediate work area.



- i. In addition to the above responsibilities, the Ground Support Crew Chief must ensure that their work area is maintained in a safe and orderly manner at all times.

2. GROUND SUPPORT TECHNICAL CREW CHIEF

- a. The purpose of the Ground Support Technical Crew Chief is to perform technical assistance, guidance, and training support to the GSE Maintenance Group. In those cases where management determines that the work to be performed requires the expertise of a Technical Crew Chief, a Technical Crew Chief may be assigned to assist in the completion of the task.
- b. The responsibilities of the Ground Support Technical Crew Chief will include the following:
 - i. Receive assignments from management or requests for technical support from other Crew Chiefs.
 - ii. Perform and provide guidance and assistance in the troubleshooting, maintenance, and repair of all GSE, as well as technical assistance to the employee or employees assigned.
 - iii. Assist management in the completion of forms, delay reports, work records, and related paperwork.
 - iv. Provide on-the-job training as determined by the Company.
 - v. Maintain knowledge of and use of manuals, supply/parts catalogs, computer programs, and modifications to any system used by the employee.
 - vi. Ensures that their work area is always maintained in a safe and orderly manner.
 - vii. Will assist the crew as necessary to ensure the completion of the assignment, but in no event, replace the Ground Support Crew Chief or Ground Support Technician.
 - viii. May be required to assume a Ground Support Crew Chief role to support the operation as necessary and will not be used on a routine basis.
 - ix. May be required to travel in order to conduct and/or receive training, and the provisions of Article 18.A.1. and 18.B. shall apply.

3. GROUND SUPPORT TECHNICIAN

- a. Reports to the Ground Support Crew Chief/Supervisor
- b. Responsibilities
 - i. Fabricating, machining, welding, operating, servicing, cleaning of parts, painting, maintaining, troubleshooting, repairing, and overhauling all types of ground equipment and subassemblies, including cars, trucks, vans, buses, tractors, tugs, ground



- 1 power units, air conditioners, preheaters, deicers, carts,
- 2 towbars, and any other kind of ground support equipment. May
- 3 include towing of “out of” and “return to” service ground support
- 4 equipment.
- 5 ii. Receiving and transporting of deicing fluid, cleaning,
- 6 maintaining and repairing of ground support shops and their
- 7 fixtures, tools and equipment, implementation of preventive
- 8 maintenance programs, providing informal instruction and
- 9 advice to equipment operators, completing all required
- 10 paperwork or data entry required to keep records of the work
- 11 and other duties of a general utility nature, as assigned.
- 12 iii. Demonstrating proficiency in the use of manufacturer manuals
- 13 and wiring diagrams.
- 14 iv. Demonstrating knowledge of procedures and techniques in
- 15 troubleshooting and repair of Company ground support
- 16 equipment.
- 17 v. Will be responsible for reporting activity on all assigned work
- 18 orders.
- 19 vi. Communicating with other Company personnel as to the
- 20 status of their assigned task.
- 21 vii. Employee may be required to conduct and perform on-the-job
- 22 training (OJT) and will also communicate with other Company
- 23 personnel as determined by the Company.

24 K. TITLE GROUP III CLASSIFICATION DESCRIPTIONS

25 1. AIRCRAFT MAINTENANCE CLEANER CREW CHIEF

- 26 a. The Aircraft Maintenance Cleaner Crew Chief will be responsible to
- 27 management for the overall performance of the employees
- 28 assigned to his crew, and the timely and satisfactory completion of
- 29 work assignments, by ensuring that:
- 30 i. Management instructions are promptly and correctly complied
- 31 with.
- 32 ii. Employees assigned to his crew are properly utilized and
- 33 instructed for the efficient performance of their daily work.
- 34 iii. Work assignments are carried out in compliance with
- 35 operational and safety procedures required by the policies of
- 36 the Company and appropriate governmental regulations.
- 37 iv. Required forms, records, reports, electronic entries, and other
- 38 paperwork are completed legibly and correctly.
- 39 v. Employees assigned to his crew use only those vehicles, tools,
- 40 and equipment on which the Company has determined them
- 41 to be qualified.



- vi. Assigned equipment is in proper operating condition, scheduled for maximum utilization and operated for the purpose intended.
- vii. Hazardous conditions, unsafe practices, improperly functioning equipment and tools are immediately brought to the attention of management.
- viii. The Aircraft Maintenance Cleaner Crew Chief will be responsible to management for ensuring compliance with all Company policies, including those relating to personal conduct while on the job by those employees assigned to him.
- ix. The Company agrees to the following with respect to Aircraft Maintenance Cleaner Crew Chiefs:
 - a) A maximum of fifteen (15) people per shift may be assigned to any one (1) Aircraft Maintenance Cleaner Crew Chief at a time.
- x. Will communicate with other Company personnel as required in a manner designated by the Company.
- xi. In addition to the above, the Aircraft Maintenance Cleaner Crew Chief will, upon request, assist management in areas such as:
 - a) Periodic evaluation of operating requirements and performance
 - b) Operational Planning and Scheduling
 - c) Evaluation of training methods and techniques
 - d) Evaluation of equipment, vehicles, and tools
 - e) Performance appraisal of employees providing oral advice and comments.
- xii. The Aircraft Maintenance Cleaner Crew Chief will be qualified in the duties of his classification and will be capable of performing those duties. He will assist his assigned crew in the performance of their duties, demonstrate proper work methods, conduct on-the-job training, conduct meetings or indoctrinate employees in new or revised operational procedures, provided that such assistance does not interfere with the performance of his primary responsibilities as described above. While he is performing such duties, his primary responsibilities will not be assumed by others. However, the above provisions do not preclude management from directing individual employees under non-routine circumstances or in the absence of the Aircraft Maintenance Cleaner Crew Chief from the immediate work area.



- xiii. In addition to the above responsibilities, the Aircraft Maintenance Cleaner Crew Chief must ensure that their work area is maintained in a safe and orderly manner at all times.

2. AIRCRAFT MAINTENANCE CLEANER

- a. Reports to their Crew Chief/Supervisor and works according to Company regulations, procedures, and instructions from the Crew Chief.
- b. Responsibilities
 - i. The work of an Aircraft Maintenance Cleaner, depending on assignment and/or location, may include the following where the work is currently being performed by the Union:
 - a) Ensures that all aircraft are maintained to present a professional appearance to the public.
 - ii. Completes forms connected with his work assignments according to established procedures.
 - iii. Cleaning, washing the interior and exterior of airplanes, airplane parts, accessory parts, and/or assemblies by operations such as spraying, steaming, scrubbing, wiping, buffing, and polishing according to the method required to remove dirt, grease, and other foreign material. Cleans and polishes ground and automotive equipment.
 - iv. Aircraft Maintenance Cleaners shall not be permitted to perform Aircraft Maintenance Technician's classification.
 - v. Cleans the exterior of aircraft by operations such as cleaning the entire surface with cleaning compound(s), polishing the surface and bringing to the attention of his Crew Chief or supervisor any areas that may be worn or show signs of corrosion, removing exhaust stains with special cleaning compounds, washing the interior belly, under floor, and nacelle areas, spraying wheel wells and flap wells with cleaning compound(s). Removes and installs interior carpets. Uses appropriate ground equipment necessary to reach the surface that requires cleaning.
 - vi. Ensures that their work area is maintained in a safe and orderly manner at all times. Reports the need for repairs of equipment to his Crew Chief or supervisor. May service the equipment used to keep it in good operating condition.
 - vii. Clean and/or set up the parts washing equipment. May mix and use cleaning compounds and solutions. Uses equipment including but not limited to ladders, stands, mops, brushes, and brooms.



- viii. As may apply to his work assignment, uses protective equipment such as masks, respirator, gloves, and aprons.
- ix. In locations where this work is currently being performed by employees covered by this Agreement, Aircraft Maintenance Cleaners will continue to clean and remove trash from hangars and shops, and perform cabin service such as placing and arranging in aircraft: magazines, newspapers, flight kits, and other passenger convenience items.

L. TITLE GROUP IV CLASSIFICATION DESCRIPTIONS

1. INVENTORY CONTROL SPECIALIST CREW CHIEF

- a. The Crew Chief will be responsible to management for the overall performance of the employees assigned to his crew, ensuring compliance with all Company policies including those relating to personal conduct while on the job by those employees assigned to him, and the timely and satisfactory completion of work assignments, by ensuring that:
 - i. Management instructions are promptly and correctly complied with.
 - ii. Must successfully complete the next available "Train the Trainer" course.
 - iii. Employees assigned to his crew are properly utilized and instructed for the efficient performance of their daily work.
 - iv. Work assignments are carried out in compliance with operational and safety procedures required by the policies of the Company and appropriate governmental regulations.
 - v. Required forms, records, reports, electronic entries, and other paperwork are completed legibly and correctly.
 - vi. Employees assigned to his crew use only those vehicles, tools, and equipment on which the Company has determined them to be qualified.
 - vii. Assigned equipment is in proper operating condition, scheduled for maximum utilization, and operated for the purpose intended.
 - viii. Hazardous conditions, unsafe practices, improperly functioning equipment and tools are immediately brought to the attention of management.
- b. A maximum of fifteen (15) people per shift may be assigned to any one (1) Inventory Control Crew Chief at a time.
- c. Will communicate with other Company personnel as required in a manner designated by the Company.



- d. In addition to the above, the Inventory Control Crew Chief will, upon request, complete Inventory Control Specialist duties and assist management in areas such as:
 - i. Periodic evaluation of operating requirements and performance
 - ii. Operational planning and scheduling
 - iii. Evaluation of training methods and techniques
 - iv. Evaluation of equipment, vehicles, and tools
 - v. Performance appraisal of employees, providing oral advice and comments
- e. The Inventory Control Crew Chief will be qualified in the duties of his classification and will be capable of performing those duties. He will assist his assigned crew in the performance of their duties, demonstrate proper work methods, conduct on-the-job training, conduct meetings or indoctrinate employees in new or revised operational procedures, provided that such assistance does not interfere with the performance of his primary responsibilities as described above. While he is performing such duties, his primary responsibilities will not be assumed by others. However, the above provisions do not preclude management from directing individual employees under non-routine circumstances or in the absence of the Inventory Control Crew Chief from the immediate work area.
- f. The Inventory Control Crew Chief will ensure that his work area is maintained in a safe and orderly manner at all times.

2. INVENTORY CONTROL SPECIALIST

- a. The work of an Inventory Control Specialist includes all work described in the responsibilities listed below. The Inventory Control Specialist reports to the Inventory Control Specialist Crew Chief. In locations where Inventory Control Specialist Crew Chiefs are not available, they will report to the designated Inventory Control supervisor or designee. They will work in accordance with Federal Aviation Administration and Company regulations and procedures.
- b. Responsibilities
 - i. Receiving and shipping any required Company items, such as supplies, tools, free stock, and aircraft parts.
 - ii. Stocking, storing, stock chasing, issuing, and performing physical inventory of materials charged to Inventory Control.
 - iii. Will be responsible for repair orders, work orders, and tear down reports.
 - iv. Identifying errors in paperwork, data entry, bin discrepancies, computer data entry, and referring them to his Crew Chief or Supervisor.



-
- v. Reporting overdue items and shortages to his Inventory Control Crew Chief or Supervisor.
 - vi. Exchanging information with authorized Maintenance and Records personnel.
 - vii. Maintaining items according to FAA, DOT, OSHA, and Company regulations and policies.
 - viii. Performing all aspects of the job in a safe manner.
 - ix. Completing hazardous handling and shipping course provided by the Company as required by the Department of Transportation and remaining current throughout tenure.
 - x. Performing accurate data entry in Company computer systems.
 - xi. Delivering materials to and from the facility as determined by the Company.
 - xii. Setting up or tearing down facilities to carry out duties and associated miscellaneous activities to accomplish such operations.
 - xiii. Ensuring their work area is maintained in a clean, safe, and orderly manner at all times.
 - xiv. Will be required to handle items classified as hazardous goods.
 - xv. Employee may be required to conduct and perform on-the-job training (OJT) as determined by the Company. (Training premium will apply per Article 4.)
-



ARTICLE 11: OVERTIME

- 1
- 2 A. Overtime, computed and adjusted to the nearest one one-hundredth (1/100)
3 unit of work will be paid. See examples at the end of this Article.
- 4 B. Daily Overtime:
- 5 1. Employees working eight (8) hour shifts:
- 6 a. One and one half (1 ½) times the base rate of pay for each hour
7 worked in excess of eight (8) hours.
- 8 b. Two (2) times the base rate of pay for each hour worked in excess
9 of twelve (12) hours.
- 10 c. An employee hereunder will not be entitled to overtime rates until
11 he has worked eight (8) hours in the workday including time worked
12 before or after his regular shift.
- 13 2. Employees working ten (10) hour shifts:
- 14 a. One and one half (1 ½) times the base rate of pay for each hour
15 worked in excess of ten (10) hours.
- 16 b. Two (2) times the base rate of pay for each hour worked in excess
17 of fourteen (14) hours.
- 18 c. An employee hereunder will not be entitled to overtime rates until
19 he has worked ten (10) hours in the workday including time worked
20 before or after his regular shift.
- 21 C. Weekly Overtime:
- 22 1. Time worked in excess of forty (40) hours in a workweek will be
23 considered overtime and will be paid as follows except as set forth in
24 Paragraphs F. and 11.H., below.
- 25 2. Employees working in excess of forty (40) hours in a workweek will be
26 eligible for weekly overtime at the rate of one and one-half (1-1/2) times
27 the base rate of pay, including any applicable premiums, for all hours
28 worked in excess of forty.
- 29 3. Depending on the number of hours worked on the shift that exceeds
30 forty (40) hours for the workweek, employees may be eligible for the
31 greater Daily Overtime rate in accordance with Paragraph B., above.
- 32 4. Employees working eight (8) hour shifts will receive one and one-half
33 (1-1/2) times the base rate of pay for hours worked on an employee's
34 scheduled day(s) off provided the employee has worked at least forty
35 (40) hours including CSW, during the workweek.
- 36 5. Two (2) times the base rate of pay for each hour worked in excess of
37 eight (8) hours.
- 38 6. Time paid as CPDO/PDO/HO will not be considered as time worked for
39 the purposes of computing overtime.



7. Two (2) times the base rate of pay for time worked on an employee's second or third scheduled day off provided he has worked his first or second scheduled day off as overtime and has worked at least forty (40) hours, including CSW, during the workweek.
 8. Employees working ten (10) hour shifts will receive:
 - a. One and one half (1 ½) times the base rate of pay hours worked on an employee's scheduled day(s) off provided the employee has worked at least forty (40) hours, including CSW, during the workweek.
 - b. Two (2) times the base rate of pay for each hour worked in excess of ten (10) hours.
 9. Two (2) times the base rate of pay for time worked on an employee's second or third scheduled day off provided he has worked his first or second scheduled day off as overtime and has worked at least forty (40) hours, including CSW during the workweek.
- D. Shift differentials will not be compounded in the calculation of overtime rates.
- E. Overtime work will be distributed in seniority order among the employees qualified to perform the work necessitating overtime as equitably as practicable. The Company and the Union will "meet and confer" to develop a distribution method for each work location.
- F. Exchange of shifts and days off trades (CS):
An employee working an exchange of shifts (CSW) or days off will be paid at his straight time rate including any applicable premiums for the new schedule. Hours worked by an employee as the result of an exchange of shifts (CSW) or days off shall be counted as hours worked for purposes of computing overtime. If, however, an employee works additional hours at Company request in conjunction with an exchange of shifts or days off, such hours will be counted as hours worked for purposes of computing overtime.
- G. An employee whose overtime working period continues into the following day will continue to receive overtime rates for all overtime so worked.
- H. If any work period continues so that its termination will fall within seven and one-half (7-1/2) hours prior to the commencement of the employee's regular shift in the succeeding workday, he will receive pay for all time worked during his regular shift on the succeeding workday at the rate of time and one-half his regular hourly rate.
Example: An employee's normal daily shift starts on Thursday at 07:30 AM and ends at 06:00 PM. He worked overtime and punched out at 12:00 AM. His next normal day to work is Friday at 07:30 AM and will get paid at time and one-half his regular hourly rate of pay, i.e., when he punched out he was within 7-1/2 hours of his next scheduled workday.



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- 1 I. No overtime will be worked except by direction of the proper supervisory
2 personnel of the Company, except in cases of emergency and when prior
3 authority cannot be obtained.
- 4 J. In no event will any employee covered hereunder receive more than two (2) |
5 times his base rate of pay (excluding shift differentials) under this
6 Agreement, except as provided for in Article 6.D.2. |
- 7 K. In the event of an emergency or when there are an insufficient number of
8 employees being available, the Company will assign employees in inverse
9 order of seniority to perform such work. The Company will use its best efforts
10 to provide employees a minimum of two (2) hours' notice in writing.
- 11 L. When an employee covered by this Agreement has been relieved for the day
12 and is recalled to work, or works on his regularly scheduled days off, he will
13 be paid not less than two (2) hours at his base rate of pay.
- 14 M. Examples on the following page. |



10 Hour Shift Schedule	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F
Hours Worked	10	O	O	X	X	X	X	O	O	O	10	10	10	10
Pay	1.5X			1X	1X	1X	1X	1X	1X	1X	1X	1X	1X	1X
10 Hour Shift Schedule	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F
Hours Worked	10	O	O	PDO	PDO	PDO	PDO	O	O	O	10	10	10	10
Pay	1X		10-1X+4-1.5X+2-2X	1X	1X	1X	1X	2-1X+8-1.5X	2X	2X	1X	1X	1X	1X
8 Hour Shift Schedule	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F
Hours Worked	8	O	X	X	X	X	X	O	O	X	X	X	X	X
Pay	4-1X+4-1.5X		1X	1X	1X	1X	1X	4-1X+4-1.5X	2X	1X	1X	1X	1X	1X
8 Hour Shift Schedule	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F
Hours Worked	8	X	X	X	O	O	CPDO	CPDO	CPDO	CPDO	CPDO	O	O	X
Pay	1X	1X	1X	1X		1X	1X	1X	1X	1X	1X	8-1X+4-1.5X+4-2X	1X	1X
8 Hour Shift Schedule	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F
Hours Worked	8	O	X	X	X	X	O	O	X	X	X	X	X	O
Pay	1.5X	1X	1X	1X	1X	1X	1X	1X	1X	1X	1X	PDO	1X	1.5X



ARTICLE 12: PROBATIONARY PERIOD

- 1
- 2 A. New employees will be considered on probation for the first six (6) months of
3 active service. Probationary employees may be disciplined or discharged
4 without having recourse to the grievance and arbitration provisions of this
5 Agreement.
- 6 B. Probationary employees will be assigned a shift and work group by the
7 Company. New employees will bid a shift on succeeding shift bids, but may
8 not change work areas until completion of probationary period.
- 9 C. No probationary employees will work in a Crew Chief or Inspector capacity.
- 10 D. Employees on probation will have the right to Union representation, and may
11 file a grievance based on alleged violations of the Agreement excluding
12 discipline and discharge.



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ARTICLE 13: HOURS OF WORK

- 1
- 2 A. The workday will consist of a twenty-four (24) hour period beginning at 12:00
3 o'clock midnight and a regular day's work will consist of eight (8) hours,
4 exclusive of meal periods.
- 5 B. The basic workweek (and pay week) will consist of:
- 6 1. Seven (7) days beginning at 12:01 a.m. Saturday and the regular
7 weekly work schedule will consist of five (5) workdays of eight (8) hours
8 each within the workweek.
- 9 2. Each employee will be scheduled two (2) days off during each
10 workweek. The Company will make every reasonable effort to arrange
11 work schedules so that, whenever practicable, those days will be
12 Saturday and Sunday. When an employee's days off are other than
13 Saturday and Sunday, they will be two (2) consecutive days.
- 14 C. The Company will provide an option for work locations to have ten (10) hour
15 shifts. Each work location must submit, for approval, their applicable work
16 rules which would include the shift starting times and overtime rules. The
17 Company reserves the right to disapprove or terminate such if it is more
18 costly or less productive than eight (8) hour shifts. The Company agrees to
19 meet and confer with the Union before terminating approved plans.
- 20 1. The four (4) day work week will consist of four (4) consecutive ten (10)
21 hour workdays, exclusive of meal period and will total forty (40) hours
22 for each calendar week.
- 23 D. The Company will publish and post work schedules which will include shifts,
24 hours, and days off for employees under this Agreement. Employees who
25 are on active status on the bid closing date, will have the opportunity to bid
26 shifts, hours, and days off at least twice per year. Each bid period will last a
27 minimum of three months unless otherwise dictated by operational
28 necessity. The Company will forward to the ranking Local Union
29 Representative a copy of the regular shift bid schedule for the station. The
30 shift bid schedule will include scheduled shift hours and scheduled days off.
- 31 E. Seven (7) calendar days' notice will be given for shift changes, except in
32 emergencies.
- 33 F. Part time employee's hours will be governed by the provisions of Article 24.
- 34 G. Exchange of shift and day off trades (CS):
- 35 1. All Changes of Shift ("CS") must be within the same title groups and
36 classifications, however a higher classification may CSW (assume and
37 work a shift through a trade) for a lower classification who is requesting
38 to CSO (trade off a shift without assuming a shift in exchange). This
39 Article applies to all classifications in all title groups.



2. AMTs, with the exception of Inspectors, must be of like run/taxi qualifications to CS with one another and hold like run/taxi qualifications or exceed current like run/taxi qualifications to CSW with another employee.
3. New hire employees may only CSW after completion of probationary period of six (6) months or when the employee has completed the sixty (60) day required tasks of the STS (Skill Tasks Sheet), whichever comes first.
4. CS privileges will be suspended for any employee who has not completed any required training by the Company's deadline in the LMS, until such training is completed.
5. No self-shift trades. (An employee may not trade a scheduled shift for the employee's own scheduled day off, or vice-versa).
6. An employee may not CSO more than fifty (50) percent of their total number of bid hours during a bid. This will be measured from the first (1st) day of a new bid to the last day of the bid. Any employee who has a question as to what percentage CSO (Change of Shift Off) they have during this period should request that information from their electronic time keeping portal. It is the employee's responsibility to ensure they do not exceed their maximum allowed amount of CSO. EX: During a bid, an employee is scheduled to work eight hundred (800) hours. The employee may not CSO more than four hundred (400) hours.
7. CSW hours will count toward an employee's regular forty (40) hour work week. Any CSW hours in excess of forty (40) hours in a work week will be paid at straight time rates, with the exception of New York based employees earning less than 150% of the basic minimum hourly rate applicable to such employees. Refer to Number 20, below.
8. An employee may sign up for overtime on the employee's CSO shift.
9. Three-way swaps or partial CSs are not permitted.
10. Double shifts will be allowed only for employees on eight (8) hour shift, maximum of one per week. i.e., Regular Shift and a CSW on same day.
11. No CSW or CSO during all designated training.
12. All CS requests must be submitted in Roster Apps (or any future time/attendance keeping system) no later than twenty-four (24) hours from the start of the earliest CSW.
 - a. In the event of an unusual or unforeseen circumstance, on an exception basis, a same day CS (request made within twenty-four (24) hours or less) may be approved by local management.
13. It is the employee's responsibility to ensure the CS is approved prior to taking the CS.



14. If the person who is CSW becomes inactive, i.e., terminated, resigned, suspended, IOD, etc., an approved CSO will be honored for five days from the date the CSW employee became inactive. Any approved CSO which is beyond the five calendar days will be canceled. The Company will cancel all CSOs beginning the sixth calendar day.
15. CSW is considered the employee's regularly scheduled hours. If the employee calls in for a PDO on a CSW, the hours will be deducted from the available PDO bank. If no PDO hours are available this is a violation of this Article and the employee will be subject to the provisions of the current Attendance Policy and Paragraph G.17., below.
16. No Call No Show for a CSW day of work is a violation of this Article, and the current Attendance policy will apply.
17. Any violation of this Article will be enforced with a suspension of CS privileges in a twelve (12) month rolling period as follows:
 - a. First (1st) occurrence: thirty (30) day suspension of privileges
 - b. Second (2nd) occurrence: sixty (60) day suspension of privileges
 - c. Third (3rd) occurrence: ninety (90) day suspension of privileges
 - d. Fourth (4th) occurrence: one hundred (180) day suspension of privileges.
18. Items 2, 5 and 9 will not apply to base maintenance employees. Management at the base maintenance base(s) will determine the needs of the operation for approval of any request relating to these items.
19. New York-based employees earning less than 150% of the basic minimum hourly rate applicable to such employee will receive overtime pay for CS/shift trades that result in an employee working more than forty (40) hours per week, subject to the limit discussed below. An employee may shift trade up to a maximum of sixteen (16) hours above the standard forty (40) hour work week. No trade should bump the employee over this limit. Management will reconcile hours both daily and weekly to ensure compliance with this rule.
20. New York-based employees earning more than one-hundred-fifty percent (150%) of the basic minimum hourly rate applicable to such employee may request approval to work more than sixteen (16) CS hour above the standard forty (40) hour work week. Any CS hours over forty (40) worked by these employees will be paid at straight time.
21. Any employee who exceeds sixteen (16) hours of overtime work in a work week because of CS/shift trades without prior management approval, will be in violation of this Article and the provisions of Paragraph G.17. of this Article will apply. To ensure employees are paid appropriately, managers will utilize the new "CST" pay code in RosterApps (or any future time/attendance keeping system) for all CS/shift trade hours worked over forty (40) hours per week.



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ARTICLE 14: TRANSFERS AND PROMOTIONS

- 1
- 2 A. Before any new employee is hired, employees covered by this Agreement
3 will be given preference in accordance with their seniority; as provided
4 herein.
- 5 B. Vacancies for the Classifications in Paragraph B.1., below, are subject to
6 bidding and will be awarded by a local selection panel.
- 7 1. Classifications:
- 8 a. Inspector
9 b. Aircraft Maintenance Crew Chief
10 c. Aircraft Maintenance Technical Crew Chief
11 d. Ground Support Crew Chief
12 e. Ground Support Technical Crew Chief
13 f. Aircraft Maintenance Cleaner Crew Chief
14 g. Inventory Control Specialist Crew Chief
- 15 2. Notices of such vacancies and awards will be posted electronically or on
16 all bulletin boards in all shops and workstations, bases or locations
17 where employees are employed. The notice of vacancy will state
18 whether the vacancies or jobs are expected to be temporary or
19 permanent, the number of jobs to be filled, the base or location and will
20 specify a deadline date for bids. Such date will not be less than ten (10)
21 days after the date of such posting. The Company will initiate the local
22 selection panel process no later than seven (7) days following the bid
23 deadline date. All candidates will be notified of the results of the
24 selection process within two (2) business days after the process is
25 completed. The Company will send confirmation to each of the
26 candidates via Company email and each candidate must acknowledge
27 receipt via Company email. Once the closing date has been reached,
28 the bid position will be filled. The awards shall become effective on the
29 next full pay period most feasible to administer, unless mutually agreed
30 otherwise.
- 31 3. Until such time as the bid process is fully automated, bids will be
32 submitted electronically by Company email to the Company designated
33 email address and must be received prior to the closing date of the bid.
34 The Company will confirm receipt of the bid to the employee via email.
- 35 4. Employees shall not be deemed qualified without one (1) year seniority
36 unless a shorter time is mutually agreed to by the Company and the
37 Union Local president or his designee.



5. Selection Criteria: If there is only one applicant for the position, that employee will be awarded the position. However, at the request of either the Company and/or the Union, the panel may be convened to conduct the interview.

a. Seniority:

Less than three years - 0 points

Three to five years - 5 points

Six to ten years - 10 points

Each full year over ten - 1 point

b. Panel interview: Maximum score - 40 points. Each candidate shall be interviewed by a four-person selection panel consisting of the local TWU President or his designee, another representative appointed by the local TWU President, the manager responsible for the open position, and another representative appointed by the hiring manager. Each applicant will be asked to answer an identical series of questions prepared by the hiring manager and the TWU relating to the experience, qualifications, skills, ability and work habits required for the position. Each candidate will be provided the opportunity to discuss with the panel the reasons the candidate wants the position, why the candidate should be selected, and any on the job or off the job accomplishments. Each panel member may ask each candidate questions with regard to the employee's work experience and performance at Envoy Air Inc. or at other jobs that are related to the qualification, skills, ability or work habits required for the position.

c. Candidate selection: The candidate selected shall be the one with the highest number of points totaled from the points earned from each of the two selection criteria. The score for the panel interview shall be determined by dropping the high and low scores from the panel members and taking the average of the two remaining scores. If two or more applicants are determined to be of equal qualification, the most senior employee will be selected.

d. Before announcing the name of the selected candidate, member(s) from the panel (Company and TWU) will review the scoring with each candidate.

C. In the event an employee needs to fly into location for a panel interview, the Company will provide air transportation (non-revenue business travel).

1. The selection panel will make its best efforts to schedule the panel interview on the candidate's scheduled workday. The candidate will be compensated his regularly scheduled workday/hours.



- 1 2. Local candidates scheduled for an interview on a regularly scheduled
2 workday and during their regular work hours, will be required to work
3 any of their regularly scheduled shift before and/or after the panel
4 interview. A candidate who is scheduled for an interview on his
5 scheduled day off will not be compensated for such time.
- 6 3. In the event that an employee is required to overnight, the Company will
7 reimburse the employee for reasonable overnight accommodations
8 (unless the hotel is direct billed) and actual reasonable expenses for
9 meals. Un-receipted expenses will not exceed, without the approval of
10 the Company, the maximums established by the Company.
- 11 4. The provisions of Article 18 do not apply to the candidates traveling to a
12 panel interview under this Article.
- 13 D. Vacancies not subject to bidding will be filled as follows:
 - 14 1. Notices of vacancies, request for transfers and awards will be posted
15 electronically, when available.
 - 16 2. An employee hereunder may request a transfer to fill a regular full time
17 or part time vacancy within his Title Group or outside his Title Group, or
18 within the Fleet Service Agreement, not subject to bidding, either at his
19 own or at another station, provided that the employee is qualified for the
20 conduct of the work to which he is to be assigned and provided:
 - 21 a. Employee has a minimum of six (6) months' service with the
22 Company.
 - 23 b. Employee has submitted a request for transfer to the Company not
24 less than fifteen (15) calendar days prior to the declared vacancy
25 date.
 - 26 c. Employee has not completed or refused a transfer within the six (6)
27 month period preceding the declared vacancy date.
 - 28 d. Each January 1 and July 1, a request for transfer not submitted
29 within the preceding thirty (30) days will be voided and it will be
30 necessary for a new request to be submitted.
 - 31 e. A vacancy created by the transfer of an employee may be filled or
32 left unfilled by the Company at its option.
 - 33 f. Employees who accept a transfer request will report to their new
34 assignment within fourteen (14) days of acceptance except as
35 outlined in Paragraph E., below.
 - 36 3. Full time vacancies under Paragraph D.2. will be filled by the most
37 senior qualified employee requesting to fill such vacancy in accordance
38 with the following order of preference:
 - 39 a. System surplus employees in the same classification provided they
40 are senior to the most senior employee holding recall rights to the
41 classification.



- b. If there are employees on layoff retaining recall rights to the classification, these employees will be blended in seniority order with active part time employees at that station who have transfer requests on file to full time status in the classification with the vacancy.
- c. Employees in a full time bid classification status in the same city requesting a voluntary demotion under the provisions of Paragraph K. will be offered full time vacancies.
- d. Transfer requests of employees currently on payroll in the same station to a different classification.
- e. Transfer requests of employees currently on payroll in the same classification in other cities blended in seniority order with part time employees transfer requests in the same classification within the city with the vacancy.
- f. Transfer requests under the Fleet Service Agreement of those employees (active or laid off) who have a valid transfer from one classification to another at their own station.
- g. Transfer requests by employees on the active payroll who desire to fill a vacancy in another classification at another station.
- h. Transfer request by an employee on layoff status in the same classification in which the vacancy exists and who submits a transfer request after being laid off adhering to all procedural and qualification requirements under Paragraph D.2. of the Maintenance Agreement.
- i. Transfer request by an employee on layoff status in a classification other than the classification in which the vacancy exists and who submits a transfer request after being laid off adhering to all procedural and qualification requirements under the Fleet Service Agreement.
- j. New hire.

E. An employee who accepts a transfer request will report to their new assignment within fourteen (14) days of acceptance. In the event that the Company, due to operational concerns, requires an employee to remain in his current position for a period of time beyond the fourteen days, the employee's base rate of pay will be the greater of his current base rate of pay or the base rate of pay associated with the new assignment from the fifteenth (15th) day after acceptance of the transfer to the new assignment until the actual date of the transfer.

In no event will the employee be withheld from reporting to his new assignment for a period greater than thirty (30) days. If the transfer to the new assignment causes the employee to incur a new occupation or



- 1 classification seniority date, such seniority will accrue beginning with the
2 earlier of the actual date of transfer or the fifteenth (15th) day following
3 acceptance of the transfer to the new assignment.
- 4 F. An employee having qualified for a different Classification within the
5 Maintenance Agreement (including a qualified employee from a
6 Classification within the Fleet Service Agreement), who subsequently fails to
7 demonstrate the required mechanical ability within six (6) months will be
8 returned to his previous Classification and location. Furthermore, the
9 employee would need to re-qualify and allow a period of twelve (12) months
10 to elapse before rebidding for the same Classification.
- 11 G. An employee having received Company-furnished training, who
12 subsequently fails to successfully complete that training, will be offered one
13 (1) make up test opportunity and, if employee fails, the employee will be
14 demoted and will not be permitted to bid another vacancy in that particular
15 Classification for a period of twelve (12) months following the effective date
16 of such demotion.
- 17 H. An employee who is awarded a bid position will not be held on a trial basis
18 in his new assignment for a period longer than one hundred and eighty (180)
19 days and may be demoted or returned to his former assignment in the event
20 of inability to perform his duties in a satisfactory manner. All employees
21 awarded a bid position will be required to have their performance evaluated
22 by a review panel prior to the last day of their one hundred and eighty (180)
23 day trial period. The Union will participate on any such panel in accordance
24 with procedures as determined by the Company. Employees who fail to meet
25 performance expectations as determined by the Company will be demoted
26 as outlined herein. The Company's decision will be final and binding not
27 subject to review under the grievance procedures. In the event that he is
28 demoted, he may return to his former Classification hereunder for which he
29 is qualified, but he will not, for a period of twelve (12) months after such
30 return, bid for a vacancy in the same Classification for which he was unable
31 to demonstrate his ability.
- 32 I. An employee who is awarded a bid position may be demoted if the Company
33 shows just cause for the demotion through documented examples of non-
34 performance, or proven misconduct that would warrant immediate demotion.
- 35 J. Prior to a demotion under Paragraphs H. or I., above, the Company agrees
36 to meet with the Union to discuss the basis for demotion and to determine if
37 there is any basis upon which to pursue a different course of action,
38 however, the Company does not need the Union's concurrence to proceed
39 with the demotion.
- 40 K. An employee hereunder may request a demotion from a bid position at his
41 station provided there is a vacancy within his Title Group in accordance with
42 the order designated in Paragraph D.3., above, with thirty (30) days' notice



1 in writing. Such employee or an employee demoted for cause will not be
2 permitted to bid another vacancy in the same classification for a period of
3 twelve (12) months following the effective date of such demotion.

4 L. An employee who permanently transfers at his own request to another
5 classification of work as provided in this Maintenance Agreement or the Fleet
6 Service Agreement will continue to receive his base rate of pay but in no
7 event will his base rate of pay exceed the maximum rate for the classification
8 to which he transferred. If his base rate of pay at the time of such transfer is
9 not the same as any base rate of pay for the classification to which he
10 transferred, he will immediately receive the nearest higher base rate of pay
11 for such classification.

12 An employee, who voluntarily or involuntarily returns to a former
13 classification, will accrue classification seniority for all time out of the original
14 classification provided the employee retains occupational seniority in the
15 former classification at the time of return. Under these circumstances the
16 employee will be treated as if they had never left the original classification.
17 The employee's base rate of pay will be on the same step they would have
18 been on had they never left the original classification.

19 In the case of a transfer from a higher to a lower classification caused by a
20 reduction in force under this Agreement, the above rules will apply.



ARTICLE 15: FURLOUGH / RECALL FURLOUGH

- 1
- 2 A. An employee having seniority (who has completed his probationary period)
3 and who is directly affected by a reduction in force may accept furlough or in
4 lieu of accepting furlough shall in the following order:
- 5 1. Exercise his seniority to fill a vacancy in a lower classification within his
6 Title group at his station.
- 7 2. Exercise his seniority to displace the most junior employee at his station
8 in a lower classification within his Title group.
- 9 3. Fill a vacancy or exercise his seniority to displace the most junior
10 employee at any station in his own or lower classification within his Title
11 group.
- 12 a. Employees choosing to exercise their seniority to displace a junior
13 employee at another station in accordance with Paragraph A.3.,
14 above, must provide the Company notice of such intent within
15 forty-eight (48) hours upon the issuance of the furlough notice
16 option form. Failure to provide a timely response will limit
17 employees to either filling a vacancy or accepting a furlough.
18 Displacement selections are non-amendable and non-revocable.
- 19 B. An employee will file his current address and current phone number with the
20 appropriate manager at the time of lay-off. An employee must keep the
21 Company informed of any change of address and phone number via
22 *my.envoyair.com* (until changed to *myenvoyair.com* in Q3 or Q4 of 2023, in
23 which case the updated website shall be utilized) or any other electronic
24 means developed and implemented by the Company.
- 25 C. At the time of the lay-off, employees will be advised of, and in order of his
26 seniority, offered his choice of the stations where appropriate vacancies
27 exist and / or the location(s) of the least senior employees in his classification
28 in the system. The number of vacancies and the number of least senior
29 employees in the appropriate classification selected for displacement will
30 correspond to the number of laid off employees who elect to exercise their
31 seniority to a job in their own classification.
- 32 1. The number of least senior employees exposed to displacement under
33 this procedure will be subject to change prior to identification of awards.
- 34 2. After awards are given the number of least senior employees exposed
35 to displacement under this procedure will not be changed because of
36 failure of a laid off employee to move to a job previously allocated.
- 37 D. An employee who is directly affected by a reduction in force and exercises
38 his seniority, either at the time of layoff or after accepting layoff, and
39 thereafter must resign for personal reasons (cannot accept the new area, job
40 or location) will retain recall rights if at the time of resignation they so notify



the Company in writing of their desire to retain their recall rights. Any employee wishing to avail himself of this provision must do so within ninety (90) days of accepting the new position or location.

Example: Employee is laid off at DFW and elects to displace a junior employee in ORD. After a few weeks in Chicago the employee's family cannot join him and he elects to resign and retain his recall to DFW. This would be permissible.

Same situation as above except the employee elects layoff at the time of the reduction in force and after being unemployed for some time transfers to a vacancy at ORD. He elects to resign for whatever reason and would be eligible to retain his recall rights.

E. The Company will notify the Union thirty (30) days in advance of planned reductions in force, the number of employees and the locations.

F. An employee who changes stations due to a reduction in force pursuant to Paragraph A.3., above, will be reimbursed by the Company for moving and travel expenses under existing move policy limits.

17 RECALL

G. An employee who has completed his probationary period and is laid off by the Company and does not exercise his seniority to displace an employee or accept a vacancy in his or a lower classification will continue to accrue occupational seniority during such layoff for a period of ninety (90) days and the employee will continue to retain occupational seniority thereafter. All seniority will be canceled and reemployment / recall rights forfeited if the employee is not reemployed / recalled by the Company within ten (10) years from the effected date of layoff.

H. An employee who has completed his probationary period and, in lieu of lay-off, exercises his seniority to displace an employee or accepts a vacancy in his or a lower classification will continue to accrue occupational and classification seniority for a period not exceeding his previous service to a maximum of two (2) years during such displacement. The employee will continue to retain occupational and classification seniority thereafter. All seniority will be cancelled and recall rights forfeited if the employee is not recalled by the Company within ten (10) years from the effective day of the layoff.

I. An employee bumping through one or more classifications or accepting vacancies and eventually laid off will retain reemployment / recall rights to any non-bid position in each such classification.

J. At the time of reemployment / recall notice, the employee must notify the Company within five (5) days of intent to return to work and must return to work within fifteen (15) days from the post mark of the original recall notice. An employee who fails to provide such notice or who fails to return to work



-
- 1 within the prescribed time limits will lose all rights to reemployment / recall
2 and his seniority will be forfeited unless such time is extended by the
3 Company for a period not to exceed fifteen (15) days. The Company will
4 furnish the Union with all reemployment / recall letters. All notices and replies
5 will be by certified mail, 'return receipt' requested.



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ARTICLE 16: LEAVES OF ABSENCE

1
2 A. Personal Leave:

- 3 1. When the requirements of the service will permit, an employee
4 hereunder may be granted a personal leave of absence for a period not
5 in excess of ninety (90) days. When such leaves are granted, the
6 employee will retain and continue to accrue seniority during such
7 leaves.
8 2. When the requirements of the service will permit, such leave or leaves
9 may be extended for additional periods not to exceed ninety (90) days.
10 If such personal leave is extended by the Company, the employee will
11 retain but not accrue seniority.

12 B. Medical Leave

- 13 1. When medical leaves are granted on account of sickness, injury, or
14 pregnancy an employee hereunder will retain and continue to accrue his
15 seniority for all purposes until he is able to return to duty, except that in
16 no case will leave for sickness or injury exceed a total continuous period
17 of three (3) years.

18 C. Military Leave:

- 19 1. The reemployment and seniority status of any employee hereunder
20 who, while in the active service of the Company, takes a Military Leave,
21 will be governed by the provisions applicable by law.

22 D. Bereavement Leave:

- 23 1. Three (3) days of bereavement leave with pay for death in the
24 immediate family will be extended to the employee covered by this
25 Agreement. Immediate family includes Spouse or Company-recognized
26 Domestic Partner, Children / dependent and non-dependent, Mother /
27 Step-mother / Mother-in-law, Father / Step-father / Father-in-law, Sister
28 / Step-sister, Brother / Step-brother, Domestic Partner's Mother or
29 Father, Employee's Grandparents, Employee's Grandchildren, Legal
30 guardian (former/current), or any person who is a permanent member of
31 your household. If additional days are required, such days may be
32 deducted from the employee's vacation allowance. Bereavement days
33 must be taken within thirty (30) days of the death. Any extensions must
34 be approved by local management.

35 E. Jury Duty

- 36 1. Employees called for jury duty will receive their base rate of pay less the
37 fee received for jury services. Such an employee will promptly show his
38 supervisor the jury summons and also show the court's validation of jury
39 service when completed.



1 F. Family Medical Leave

- 2 1. An employee hereunder granted a leave of absence under the
3 provisions of the Family Medical Leave Act will continue to accrue all
4 forms of seniority during such leave.

5 G. Union Leave

- 6 1. The following procedure shall be used for an employee(s) performing
7 Union business and being placed on an unpaid labor leave of absence.
- 8 a. In the case of an employee holding a position as an International
9 Representative, an International Officer of the Transport Workers
10 Union or an employee holding a full time position within the
11 International Union, the written request must be submitted by the
12 Director Air Transport Division of the Transport Workers Union to
13 the Vice President - Employee Relations. During this leave for
14 Union business, the employee will maintain his benefits.
- 15 i. An employee on a Union Leave of Absence shall retain and
16 continue to accrue Company, Occupational and Classification
17 Seniority for the duration of the leave.
- 18 ii. An employee on a Union Leave of Absence shall be is entitled
19 to full reinstatement rights at the end of the leave.
- 20 iii. An employee on a Union Leave of Absence shall have the
21 option of continuing to participate in the Envoy Air Inc. health
22 plan or may waive it for the TWU health plan.

23 H. General:

- 24 1. An employee on leave of absence will report prior to termination date of
25 such leave his intention to return to employment. Failure to make such
26 report or secure renewal of leave of absence will terminate leave of
27 absence and his employment.
- 28 2. An employee hereunder returning from a leave of absence will be
29 permitted to exercise his seniority in resuming his classification at the
30 base to which he had previously been assigned.
- 31 3. The Company reserves the right to require a medical examination of any
32 employee at the Company's expense prior to return from any leave of
33 absence. If an employee is required to report for said exam outside his
34 base station, the Company will be responsible for travel costs and
35 expenses.
- 36 4. To the extent that the Company provides more expansive leaves of
37 absence benefits to other employee groups, those benefits will be
38 applied to all employees covered by this Agreement.



ARTICLE 17: FIELD WORK

- 1
- 2 A. Employees wishing to sign up for a Road Trip (RT) or Temporary Duty (TDY)
3 assignment must do so in the RT sign up book, by Classification or TDY sign
4 up book, by Title Group. Sign up books will be located at a location that is
5 agreed upon between the Parties. Once programming is completed, all
6 employees wishing to sign up for a RT or TDY must do so on the Company's
7 electronic system.
- 8 B. Employees selected to support a Field Work assignment must have
9 completed the six (6) month probationary period and must be qualified to
10 perform the required task and completed familiarization school on the type
11 of aircraft to be worked. Probationary employee(s) may be assigned to Field
12 Work in addition to the awarded / assigned crew as a training opportunity.
- 13 C. For any Field Work assignment which requires, or may require, international
14 travel, the employee must have a valid passport in their possession at the
15 scheduled time of departure to be eligible for the assignment.
- 16 D. Crew Chiefs and Tech Crew Chiefs or other highly skilled employees (e.g.,
17 sheet metal and avionics) may be assigned by management exclusive of the
18 selection criteria set forth in this Article, for jobs such as engine changes,
19 major repairs, electrical problems, avionics, etc. These personnel are not to
20 take the place of the awarded/assigned crew.
- 21 E. During a Field Work assignment, the employee will, while away from his
22 base, be paid reasonable, actual expenses for meals, lodging, and
23 transportation as approved by operating management. Un-receipted
24 expenses will not exceed, without the approval of the Company, the
25 maximums established by the Company. If the Field Work is outside of the
26 United States and its territories, the Company will arrange for and provide
27 direct payment for required work permits, temporary visas, or any associated
28 fees required to perform the work.
- 29 F. Employees supporting the Field Work will take direction from MOC, or their
30 direct supervisor as applicable, and give frequent updates and inform them
31 of hotel arrival times when released from the Airport/Task.
- 32 G. The work appointed, the duration of the assignment, and the hours worked
33 while away from base and assigned to Field Work are subject to the direction
34 of management.
- 35 Road Trip Selection
- 36 H. When a RT is required (1) that is scheduled to depart the same day that the
37 station is informed of the RT, or (2) an RT is known to depart up to four (4)
38 days in advance of the RT departure date for reasons other than specified in
39 Paragraph J., below, employees on duty who have placed their name in the
40 RT sign up book within (7) seven days prior or no later than one (1) hour



after the start of the shift on a daily basis, will be considered for that RT. The Company may award the RT to those on the sign-up list up to four (4) days in advance.

1. An employee who places their name on the sign-up book may remove themselves up to one (1) hour after the start of the applicable RT shift.
2. All classifications will be on a separate RT list except for Crew Chiefs, who will be included with the respective classifications.

Example: Aircraft Maintenance Technicians and Crew Chiefs will be included in the Aircraft Maintenance Technician distribution list.

I. For a RT scheduled to depart the same day that the station is informed of the RT, the Company will select the qualified employee(s) from those who have placed their name in the RT sign up book that day with the least amount of accumulated overtime hours in the current calendar year. If accumulated overtime is equal, the Road Trip will be awarded to highest Occupational Seniority employee(s). If there are no employees signed up, the Company will offer the Road Trip to any eligible and qualified employees on duty that day in order of Occupational Seniority. If there are no volunteers the Company will assign eligible and qualified employees on duty that day in inverse order of Occupational Seniority.

J. When an employee must meet a special government requirement for a RT that is scheduled to depart on a day subsequent to the day on which the station was informed of the RT, or there is a delay due to unavailability of parts, tools or equipment, etc.), the Company and the TWU Local President or his designee will discuss the cause for staffing the RT on a subsequent day and meet and agree on a selection process for that RT.

K. In the event of a flight delay or RT delay, management may use its discretion to replace the employee(s) on the RT.

L. Technical Crew Chiefs and Inspectors are eligible for RT after all employees on the RT list have been proffered and there are insufficient volunteers. Technical Crew Chiefs and Inspectors will only be eligible for RT if operational requirements permit, as determined by management.

M. An employee involved in a time-consuming project will be ineligible for a RT assignment if management and/or the Crew Chief has determined that it cannot be turned over in a timely manner.

N. If an employee signs up and then declines a RT, the employee will be ineligible for Road Trips for the remainder of that day unless all other eligible employee(s) on the list have been offered an assignment.

O. Road Trip selection logs will be kept and made available to the Union for thirty (30) days following the date of the Road Trip.



- 1 P. In the interest of safety as well as complying with various Company Policies
2 and Procedures, all Road Trips will be staffed with two (2) employees where
3 a job requires, due to bulk or weight, more than one (1) employee, or where
4 driving a vehicle in excess of 350 miles per day is required. The Supervisor
5 on duty will determine how many people will be sent in all other
6 circumstances.

7 Temporary Duty Selection

- 8 Q. Temporary Duty Assignment (TDY) will be awarded on a voluntary basis to
9 those employees on the TDY list at the designated maintenance base
10 station, based on Occupational Seniority. All TDY will be provided via
11 Company email to the employee awarded with a copy to the Local President
12 of the Local Union or his designee.

- 13 1. Using the TDY list, a Supervisor and a Union representative will contact
14 qualified employees for the title group required, either while at work and/
15 or by the phone number on the TDY list, in descending order of
16 occupational seniority starting where the last TDY call was ended.
17 Employees contacted will be notified of the location and expected
18 duration of the TDY.

- 19 a. During the call process, a message will be left including a
20 description of the TDY and a telephone number where the
21 employee can call back. If the employee calls back before the
22 required number of employees is reached, that person will be
23 offered the TDY.
- 24 b. To document TDY trips, a TDY call log will be maintained by
25 management for tracking of TDY trips and call history. This log will
26 include the employee's name, date, time and employee's answer or
27 shall document that they could not be contacted (e.g., left
28 voicemail, did not answer, voicemail full). A member of
29 management and a Union representative will sign the log.

- 30 2. No employee will be assigned to a TDY against his wishes.
- 31 3. If there are no TDY volunteers, the Company may transfer the TDY
32 assignment to another maintenance base as determined by
33 management.

34 Pay while on Road Trips

- 35 R. Employees will be compensated for Road Trips in accordance with the
36 provisions of this Agreement, including Article 11 if applicable.

37 Pay while on TDY

- 38 S. When an employee hereunder is required to perform work away from his
39 base station on his scheduled day off, he will be paid at least eight (8) hours
40 compensation overtime rates whether traveling, on call or working.



- 1 T. When an employee hereunder is required to perform work away from his
2 base station on his regularly scheduled workdays, he will be paid at least
3 eight (8) hours (or ten (10) hours as applicable) at his base rate of pay
4 (including shift differential) for each scheduled workday while away from his
5 base station, whether traveling, on call or working.

6 Returning from Field Work

- 7 U. The following will apply to those employees returning from Field Work:

- 8 1. When returning from Field Work, unless it is during the employee's
9 regular scheduled shift that he left out on, the employee must
10 immediately contact management and the employee must badge out
11 within sixty (60) minutes of flight arrival unless approved by
12 management.
- 13 2. When an employee returns from Field Work, based on considerations of
14 health and safety due to the employee's lack of rest, the Company will
15 make a reasonable determination to relieve the employee from working
16 the remainder of his scheduled shift or the entirety of his shift if it has not
17 yet begun.
 - 18 a. An employee so relieved from work will be paid his base rate of pay
19 for that portion of his shift from which he was relieved, regardless
20 of the rate he would have received had he been permitted to work.
21 All hours paid to an employee pursuant to this paragraph shall be
22 included as hours worked for the purpose of overtime under
23 Article 11.
- 24 3. When making such reasonable determination, the Company will
25 consider the employee's schedule while on a RT or TDY in conjunction
26 with his schedule upon return.
- 27 4. Such reasonable determination should normally be made after the
28 employee has reported back from his RT or TDY and prior to his
29 commencing work, except for such work as may be related to the RT or
30 TDY assignment.
- 31 5. When returning from RT or TDY and it is within seven and one half
32 (7 ½) hours or less from the beginning of their next scheduled work shift,
33 management will make a reasonable determination whether the
34 employee will:
 - 35 a. Come in as scheduled and be paid at short turn rates, or
 - 36 b. Be released from the entire shift at the straight time rate.



ARTICLE 18: ATTENDANCE AT HEARINGS, INVESTIGATIONS, OR TRAINING

- 1
2
- 3 A. When an employee hereunder is required by the Company to attend training
4 classes during regular working hours, he will be paid for time spent in the
5 attendance of such classes at his base rate of pay and such time will be
6 deemed as time spent at his regular work. However, any time so spent after
7 regular work hours or on a scheduled day off will be compensated either at
8 straight time or as overtime, pursuant to the overtime provisions in Article 11.
- 9 1. When an employee is required to travel on his scheduled day(s) of work
10 such time will be deemed as time spent at his regular work for all
11 purposes in accordance with Company travel policies and/or applicable
12 law.
- 13 B. An employee required due to training, hearings, investigations, or meetings
14 that travels on a scheduled day off, will be paid at least eight (8) hours for
15 such time at time and one-half his base rate of pay. Travel time referred to
16 herein will begin sixty (60) minutes before the scheduled departure of the
17 flight actually taken by the employee (or any flight for which he stood by) and
18 will end with the actual arrival at the airport of destination. If an employee is
19 required to provide his own ground transportation to an airport other than his
20 base station, the travel time will begin from the time he begins his trip to
21 arrive at the airport of departure. In both cases, the time will end with the
22 actual arrival at the airport destination. No employee will receive more than
23 eight (8) hours unless the actual trip time exceeds such.
- 24 The Company will provide round trip positive space travel, per Company
25 policy, on Company aircraft at the beginning of, and the completion of, the
26 training assignment.
- 27 C. When an employee hereunder is required by the Company to attend
28 hearings, investigations, or meetings, he will be paid for such time at his
29 base rate of pay however, any time so spent after regular work hours or on
30 a scheduled day off will be compensated either at straight time or as
31 overtime, pursuant to the overtime provisions in Article 11.
- 32 D. When an employee hereunder is required by the Company to attend training
33 classes, seven (7) calendar days of shift change notice will be given for all
34 training, except in the event there is a last-minute cancellation opening up a
35 seat in a training class and the employee(s) agrees to less than the seven
36 (7) calendar days' notice. Best efforts will be made to schedule such training
37 on an employee's scheduled workday.
- 38 E. Computer-based training will be completed on Company computers and/or
39 other issued Company equipment (i.e., iPad) during scheduled work hours.



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ARTICLE 19: GENERAL

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2 A. All orders to and requests from an employee involving transfers, promotions,
3 demotions, layoff, reemployment, leaves of absence, or anything affecting
4 his pay or status, will be in writing.

5 B. When requested by the Local President, employees will be granted relief
6 from duty without pay for the purpose of official Union business provided this
7 does not interfere with the operation.

8 C. An employee, holding a position as an International TWU Representative, an
9 International TWU Officer, or a full time position with the International Union
10 or any of its locals, may request through the International Union, a Union
11 Business (Pay) Continuance Leave of Absence, referred to as "UBP". The
12 request for a UBP will be in writing from the International Union. The request
13 will be sent to the Vice President or designee of Employee Relations. If
14 approved by the Company, the UBP will not exceed twelve (12) calendar
15 months. The written approval will state the expiration date of the leave. An
16 employee on a UBP will continue to retain and accrue seniority throughout
17 the leave.

18 1. A UBP may be extended in the same manner as stated above. A
19 request for an extension of a UBP must be submitted and approved prior
20 to the expiration date of the current UBP.

21 2. If the UBP is extended, the employee will continue to retain and accrue
22 seniority.

23 3. If an employee is on a UBP, there will be no interruption to the
24 employee's pay and benefits, but the Company will bill the Local Union
25 or the International Union, as applicable, for the employee's salary plus
26 a percentage override for tax and benefit related expenses. Failure of
27 the responsible party to pay the billing will result in the termination of the
28 UBP for the affected employee.

29 D. PAY LOSS FOR UNION BUSINESS

30 1. The following procedure shall be used for compensation of employee(s)
31 while performing Union business. Subject to the approval of the
32 Managing Director or his designee, the employee(s) who are required to
33 be free for Union business may:

34 a. Attempt to execute a shift trade for the necessary days, or

35 b. If the service of the Company permits, be removed from a shift(s)
36 by rescheduling the employee(s), or allowing the employee(s) to
37 drop the shift.

38 c. UBP and UBC hours shall be considered as hours worked for the
39 purpose of overtime under Article 11.



2. The Union President or his designee shall inform in writing, the Managing Director, or his designee, of the employee(s) who are required to be free from duty for the purpose of conducting Union business and the proposed dates.
 3. The Company shall submit a report to the Union by the fifteenth (15th) of each month for Union Pay Loss due to the Company for the prior month and/or any outstanding balances owed.
 4. The Company will compensate the employee while performing such authorized business as if he had performed service on his/her normal duty period as applicable, and will within forty five (45) days following the month in which such pay loss is incurred advise the Union as to the total amount of such reimbursement. The Company will submit an invoice to the President or his designee detailing the following:
 - a. The name(s) of the employee(s);
 - b. The date(s) off work schedule for Union business;
 - c. The number of scheduled hours missed;
 - d. His/her applicable hourly rate;
 - e. The amount of loss calculated in dollars.
 5. The base amount of pay loss will be calculated by multiplying the scheduled number of hours missed, times the applicable hourly rate.
 6. In addition to the base pay loss calculated in Paragraph D.5., above, the Company may include an additional 17% override costs to cover the burden of taxes, workers' compensation, benefits, etc. Furthermore, if the Company should fail to bill the Union within the prescribed forty-five (45) day period, as outlined in Paragraph D.4., above, the Company will forfeit the 17% override fee. This in no way relinquishes the Company's right to collect the amount owed should the Company bill the Union after forty-five (45) days.
 7. Within forty-five (45) days after receipt of the invoice, the Union will pay to the Company the full amount of the invoice, unless the Union reasonably believes the invoice is incorrect and notifies the Company within thirty (30) days of receipt of the invoice of such dispute. The Union will pay promptly the remainder of the invoice that is not in dispute.
- E. Within forty-five (45) days after signing this Agreement, the Company will post a copy of this Agreement on the employee portal.
- F. In the event of damage to or the total loss of an employee's tool box and its contents as a result of fire or theft while the box is located on Company property or while the employee is traveling and/or working on an authorized field assignment and stored in a Company designated area, the employee will assume the first \$50.00 of replacement cost and the Company will provide up to the following amounts towards the balance of the replacement cost of the tool box:



-
- 1 1. The Company will reimburse an employee up to a maximum of
2 \$2000.00 for damage or destruction to his toolbox and/or its contents
3 caused by fire, fire suppression systems, flood or other natural disaster
4 of a similar kind, or theft. The Company will reimburse the employee
5 \$600.00 for destruction to his tool bag/hand toolbox and its contents
6 caused by fire, fire suppression systems, flood or other natural disaster
7 of a similar kind, or theft.
- 8 2. The benefit only applies to the entire loss of a toolbox and its contents.
9 It does not cover loss of individual tools. Reimbursement will only be for
10 tools required by the Company. The Company will furnish the Union with
11 a required tool list.
- 12 G. Employees covered by this Agreement and their immediate families will be
13 allowed the same pass and reduced fare privilege afforded other Envoy Air
14 Inc. employees.
- 15 H. The Company will provide bulletin boards at each station where employees
16 hereunder are employed, marked Transport Workers Union of America,
17 AFL-CIO and the appropriate Local number, for the posting of official Union
18 business. Such notices will bear the signature of an officer of the Union and
19 will not contain anything of a defamatory or personal nature attacking the
20 Company or its representatives.
- 21 I. If the Company requires the employees to wear uniforms, the employee will
22 be required to wear standard Company uniforms. At those locations where
23 local law does not require providing a uniform, the Company will provide the
24 following Basic Uniform for new or transferred employees:
- 25 1. The Company shall provide five (5) uniform tops and five (5) uniform
26 bottoms and one (1) hat.
- 27 2. The employee will have the option of long or short sleeved tops and
28 pants or shorts, appropriate to the position.
- 29 3. The Company will provide a jacket appropriate to the location. Jackets
30 will only be issued to employees between October 1 and March 1 unless
31 specifically approved for a location with extended cold weather
32 seasons.
- 33 4. The Company shall designate any other specific uniform items that shall
34 be allocated to employees. Employees who are terminated or resign are
35 required to return all Company-provided uniform items to the Company.
- 36 J. Uniform Allowance:
- 37 1. On the first date of the employee's anniversary month, he shall receive
38 a two-hundred-dollar (\$200) credit to be used to purchase new uniform
39 pieces. On DOS +24, +36, and +48 months, the credit amount will
40 increase by ten (\$10.00) dollars up to a maximum of two hundred and
41 forty (\$240) dollars.
-



- 1 2. The credit will replenish on an annual basis but will not carry over from
2 year to year.
- 3 3. Employees may purchase additional uniform items at any time at their
4 own cost to be paid solely via credit or debit card.
- 5 4. In the event that the Company issues new uniforms, existing employees
6 will receive an allotment of five (5) pants, five (5) shirts and if required,
7 additional mandatory uniform items, in lieu of the applicable annual
8 allotment specified in Paragraph J.1., above.
- 9 K. An employee will be responsible to replace any part of the uniform which is
10 lost or damaged due to negligence or abuse.
- 11 L. Employees may wear the standard Transport Workers Union insignia on
12 pins and hats. Transport Workers Union pins may be worn on the Company
13 uniform.
- 14 M. Disciplinary documents generated on an employee covered by the Transport
15 Workers Union will only be kept in his file for a period not to exceed (2) two
16 years.
- 17 N. In the event free parking facilities for employees are not available at airport
18 locations, the Company will assume the monthly parking charge, assessed
19 by the appropriate authority (airport, port, etc.) for parking in an area
20 designated for employees. This provision will not apply to replacement of
21 original charges to employees for decals, stickers, gate keys, or similar
22 items. Also, where other transportation to and from employee parking
23 facilities is recognized by the Company as an integral part of the employee
24 parking arrangements that transportation will be at Company expense.
- 25 O. No employees will incur any cost associated with the initial issue or renewal
26 of Company or associated Airport/Base required ID badges.
- 27 P. Nepotism Policy:
 - 28 1. Employment of relatives (defined as an employee's spouse, parent,
29 brother, sister, brother-in-law, sister-in-law) are permitted provided that
30 no first or second level supervisory relationship may be created at any
31 time between such individual employees.
 - 32 2. For purposes of first or second level supervisory relationships, crew
33 chiefs and other bid positions under the Envoy Air Inc./TWU Agreement
34 will not be considered supervisory positions and therefore relatives in
35 these positions and in non-bid positions under their direction will not be
36 in conflict with Company Nepotism policy.
 - 37 3. As outlined in the Company Nepotism policy statement, each employee
38 is responsible for ensuring he/she is in compliance with the applicable
39 restriction of the policy. Therefore, no transfers or bids from incumbents
40 of future hires, under the applicable contractual provisions, will be
41 allowed if such transfer of bid would create a first or second level



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- 1 supervisory conflict as described above. If any bid or transfer that would
 - 2 be in violation of the Company Nepotism policy is attempted or
 - 3 completed under any condition, such bid or transfer will be voided.
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ARTICLE 20: REPRESENTATION

- 1
- 2 A. The Union may select and designate such representatives in the respective
3 fields, stations, shops and other working units as may be necessary for the
4 purpose of representing the employees under the terms of this Agreement,
5 or in accordance with the Railway Labor Act, as amended.
- 6 B. The Union will notify the Company in writing of the names of its Accredited
7 Representatives at each station and any changes in the personnel thereof.
8 The Company will inform the Union, in writing, of the supervisors with who
9 said Accredited Representatives will deal and changes thereof.
- 10 C. International Officers and Accredited Representatives, or Local Officers of
11 the Union will, at any time during regular working hours, have access to the
12 premises of the Company where employees hereunder are located, for the
13 purpose of investigating grievances or other matters directly connected with
14 the operations of this Agreement and its procedures for the settlement of any
15 dispute. As a matter of courtesy, notice of such intended visit will be given to
16 the ranking Company Official.
- 17 D. An Accredited International Representative of the Union or designated
18 Company official who believes that any provision of this Agreement has not
19 been or is not being properly applied or interpreted and which has not yet
20 become the subject of an actual grievance, will have the right within ten (10)
21 days after such alleged misapplication or misinterpretation has been
22 ascertained to protest such violation, in writing, to the other party, who will
23 evaluate such protest and render a decision in writing within fifteen (15)
24 days. Disputes in respect to actual grievances will be handled exclusively
25 according to the provisions of Article 21, Grievance Procedure. If no
26 settlement is reached under Paragraph D. of this Article, an appeal may be
27 made, in writing, within thirty (30) days to an Arbitration panel (as described
28 in Article 22) of this Agreement.
- 29 E. The Union does not question the right of the Company supervisors to
30 manage and supervise the work force and make reasonable inquiries of
31 employees, individually or collectively, in the normal course of work. In
32 meetings for the purpose of investigation of any matter which may eventuate
33 in the application of discipline or dismissal, or when written statements may
34 be required, or of sufficient importance for the Company to have witnesses
35 present, or to necessitate the presence of more than one Company
36 supervisor, or during reasonable cause or post-accident drug/alcohol testing
37 as provided in Paragraph G., the Company will inform the employee of his
38 right to have a Union representative present. If the employee refuses
39 representation, the supervisor's record will reflect his refusal.



1. When the Company convenes a meeting under the provisions of Paragraph E., it will, except for rare and compelling reasons, indicate the purpose of the meeting and then, provide an opportunity for the employee and his Union representative to confer for a reasonable period of time. Once the Paragraph E. meeting reconvenes, it will continue until concluded by the supervisor.
 2. Before written notification of discipline or dismissal is given to the employee, he will be afforded the opportunity to discuss the matter with his supervisor. If he desires, he will have a Union representative present during this discussion. Nothing in this article will be construed as preventing the Company from holding an employee out of service pending an investigation.
- F. Employees covered by this Agreement who are interviewed by a Company Security/Safety Department representative as part of a Security/Safety Department investigation may, upon request, have an Accredited Representative present during the interview. If a local representative is not readily available, after the request, the Company's Security/Safety Department will not be required to wait for his availability before conducting the interview. However, the employee in that circumstance may request the presence of another Union represented employee to be present. The role of the Representative will be that of a silent observer only. The Representative may in no way interfere nor impede the Security/Safety Department's investigation and/or interview.
- G. Employees who are required to take a reasonable cause or post-accident drug/alcohol test by the Company may, upon request, have a Union representative present as a witness during those parts of the specimen collection process indicated below.
1. In those stations where a local Union representative is not readily available, the Company will delay the test for up to one (1) hour from the time the employee requests or is notified of his right to Union representation, whichever comes first, in order to allow the first available representative to be present at the medical facility.
 2. Only one (1) Union representative will be allowed to accompany the employee to the medical collection facility and into the collection area where the medical collector opens the drug testing kit, completes the relevant paperwork and secures the kit after completion of the drug testing process. The Union representative will be allowed to witness the opening of the collection kit by the collector, the documentation of the chain of custody procedure by the collector and the employee, and the packaging and sealing of the kit for shipment following the collection. The Union representative will not be allowed to accompany the employee or collector into the restroom.



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- 1 3. In accordance with the Federal Aviation Administration's directive of
2 July 1990, no Union representative will engage in any activity, which
3 disrupts the collection process. Should the Union representative engage
4 in disruptive activity, the representative will be required by the Company
5 supervisor to wait in the employee/patient waiting area until the
6 collection process and paperwork has been completed. This is pursuant
7 to the Federal Aviation Administration's directive.



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ARTICLE 21: GRIEVANCE PROCEDURE

2 A. Grievance Steps

Step 1. An employee who believes that he has been unjustly dealt with or that any provisions of this Agreement have not been properly applied or interpreted, or against whom the Company has proffered charges in writing, may present his grievance through his representative, within seven (7) days via email at envoy.twu.grievance@aa.com to the Company. The Company will assign a case number, add the grievance to the docket (which will be updated and sent on a monthly basis to TWU) and forward the grievance to the designated Manager at the station to evaluate the grievance or complaint and render his decision as soon as possible but no later than seven (7) days following receipt of said grievance. (The 7 days begin the day the employee emails the grievance). The decision will be sent to the employee's Company email address, the designated TWU email address listed on the grievance form, and to the employee's personal email address as designated on the grievance form and to envoy.twu.grievance@aa.com.

Step 2. If the decision of the designated Manager is not satisfactory, the grievant may appeal through his representative within ten (10) days to the Company via email at envoy.twu.grievance@aa.com. The Company will forward the grievance to the designated Managing Director or his designee, who will render a decision as soon as possible, but no later than ten (10) days after the appeal is submitted to him. Responses will be sent to the designated TWU email address, to the employee's personal email address as designated on the grievance form, to the employee's Company email address and to the Company email address (above).

Step 3. If the decision of the Managing Director or his designee is not satisfactory to the employee, the grievance and the decision thereon may be appealed to the Envoy Air Inc. Boards of Adjustment as provided for in Article 22 of this Agreement provided, however, said appeal is submitted via email at envoy.twu.grievance@aa.com within twenty (20) days of receipt of the decision rendered by the Managing Director or by his designee. Once a grievance has been docketed for System Board using a neutral arbitrator, the Managing Director or his designee and/or Labor Relations and the Local Union President or his designee will meet in an effort to resolve the grievance prior to the selection of a neutral arbitrator.

B. Grievances involving discharge will be submitted initially to the second step of this Article. If the grievance is unresolved after such second step, it may be submitted to the System Board of Adjustment.



- 1 C. All grievances processed under the procedures provided above will be via
2 email, in writing, and will be signed by the employee whose grievance it is,
3 and all decisions on said grievance will be via email, in writing.
- 4 D. The parties may agree to mutually extend any of the timelines in this Article.
- 5 E. An employee who has a grievance and his representative may present the
6 grievance during work hours without loss of pay for time so spent, but no
7 more time than is reasonably necessary will be devoted to such presentation
8 of grievance.
- 9 F. If the decision to be made by the Company under the provisions of this
10 Article 21 is not made within the time limits prescribed herein for such
11 decisions, the grievance will be processed to the next step.
- 12 G. If, as a result of a decision in any of the steps of the grievance procedure, an
13 employee is exonerated, all related disciplinary records will be removed from
14 the employee's personnel file and balancing entries made. In addition, if he
15 has been held out of service, he will be reinstated without loss of seniority,
16 and he will be paid at his base rate of pay for his regularly scheduled hours.
- 17 H. Mediation Process
- 18 The parties, by mutual agreement, may attempt to resolve a grievance that
19 has been appealed to the System Board process set forth in Article 22 of this
20 Agreement through the Grievance Mediation Services Alternative Dispute
21 Resolution (ADR) process. The following guidelines will apply:
- 22 1. The issues mediated will be the same as the issues the parties have
23 failed to resolve through the grievance process. Multiple grievances
24 may be submitted to mediation together if mutually agreed to by the
25 parties. The presentation of evidence is not limited to that presented at
26 any previous step of the grievance procedure. The rules of evidence will
27 not apply and no transcript of the mediation conference shall be made.
 - 28 2. The grievant(s) will have the right to be present for the presentation of
29 the case. Other attendees will include those individuals needed to
30 present the parties' positions and to reach agreement with the authority
31 to bind their respective parties. Non-participating observers will not be
32 admitted except by mutual agreement of the parties.
 - 33 3. The Company and the Union shall each appoint a principal
34 spokesperson for the mediation conference.
 - 35 4. The mediator has the authority to meet both jointly and separately with
36 the parties; however, the mediator has no authority to compel resolution
37 of the grievance.
 - 38 5. Any grievance settled during a mediation conference that is intended to
39 be non-precedent setting shall be so stated in a jointly executed
40 settlement agreement.



- 1 6. If no settlement is reached during the mediation conference, the
2 mediator shall provide the parties with an immediate oral advisory
3 decision involving the interpretation or application of the collective
4 bargaining agreement, together with the reasons for his decision, unless
5 both parties agree that no opinion shall be provided.
- 6 7. The advisory decision of the mediator, if accepted by the parties, shall
7 not constitute a precedent, unless the parties agree otherwise.
- 8 8. Any written material or documentary evidence presented to the
9 mediator or to the other party shall be returned to the party presenting
10 that material at the end of the mediation conference.
- 11 9. In the event that a grievance, which has been the subject of a mediation
12 conference, is subsequently heard before a System Board under Article
13 22 of this Agreement, the mediator may not serve as the arbitrator, nor
14 may he be called as a witness by either party in such proceedings.
15 During the System Board proceedings on such a grievance, no
16 reference will be made to the fact that the grievance was the subject of
17 a mediation conference; nor will there be any reference to statements
18 made, documents provided, or actions taken by either the mediator or
19 the participants during the course of a mediation conference, unless the
20 party offering such statements, documents or actions would have had
21 access or entitlement to them outside of the mediation conference.
- 22 10. By agreeing to schedule a mediation conference, the parties are not
23 waiving any procedural arguments that they may have regarding the
24 case. Both the Company and the Union reserve the right to raise
25 jurisdictional or procedural issues notwithstanding their agreement to
26 schedule such a conference.
- 27 11. All parties in the mediation conference, including the mediator shall not
28 disseminate information pertaining to the conference and/or individual
29 grievances to the public, the media or like source.



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ARTICLE 22: SYSTEM BOARD OF ADJUSTMENT

- 1
- 2 A. There is hereby established, pursuant to the provisions of the Railway Labor
3 Act, as amended, a System Board of Adjustment called the "Envoy Air Inc.
4 System Board of Adjustment."
- 5 B. The System Board will be composed of three (3) members, one (1) selected
6 by the Company, one (1) selected by the Union, and one (1) neutral arbitrator
7 jointly selected by the Parties.
- 8 C. The System Board will have jurisdiction over disputes between the Company
9 and the Union or any employee governed by this Agreement growing out of
10 grievances involving interpretations or applications of this Agreement, or
11 disputes between the Company and the Union involving discharge or
12 discipline.
- 13 D. A grievance may be appealed in writing to the System Board in accordance
14 with Article 21 by either party stating the position of the grievance. Union
15 submissions will be submitted via email at envoy.twu.grievance@aa.com.
- 16 E. The System Board hearings will generally be held in DFW for all
17 interpretation and application grievances. Discipline and Discharge
18 grievances will be held at the location where the grievance was filed unless
19 a different location is agreed upon by the Company and Union System Board
20 members.
- 21 F. The System Board may summon any necessary witness(es) and relevant
22 non-confidential records of the Company and the employee involved. An
23 employee will not be required to testify unless he was a first-hand witness.
24 The Company and the Union will cooperate to ensure that all witnesses
25 summoned by the Board will appear in a timely fashion. The Union will limit
26 its requests for the number of witnesses in order to not interfere with the
27 service of the Company. Reasonable requests by the Union for employee
28 witnesses deemed essential to the hearing will be honored, provided the
29 approval of the requests for witnesses will not result in interference with the
30 service of the Company. To meet the interests of the Union and the
31 Company with regard to this provision, the Company may require employees
32 acting as witnesses to make every reasonable effort to shift trade to make
33 themselves available to appear at the hearing, prior to being released.
- 34 G. Disputes arising from Paragraph F. will be immediately referred to the
35 Director of the Air Division and the Senior Vice-President Legal, Labor &
36 Employment, or their respective designees for resolution.
- 37 H. The advocates will exchange all documents they may enter and the names
38 of witnesses they may call in their direct case no later than forty-five (45)
39 calendar days prior to the date set for all System Board hearings. Upon
40 mutual written agreement both parties may waive the days for document



exchange and witness names as listed above. Additionally nothing shall prevent either party from exchanging any or all documents and witness names prior to the calendar days listed above.

I. In the event the parties are unable to agree on a selection of an arbitrator, either party may request the National Mediation Board to provide a list of seven (7) neutrals. The parties will select one (1) neutral arbitrator to serve as the third (3rd) member of the System Board by alternately striking names from the list submitted by the National Mediation Board. The party to strike first will be determined by which party struck last in the preceding arbitration by local.

J. A majority vote of all members of the System Board as provided herein, will be competent to make a finding or decision with respect to any dispute properly submitted to it and such finding or decision will be final and binding upon all parties, including the grievant(s), to such dispute. System Board findings and decisions will be stated in writing.

K. The System Board panel will have no power to amend or modify this Agreement or any written agreements or addenda supplementary hereto or to establish any new terms or conditions of the same.

L. The System Board will keep a complete and accurate record of all matters submitted for its considerations and of all findings and decisions made. Such findings and decisions of the System Board will be stated in writing and in each case a copy of the finding or decision will be furnished to the Company, the Union, and such employees who are a party to the dispute.

M. All expenses of the System Board, including those of the neutral arbitrator in the determination of the controversy as herein provided, will be borne one-half (1/2) by the Company and one-half (1/2) by the Union. The salary or compensation of the members of the System Board, if any, will be by the parties selecting its member except that System Board members who are employees of the Company will be granted necessary time off without loss of pay to attend System Board meetings. System Board members will receive space available transportation over the lines of the Company from point of duty to point of meetings of the System Board.

N. Essential witnesses and representatives will be furnished space available transportation over the Company's lines without charge to the point of hearing and return.

O. Procedures for Finalizing Awards: The following procedures are provided in order to standardize the arbitration process and avoid any controversy regarding the deliberations and discussions associated with the publication of System and Area Boards of Adjustment awards:



- 1 1. Executive Sessions for every case should take place at the conclusion
2 of the hearing or at such time as agreed upon by a majority of the
3 System Board at the conclusion of the Hearing. This postponed session
4 may be necessary due to the submission of briefs or other post-hearing
5 issues, and should be the exception, not the rule.
- 6 2. An arbitrator's draft decision, distributed to the Union and Company
7 System Board members unsigned, may be changed to any extent
8 agreeable to a majority of the System Board. A written decision once
9 executed and signed by the neutral arbitrator, will only be modified as to
10 content by agreement of all System Board members.
- 11 3. The System Board members are not to discuss the decision of the
12 Board with anyone other than the System Board members prior to the
13 publication of the award by the administrator of the System Board.
- 14 4. No ex parte communication concerning the case (that is, discussion
15 held without the presence of the full System Board) is permitted at any
16 time.
- 17 5. The details of the Board's deliberations must be held confidential by
18 virtue of the Boards intended neutrality. No System Board member
19 should divulge the nature or content of the discussions held between the
20 System Board members in reaching their decision.



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ARTICLE 23: MEAL PERIODS

- 1
- 2 A. Meal periods will be thirty (30) minutes, except when a longer period is
3 agreed upon between the parties.
- 4 B. Meal periods will be scheduled not earlier than two and one-half (2-1/2)
5 hours after commencement of work and not later than six (6) hours after
6 commencement of work for full time employees. If the employee is not
7 afforded a meal period within the foregoing time span, an uninterrupted meal
8 period will be provided between the sixth hour and the end of the employee's
9 scheduled shift and the employee will receive thirty (30) minutes additional
10 pay at his base rate of pay.
- 11 C. An employee on a ten (10) hour shift, meal period will be one half hour
12 unpaid, commencing after three and one-half (3-1/2) hours and before the
13 seventh (7th) hour of the shift. Each ten (10) hour shift will actually be
14 scheduled for ten and one-half (10-1/2) hours. If the employee is not afforded
15 a meal period within the forgoing time span, an uninterrupted meal period will
16 be provided between the seventh (7th) hour and the end of the employees
17 scheduled shift and the employee will receive thirty (30) minutes additional
18 pay at his base rate of pay.
- 19 D. By mutual, local agreement between the Company and the Union, eight (8)
20 and ten (10) hour shifts may be scheduled with no meal period. Such eight
21 (8) and ten (10) hour shifts will actually be scheduled for eight (8) or ten (10)
22 hours.



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ARTICLE 24: PART-TIME EMPLOYEES

- 1
- 2 The Company may utilize part-time employees up to a maximum of seven and a
3 half percent (7.5%) of full-time employees or one (1) employee, whichever is
4 greater, in each classification under this Agreement at each station. The
5 provisions of the Agreement will apply to part-time employees except as follows:
- 6 A. Any vacancy or vacancies may be declared by the Company to be part-time.
- 7 B. A part-time vacancy or vacancies will be filled by the most senior qualified
8 employee(s) requesting to fill such vacancy or vacancies in accordance with
9 the following order of preference:
- 10 1. By full-time employees in the same classification, currently working at
11 the station.
- 12 2. By an employee with recall rights to the station.
- 13 3. By employees with active transfers on file.
- 14 4. By new employee(s).
- 15 A full-time employee's refusal of part-time work will not affect that employee's
16 seniority or recall rights under this Agreement.
- 17 C. A part-time employee will be scheduled as follows:
- 18 1. For no less than three (3) consecutive hours, but no more than six and
19 one half (6-1/2) consecutive hours in a workday excluding lunch and for
20 a maximum of five (5) consecutive workdays in a workweek.
- 21 2. For up to eight (8) consecutive hours (excluding meal periods) for up to
22 four (4) consecutive workdays in a workweek.
- 23 3. Part-time employees may volunteer for split days off. Part-time
24 probationary employees may be assigned to split days off during
25 probation only.
- 26 D. Part-time employees required to work in excess of five (5) hours will be
27 allowed a thirty (30) minute unpaid meal period. The provisions of Article
28 23.B. will not apply.
- 29 E. If a part-time employee is scheduled and works on a holiday, he will be paid
30 at the applicable rate as defined in Article 6 for hours worked. If a part-time
31 employee is not scheduled to work on holiday, he will be paid one-fifth (1/5)
32 of his regularly scheduled, work hours for that workweek at base rates of pay
33 for the holiday.
- 34 F. The probationary period for a part-time employee will be the same as for a
35 full-time employee.
- 36 G. A part-time employee will accrue Company and Occupational seniority on
37 the same basis as a full-time employee.



- 1 H. The provisions of Article 11 Overtime will apply to part-time employees.
- 2 I. Part-time - Personal Days Off (PDO) General
- 3 The provisions of Article 5 and Article 7 shall apply to part-time employees
4 including, but not limited to, the following provisions specifically relating to
5 the conversion to, accrual, and use of, PDO hours for part-time employees.
- 6 1. PDO accrued during a calendar year pursuant to Article 5 will not be
7 used prior to January 1 of the following year.
- 8 2. Unused PDOs will be cumulative in the catastrophic sick bank up to a
9 maximum of seven hundred twenty (720) hours.
- 10 3. A part-time employee who uses PDO hours will be compensated at his
11 regular rate of pay for the number of hours he is scheduled to work.

12 J. Part-time Personal Days Off Accrual and Use

- 13 1. The number of PDO hours accrued will be determined by length of
14 service (as for full-time employees) adjusted for leave of absence and
15 layoff, in accordance with Article 5.B.1.-6, and in accordance with
16 Paragraph J.2., below.
- 17 2. The number of hours of PDO paid to a part-time employee will be based
18 on the employee's average weekly hours worked, excluding overtime
19 and including CS hours in the previous calendar year (such average will
20 not be more than forty (40) hours for any one (1) week period). The part-
21 time employee's average weekly hours as defined above will then be
22 expressed as a percentage of full-time hours (40 hours), and the
23 resulting percentage will be applied to the PDO hour accrual rates set
24 forth in Article 5.B.1.-6. to determine the number of PDO hours to which
25 he will be entitled for use in the following year.

26 **EXAMPLES:**

27 The full-time PDO accrual for an employee with three (3) years of active
28 service is 112 hours. Depending on his average weekly hours worked,
29 a part-time employee with the same three (3) years of active service will
30 accrue PDO hours as follows:

Average Weekly Hours Worked (AWH)	Percentage of AWH to Full-Time Hours	Full-time TTL PDO Hours Credited for Use in Following Year (3-year Emp)	Part-time TTL PDO Hours Credited for Use in Following Year (3-year Emp)
20	50%	112	56 hours
25	62.50%	112	70 hours
30	75%	112	84 hours
35	87.50%	112	98 hours
40	100.00%	112	112 hours



-
- 1 3. A part-time employee who, as of December 31 of any year, has less
2 than one (1) year of service with the Company will be entitled to
3 Personal Days Off with pay on the basis of four (4) hours and twenty
4 (20) minutes accrual for each month of active service with the Company
5 for PDO to be taken in the following year.
- 6 4. Part-time employees must bid all but thirty-two (32) hours (AWH worked
7 20) up to a maximum of sixty-four (64) (AWH worked 40), of Personal
8 Days Off to be used in one-week blocks of time during the following
9 year. These one-week blocks of time off or Consecutive Personal Days
10 Off (CPDOs) must be bid in accordance with Article 5.F.1.-4.
- 11 5. The part-time employees remaining available PDO hours that have not
12 been bid as CPDOs may be taken for any reason during the following
13 year subject to the provisions of Article 5.G.
- 14 6. Notwithstanding the provisions of Article 5 of the Agreement, in the
15 event that a full-time employee changes status and becomes a part-time
16 employee, or in the event a part-time employee changes status and
17 becomes a full-time employee, the average weekly hours worked
18 calculation in Paragraph J.2., above, will apply for the PDO period
19 during the year in which the employee's status changed.
- 20 K. All full-time employees under this Agreement, if affected by a reduction in
21 force, may exercise their seniority under the provision of Article 15 to fill a
22 full-time job in their own or lower classification, or at their option elect to
23 displace or fill a part-time position at their station. An employee electing to fill
24 a part-time position under the provisions of Article 15 will retain recall rights
25 back to the full-time position.
- 26 L. A part-time employee's injury on duty benefits will be in accordance with the
27 applicable workman's compensation laws.
- 28 M. A part-time employee whose shift begins at or after 1500 and before 2000
29 will receive a shift differential of twenty-five (.25) cents per hour for all hours
30 worked. A part-time employee whose shift begins at or after 2000 and before
31 0500 will receive a shift differential of forty-five (.45) cents per hour for all
32 hours worked.



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ARTICLE 25: UNION SECURITY

- 1
- 2 A. All employees covered by this Agreement will, as a condition of employment,
3 maintain membership in the Union so long as this Agreement remains in
4 effect, to the extent of paying an initiation fee and membership dues (not
5 including fines and penalties), or agency fees in accordance with applicable
6 law. An employee may have his membership dues deducted from his
7 earnings by signing the form "Assignment and Authorization for Check-Off of
8 Union Dues", also referred to as "Check-Off Form" or, if no such
9 authorization is in effect, he must pay his initiation fee and membership dues
10 directly to the Union.
- 11 B. All new employees of the Company hired on or after the effective date of this
12 Agreement will become members of the Union sixty (60) calendar days after
13 the date of employment with the Company and will, as a condition of
14 employment, maintain membership in the Union so long as this Agreement
15 remains in effect, to the extent of paying initiation fees and membership
16 dues, or in lieu of maintenance of membership, agency fees in accordance
17 with applicable law. The Company will allow the Union an opportunity, during
18 local orientation, to meet with new employees and transferees regarding
19 Union matters.
- 20 C. Employees who are or become members of the Union under Paragraphs A.
21 or B., above, will pay membership dues as set forth in this Article, except that
22 payment for membership dues will not be required as a condition of
23 employment during leaves of absence without pay or during periods of
24 transfer to a classification or position not covered by this Agreement.
- 25 An employee, who accepts a position with the Company outside of the
26 bargaining unit, in accordance with Article 9.1., must continue to pay Union
27 dues in order to retain but not accrue his seniority for a period of up to six (6)
28 months. If the employee elects to forfeit his seniority prior to the end of the
29 six (6) months, he can provide written notice to the Local President and the
30 Counsel of Labor Relations to do so. Accordingly, the requirement to pay
31 Union dues will cease on the first payroll period following the date of the
32 notice.
- 33 1. "Member of the Union", for purposes of this Article will mean any
34 employee who is a member of the Union and is not more than sixty (60)
35 calendar days in arrears in the payment of initiation fee and membership
36 dues as specified herein, or agency fee payer not more than sixty (60)
37 calendar days in arrears in the payment of his fees.
- 38 2. When an employee who is a member of the Union becomes delinquent
39 within the meaning of Paragraph C.1., above, the following procedure
40 will apply:



- a. The Director of the Air Division of the Union will notify the employee in writing, certified mail, return receipt requested, that he is delinquent in the payment of the initiation fee and membership dues or agency fees, as specified herein, and accordingly, is subject to discharge as an employee of the Company. Such letter will also notify the employee that he must remit the required payment within fifteen (15) calendar days of the date of mailing of the notice, or be subject to discharge. This provision will be deemed to be complied with if the Union sends, but the employee refuses receipt of the above mailing.
 - b. If, upon the expiration of the fifteen (15) calendar day period, the employee still remains delinquent, the Director of the Air Division of the Union will certify, in writing, to the Vice President Employee Relations of the Company, copy to the employee, that the employee has failed to remit payment within the grace period allowed and is therefore to be discharged. The Vice President Employee Relations after being presented with the appropriate documentation will take proper steps to discharge such employee from the services of the Company.
 - c. An employee discharged by the Company under the provisions of this paragraph, will be deemed to have been discharged for cause within the meaning of the terms and provisions of this Agreement.
3. Any discharge under the terms of this Article will be based solely upon the failure of the employee to pay or tender payment of initiation fee and membership dues or agency fees, as specified in this Article, and not because of denial or termination of membership in the Union upon any other ground.
 4. Any grievance by an employee concerning the interpretation or application of the provisions of this Article will be subject exclusively to the following procedure:
 - a. An employee who believes that the provisions of this Article pertaining to him have not been properly interpreted or applied may submit his request for review, in writing, within five (5) calendar days from the date the grievance arises, except that a grievance arising under Paragraph C.2.a. must be filed within the fifteen (15) calendar day period specified in that paragraph. The request will be submitted to his immediate supervisor who will review the grievance and render his decision, in writing, not later than five (5) calendar days following the receipt of the grievance.
 - b. The immediate supervisor will forward his decision to the employee with a copy to the Local Union Accredited Representative. If the decision is not satisfactory to both the employee and the Union, then either may appeal the grievance directly to the System Board of Adjustment, established under Article 22 of this Agreement,



within ten (10) calendar days from the date of the decision. The terms and provisions of such Article will be applicable, except as otherwise specified in this Article.

c. If the Union should appeal the decision to the System Board of Adjustment, it will prepare a joint submission of the grievance setting forth the Union's and the employee's position and forward copies to the employee, the Vice President Employee Relations of the Company and to the members of the System Board of Adjustment. If the employee should appeal the decision, he may request the Vice President Employee Relations to prepare the submission papers in his behalf of the System Board of Adjustment. In this event, such request will be made by the employee, in writing, to his immediate supervisor who will transmit, through the local Manager all facts, data and information concerning the grievance, together with a copy of the decision from which the appeal is taken. The Vice President Employee Relations will forward copies of the employee's separate submission to the employee, the local Manager, the Director of the Air Division of the Union and to the members of the System Board of Adjustment.

d. During the period a grievance is filed under the provisions of this paragraph and until after final award by the System Board of Adjustment, the employee will not be discharged from the Company because of noncompliance with the terms and provisions of this Article. In the event the employee's grievance is denied because he has not tendered dues owed under this Article, he will be considered discharged for cause. In any proceeding under this Article, the employee, the Company, and the Union will be allowed to present any facts or arguments supporting their position concerning proper application of this Article.

5. The Union agrees that it will indemnify the Company and save the Company harmless from any and all claims, which may be made by the employee or employees against the Company by virtue of the wrongful application or misapplication of any of the terms of this Article.

6. The Company will not interfere with, restrain or coerce employees because of membership or lawful activity in the Union, nor will it, by discrimination in respect to hire, tenure of employment or any term or condition of employment, attempt to discourage membership in the Union.

7. The Union agrees that neither the Union nor its members will intimidate or coerce any employee in respect to his right to work, in the proper exercise, performance, or implementation of his duties and responsibilities with the Company, or in respect to Union activity or membership. The Union further agrees that the Company may take disciplinary action for any violation of this provision.



8. The Company agrees to deduct from the pay of each employee who voluntarily executes the check-off form on or after the effective date of this Agreement, and remit to the Union the membership dues uniformly required by the Union.

When a member of the Union properly executes such "Check-Off Form", the Union will email an original copy to envoy.payroll@aa.com. Any Check-Off Form which is incomplete or improperly executed will be returned to the Local Union Office which submitted it. Any notice of revocation as provided for in this Article or the Railway Labor Act, as amended, must be in writing, signed by the employee and delivered by certified mail, addressed to their respective Local Union Office. Each Local Union Office will forward a copy to envoy.payroll@aa.com for future Union dues withholding. Check-Off Forms and notices received by the Company will be stamp-dated on the date received via the email and will constitute notice to the Company on the date received, and not when mailed.

9. When a Check-Off Form is received by the Company on or before a given payday, deductions will commence with first paycheck following said payday, and will continue thereafter until revoked or cancelled as provided in this Article. The Company will remit to the Union a check in payment of all dues collected on a given payday, on or as soon after the payday as possible. These remittances will be subject to normal accounting practice with respect to adjustments necessary because of the methods involved in the deduction procedure. The Company remittance of Union membership dues to the Union will be accompanied by a list of names, personnel numbers and station numbers of the employees for whom deductions have been made in that particular period, arranged in order of their personnel numbers. Additionally, the Company will supply in duplicate to the office of the Union a listing of those employees who are on leave of absence; have accepted a position outside the bargaining unit; or have terminated employment with the Company. The Company will further provide a list of any employees covered by this Agreement not on Check-Off to the Union on a monthly basis.

10. No deductions of Union dues will be made from the wages of any employee who has executed a Check-Off Form and who has been transferred to a job not covered by the Agreement, or who is on leave without pay. Upon return to work within a classification covered by this Agreement, deductions will be automatically resumed provided the employee has not revoked the assignment in accordance with this Article, and provided it is in accordance with the other appropriate provisions of this Article and of the Railway Labor Act, as amended.



- 1 11. An employee who has executed a Check-Off Form and who resigns or
2 is terminated from the employ of the Company for reasons other than
3 layoff will be deemed to have automatically revoked his assignment and
4 if reemployed, further deductions of Union dues will be made only upon
5 execution and receipt of a new Check-Off Form as governed by the
6 provisions of Paragraph B., above. Upon return from layoff, leave of
7 absence, or reinstatement from disciplinary discharge to work within a
8 classification covered by this Agreement, deductions will be
9 automatically resumed. In cases where Check-Off is not reinstated by
10 the Company due to mechanical or software errors, the Company will
11 collect the back dues at a maximum of fifty (50) dollars per month and
12 remit to the Union, provided the employee has not revoked the
13 assignment in accordance with this Article, and such deductions are in
14 accordance with the other appropriate provisions of this Article and of
15 the Railway Labor Act, as amended.
- 16 12. Collection of any back dues owed at the time of starting deductions for
17 any employee, and collection of dues missed because the employee's
18 earnings were not sufficient to cover the payment of dues for a particular
19 pay period, will be the responsibility of the Union and will not be the
20 subject of payroll deductions.
- 21 13. Deductions of membership dues will be made in a flat sum from each
22 paycheck provided there is a balance in the paycheck sufficient to cover
23 the amount after all other deductions authorized by the employee or
24 required by law have been satisfied. In the event of termination of
25 employment, the obligation of the Company to collect dues will not
26 extend beyond the period in which his last day of work occurs.



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ARTICLE 26: NO STRIKE - NO LOCKOUT

- 2 A. It is the intent of the parties to this Agreement that the procedures set forth
3 herein and in the Railway Labor Act, as amended, for the resolution of
4 disputes will serve as a means of peaceable settlement of all disputes that
5 may arise between them and that, therefore:
- 6 1. The Company will neither cause nor permit any lockout of employees
7 covered hereunder during the life of this Agreement; and
- 8 2. Neither the Union nor the employees covered hereunder, both
9 individually and collectively, will authorize, cause, sanction, or engage
10 in any strike or job action against the Company, illegal picketing of the
11 Company's premises, slowdown, sit-down, walkout, work stoppage, or
12 curtailment of work of any kind, during the life of this Agreement.



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ARTICLE 27: SAVING CLAUSE

- 1
- 2 A. Should any term or provision herein be rendered invalid, such invalidation
3 will not affect the remaining terms and provisions of this Agreement which
4 will remain in full force and effect.
- 5 B. In the event of invalidation, unless otherwise required by law, either the
6 Company or the Union may, upon thirty (30) days written notice, request
7 negotiations concerning modifications or amendment of the invalidated
8 provision or provisions and such negotiations will commence within fifteen
9 (15) days from the date of receipt of said notice.
- 10 C. To the greatest extent permitted by law, the provisions of this Collective
11 Bargaining Agreement shall control over any Federal, State or Local statute,
12 law, regulation, ordinance, or other governing provision (collectively "Laws")
13 to the extent such Laws permit a waiver, exception or other treatment for
14 employees covered under a collective bargaining agreement. To the extent
15 applicable law is inconsistent with the terms of this Agreement, and such law
16 is not waivable, an employee shall be entitled to the protections provided by
17 applicable law. The Company shall maintain a list of all Laws subject to this
18 provision and may throughout the term of this Agreement update and
19 incorporate a list of such Laws as an exhibit to this Agreement and such
20 updated exhibit shall have full force and effect as if set forth herein verbatim.
21 This provision shall not apply to Laws establishing a minimum hourly wage.
- 22 D. In no instance will this Article apply to Laws concerning the amount paid for
23 minimum wages (i.e., this Article shall not constitute a waiver regarding the
24 payment of any applicable minimum wage).
- 25 The Laws referenced in this Article shall include but are not limited to:
26 California Healthy Workplaces, Healthy Families Act of 2014, Cal. Lab. Code
27 §§ 245-49; Chicago Fair Workweek Ordinance; Chicago Minimum Wage
28 and Paid Sick Leave Ordinance, Chi., Ill., Mun. Code of Chi., §§ 1-24-010 to
29 1-24-110; Cook County Earned Sick Leave Ordinance, Cook Cty., Ill., Code
30 of Ordinances, Cook Cty., Ill., §§ 42-1 to 42-10; Los Angeles, California,
31 Living Wage Ordinance, L.A. Admin. Code Section 10.37.2(b) & (c); N.Y.C.
32 Earned Safe and Sick Time Act, N.Y.C. Admin. Code Title 20, Chapter 8;
33 N.Y. Healthy Terminal Act 2020 N.Y. SB 6266.



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ARTICLE 28: HEALTH & SAFETY

- 1
- 2 A. No employee will be required to participate in a bomb scare investigation/
3 search against his wishes.
- 4 B. The Company will provide protective devices and other equipment
5 necessary to meet safety regulations and safety standards and will make
6 provisions for the health and safety of the employee during hours of
7 employment. The Company will also make available adequate rain and cold
8 weather gear, and hearing protection.
- 9 C. The Company agrees to maintain safe, sanitary conditions in all Company
10 shops and facilities.
- 11 D. The Company will provide adequate heating in all shops and facilities.
- 12 E. In the event that the Company declares a transportation emergency, it will
13 notify the Local Union President by phone or text message.
- 14 F. In order to eliminate accidents, illness, unsafe and unsanitary conditions, a
15 joint Health & Safety Company/Union safety committee will be established. |
16 It will be the duty of this committee to see that all state and local health and
17 safety regulations are complied with, that safety equipment is being used
18 and that safety practices and procedures are being followed.
- 19 G. In the event that the Joint Health & Safety Committee is unable, within sixty |
20 (60) days, to resolve an issue which has been brought to its attention, either |
21 the Company or the Union may submit the issue to the System Joint Health |
22 & Safety Committee which will constitute a board to review the issue(s). The |
23 System Joint Health & Safety Committee will consist of a representative of |
24 the Transport Workers Union International and a representative of the |
25 Company's Safety office. If the issue(s) is/are not resolved by the System
26 Joint Health & Safety Committee, either representative may submit the
27 issue(s) on appeal to the Board of Adjustment in accordance with the
28 provisions of Article 22 of the Labor Agreement.



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ARTICLE 29: DURATION OF AGREEMENT

2 This Agreement shall become effective as of May 13, 2023. It shall continue in
3 full force and effect until and including May 12, 2027 and shall renew itself each
4 succeeding May 13th thereafter, except that a written notice of intended change
5 may be served in accordance with Section 6, Title I of the Railway Labor Act, as
6 amended, by either party hereto at least sixty (60) days prior to May 12, 2027.

7 IN WITNESS WHEREOF, the parties hereto have signed this Agreement this
8 13th day of May 2023.

TRANSPORT WORKERS UNION
OF AMERICA, AFL-CIO

ENVOY AIR INC.

\s\ John Samuelson
John Samuelson
International President

\s\ Chris Pappaioanou
Chris Pappaioanou
Sr. Vice President Legal, Labor &
Employment

\s\ Andre Sutton
Andre Sutton
International Vice President, Air Division
Director

\s\ Jay Murray
Jay Murray
Vice President Line/Base Maintenance

\s\ Jose Galarza
Jose Galarza
International Representative

\s\ Tony Bralich
Tony Bralich
Program Manager, Labor Relations/
Human Resources

\s\ Renae Clemens
Renae Clemens
Labor Relations Counsel - Ground



ARTICLE 29 - DURATION OF AGREEMENT
(continued)

Witnesses:

TRANSPORT WORKERS UNION
OF AMERICA, AFL-CIO

\s\ Dan Rivera
Dan Rivera
TWU Local 570
Counsel Labor Relations

\s\ Timothy Jackson
Timothy Jackson
TWU Local 576

\s\ Council Creech
Council Creech
TWU Local 572

\s\ Leonard Olgren
Leonard Olgren
TWU Local 574



**Letter A: CR1 Entries / Employee Rebuttal Relative to
Investigations**

May 13, 2023

Mr. Jose Galarza
Transport Workers Union
1220 19th St NW, 6th Floor,
Washington, DC 20036

Dear Jose,

This letter will confirm our understanding reached during negotiations, that if there is an investigation of sexual harassment and the charged employee is found to be exonerated of the charges, no entry regarding the charge or investigation will be made in the CR1. Any entry previously made will be deleted from the CR1.

In other cases, a CR1 entry, if any, will reflect the nature of the discussion with the employee. When an employee is coached and counseled resulting in a CR1 entry, the employee can submit a separate rebuttal to the CR1 entry, sign and date it, and it will be attached to the Company's electronic recording system (e.g., Emanager or any successor system). The employee will be provided a photocopy of the related CR1 documentation and a copy will be sent to the employee's Company email address.

As always, the employee has the prerogative of reviewing the CR1 entry and providing any additional information desired.

This will in no way preclude the Company from discussing policy as related to investigations.

If the above accurately reflects your understanding of our agreement, please signify by signing below.

Sincerely,

Chris Pappaioanou

Vice President, Legal

Envoy Air Inc.

Agreed to:

Jose Galarza

International Representative

Transport Workers Union



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Letter B: 401(k) Company Match of Eligible Earnings

Note: Correction of the previous CBA Letter F, dated January 1, 2013 to reflect the correct percentages of Company Match Eligible Earnings for Complete Years of Service 5 - 9 and Complete Years of Service 10 - 14 that were already in effect prior to the commencement of the Section 6 negotiations leading to the 2023 renewal Agreement.)

May 13, 2023

Mr. Jose Galarza
Transport Workers Union
1220 19th Street, Suite 600
Washington, D.C. 20036

Dear Mr. Galarza,

This letter will confirm our understanding reached during negotiations whereby the Company offers to continue to provide a Company contribution for employee savings deferred in a 401(k) plan.

The details are outlined in the Envoy Air Inc. 401(k) Plan Document. However, the chart below summarizes the agreed-to contribution levels negotiated by the parties. Subject to the extent allowed by law, the Company shall contribute as an Employer Matching Contribution the following amount based on the employee's elective contributions and length of service:

Complete Years of Service	Company Match of Eligible Earnings
1 - 4	50% of up to 6% of eligible earnings for a maximum of 3%
5 - 9	70.80% of up to 6% of eligible earnings for a maximum of 4.25%
10 - 14	90.00% of up to 6% of eligible earnings for a maximum of 5.40%
15 - 19	100% of up to 6% of eligible earnings for a maximum of 6%
20+	100% of up to 7% of eligible earnings for a maximum of 7%



Sincerely,

Chris Pappaioanou

Vice President, Legal

Envoy Air Inc.

Agreed to:

Jose Galarza

AE System Coordinator

Transport Workers Union



Letter C: Cope Deductions

April 28, 1998

Mr. James C. Little
International Representative
Transport Workers Union
1848 Norwood, Suite 112
Hurst, TX 76054

Dear Mr. Little,

This will confirm our recently reached agreement with regards to COPE payroll deductions.

We agreed the Company will allow all TWU represented employees to authorize payroll deductions for this fund, on a voluntary basis only. It will be the employee's responsibility to obtain and submit an authorization card to the Company. The Company will transfer funds collected to the TWU on the same schedule used for dues transfer.

Sincerely,

Dan Garton

President

American Eagle Airlines, Inc

Agreed to:

James C. Little

International Representative

Transport Workers Union



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Letter D: Expansion of Holidays or Medical Plans

May 13, 2023

Mr. Jose Galarza
International Representative
Transport Workers Union
1220 19th Street, Suite 600
Washington, DC 20036

Dear Jose,

This letter will confirm our understanding reached during the recently concluded negotiations in which the Company agrees that in the event it grants to other employees at Envoy Air Inc. an additional Holiday(s), Vacations, Improved medical plans, the Company will grant the same to those employees covered under this Agreement.

Sincerely,

Chris Pappaioanou
Vice President, Legal
Envoy Air Inc.

Agreed to:

Jose Galarza
International Representative
Transport Workers Union



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Letter E: AA Flow Through Agreement

October 15, 2004

Mr. John Orlando
International Vice President
Transport Workers Union
1791 Hurstview Drive
Hurst, TX 76054

Dear Mr. Orlando,

ENVOY AIR INC./AMERICAN AIRLINES EMPLOYMENT PROGRAM

The purpose of this program is to increase the opportunities for qualified Eagle employees to be hired at American Airlines, Inc. for the positions of:

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

General Qualifications

1. Employees who are on any step of the PPC or ACP programs are not eligible.
2. Employee has passed all levels of training offered during this period.
3. Licenses as required by the position applied for.

Qualifications for M & E Employees

1. Employee has completed 36 months of service with Eagle.

Qualifications for Ramp Employees

1. Employee has completed 24 months of service with Eagle.

Qualifications for Dispatch Employees

1. Employee has completed 36 months of service with Eagle.



1 General Rules

- 2 1. After completing the required length of service with Envoy Air Inc. or its
3 associated subsidiaries. Envoy Air Inc. will accept applicants who desire to be
4 employed by American Airlines. This program will be administered by Envoy
5 Air Inc. and all documentation and requests for positions at American Airlines
6 under this procedure will be handled by the Envoy Air Inc. Coordinator.
- 7 2. Applicants meeting the above listed qualifications will be placed on a preferred
8 hiring list.
- 9 3. American will afford qualified Envoy Air Inc. employees on the preferred hiring
10 list the opportunity for open positions prior to interviewing candidates from
11 companies outside of AMR and in accordance with #4 below.
- 12 4. American will extend to qualified Envoy Air Inc. employees at least one (1) out
13 of four (4) vacancies that remain after American Airlines internal transfer
14 procedures are complied with.
- 15 5. No more than ten (10) Ramp Service employees per classification per station
16 per month will be permitted to leave Envoy Air Inc. under this procedure. No
17 more than ten (10) percent of Maintenance and Engineering employees per
18 classification per station per quarter will be permitted to leave Envoy Air Inc.
19 under this procedure. No more than five (5) percent of the Dispatch employees
20 per six months will be permitted to leave Envoy Air Inc. under this procedure.
- 21 6. The preferred hiring list provided by Envoy Air Inc. will be forwarded to
22 American Airlines upon a request from American Airlines that a job vacancy
23 exists under #3 above.
- 24 7. The employee is responsible for having his/her name on the list. (Which will
25 include the location/s the employees wishes to be considered for), providing
26 American with a fully completed application and resume and ensuring the
27 Employee Information Record (EIR) is up to date.
- 28 8. Employee must pass any qualification tests administered by American Airlines.
- 29 9. Employee must pass any Drug and Alcohol tests as administered by American
30 Airlines. Any failures of these tests are cause for immediate corrective action
31 up to and including discharge from AMR.
- 32 10. Any refusal of a job offer from American Airlines will result in a permanent bar
33 from transferring to American Airlines under this policy.
- 34 11. Lists will be forwarded quarterly to the Transport Workers Union International.
- 35 12. American may spread the hiring dates as required to meet its goals.
- 36 13. Employee will retain and carry Company Seniority to their new position but
37 other seniority and benefits will be as provided at the new position. Vacation
38 accrued at the time of leaving Envoy Air Inc. will be paid off at the appropriate
39 rate and will not be carried over to the new position.
- 40 Any Envoy Air Inc. employee who is hired at American Airlines will serve a new
41 probationary period. Failure to complete the probationary period successfully



-
- 1 will result in termination from American Airlines. The employee who fails to
 - 2 pass probation will not have any rights (including bumping back) to return to
 - 3 his/her former position at Envoy Air Inc.

Sincerely,

Rose Doria

Vice President, Employee Relations

Envoy Air Inc.

Agreed to:

John Orlando

International Vice President

Transport Workers Union



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Letter F: Flexible Hiring Rates / Clarification

Reference Article 4

January 11, 2006

Joe Gordon
International Representative
Transport Workers Union
1791 Hurstview Drive
Hurst, TX 76054

Dear Mr. Gordon,

Per our discussion and as a clarification to the application of Flexible Hiring rates with regards to an employee's classification seniority date, it has become necessary to establish this Bulletin for future references. This is a result of system board Case #s AE-49-05, 50-05, 51-05. It became evident between the Company and the Union that it was necessary for the Company to adjust the Classification seniority date for incumbent employees and as you know the evidence demonstrated that this practice became effective January 1, 2001.

The applicable Articles are:

Article 4 A (1,2) AMTs and related

Article 4 A (1,2) Fleet Service Clerks

In the event that a particular station utilizes the flexible hiring rates, Article 4 (A 1), and raises its starting rate of pay for a specific classification, then incumbent employees at that station and in that specific classification who were at a rate lower than the new flexible hiring rate, will have their base rate of pay raised, Article 4 (A 2). The effective date of the new base rate of pay will be the date the external candidate (hired at the flexible rate) commences employment within the station and classification.

Example:

BOS hires an AMT at \$13.53 per hour (step 3).

Date of hire 2/1/06

All incumbent employees will be raised to the new higher rate effective 2/1/06.

In addition, the incumbent who has had their base rate of pay raised, will have their classification seniority date adjusted to reflect the effective date of the increase. Thereafter, the employee will receive step increases on an annual basis. No employee can exceed the maximum step for his or her classification.



1 Example:

Current Date		Base Rate of Pay	Occ Date	Class Date
2/1/06	John Doe	\$12.63	11/5/04	11/5/04
Flex Rate to \$13.53 effective 2/1/06.				
Current Date		Base Rate of Pay	Occ Date	Class date
2/1/06	John Doe	\$13.53	11/5/04	2/1/04

2 If the above accurately reflects your understanding of our agreement, please
3 signify by signing below.

Sincerely,

Dianne E. Taber

Counsel, Employee Relations

Envoy Air Inc.

Agreed to:

Joe Gordon

International Representative

Transport Workers Union



Letter G: Report Contract Maintenance

Reference Article 1

October 15, 2004

Mr. John Orlando
International Vice President
Transport Workers Union
1791 Hurstview Drive
Hurst, TX 76054

Dear Mr. Orlando,

This will confirm our understanding reached during negotiations in which the Company agrees that the Vice President, Maintenance of Envoy Air Inc. or his designee, will provide a quarterly report to the Director of the Air Transport Division, Transport Workers Union, listing the aircraft maintenance work that has been contracted out during the previous quarter.

If the above accurately reflects your understanding of our agreement, please signify by signing below.

Sincerely,

Rose Doria

Vice President, Employee Relations

Envoy Air Inc.

Agreed to:

John Orlando

International Vice President

Transport Workers Union



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Letter H: Avionics Premium / Grandfathered Emp

Reference Article 4

October 15, 2004

Mr. John Orlando
International Vice President
Transport Workers Union
1791 Hurstview Drive
Hurst, TX 76054

Dear Mr. Orlando,

Those grandfathered employees who are currently performing avionics duties and are receiving a \$0.75 / hr. avionics premium will continue to receive this premium under the following conditions:

It is understood that the grandfathered avionics employees who possess A&P licenses will perform Aircraft Maintenance Technician duties that are associated with their job functions as an Avionics Technician.

It is understood that if a grandfathered Avionics Technician employee should leave his current position, he will relinquish the \$0.75 / hr. premium.

It is also understood that if a grandfathered Avionics Technician employee returns to the avionics position, he will not be entitled to receive the \$0.75 / hr. premium.

If the above accurately reflects your understanding, please signify by signing below.

Sincerely,

Rose Doria

Vice President, Employee Relations

Envoy Air Inc.

Agreed to:

John Orlando

International Vice President

Transport Workers Union



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Letter I: One Station Agreement / JFK & LGA

April 27, 2010

Ms. Cathy McCann
Vice President, People
Envoy Air Inc.
4333 Amon Carter Blvd
Ft Worth, TX 76155

Dear Ms. McCann,

This will confirm our discussion during the negotiations leading up to the signing of the Labor Agreement effective April 27, 2010.

We have agreed to recognize JFK Airport (JFK) and LaGuardia Airport (LGA) as a one station complex under the following scenarios:

A. An employee based at JFK or LGA will:

1. Be given preference over employees located at other airports / stations with regards to Article 14 - Transfers and Promotions and be considered before any other candidates regardless of their seniority for JFK and LGA higher classification, transfer and reclassification positions / vacancies.
2. Be deemed to be based as one station in the event of:
 - a. A surplus of employees at one airport when vacancies exist at the other;
 - b. A reduction in force at either airport when there are no vacancies available at the other;
 - c. A reduction in force at both airports;
 - d. A recall of laid-off employees at both airports;
 - e. Temporary assignments between airports.

B. Higher Classification Positions:

1. A higher classification vacancy will be filled by honoring requests of qualified employees for reassignment from one airport to the other. To be considered qualified, an employee must hold, as a result of having been selected the successful bidder, a job in the same classification as the vacancy and involving the same requirements. The method to follow is outlined below in Paragraph D.



2. Vacancies remaining after such requests have been honored are to be awarded as outlined in Article 14 of this Agreement.
3. If a reduction in force is exercised at either JFK or LGA, an employee in a bid position affected by the RIF may exercise his seniority to first fill a non-bid vacancy at his current airport, if one exists. If no vacancy exists, he may then exercise his seniority to displace a non-bid position at his current airport.

8 C. Non-Bid Vacancies - Transfers

1. If a vacancy occurs (non-bid) within the one station complex, requests for lateral reassignment between JFK and LGA will be honored before transfer requests from other stations in the system are considered, and before new employees are hired. An employee interested in being reassigned to the other station (JFK to LGA or LGA to JFK) must file a request for such reassignment not less than fifteen (15) calendar days prior to reassignment date. All requests will be valid until the following January 1st and July 1st. Each January 1st and July 1st, a request for reassignment not submitted within the preceding thirty (30) calendar days will be voided and it will be necessary for a new request to be submitted.
2. Under this procedure, the Company will not require, as a condition of being eligible to request reassignment, that an employee has completed six (6) months of service at his current airport. However, an employee on probation must have completed his probationary period before being eligible to request such reassignment from one airport to another.
3. Selection to fill a vacancy will be made on the basis of the most senior employee in the same status requesting the reassignment, unless medically restricted.
4. If there are no requests, or an insufficient number of requests to fill any such vacancies, requests for transfer on file from employees at other locations in the system will be honored.

31 D. Reclassification:

1. If an employee is eligible for upgrading from one classification to another, this will be done on a one-station basis, subject to the requirements of Article 14 as outlined in the AMT & Related Agreement and Article 14 of the Fleet Service Agreement.

36 E. Surplus Employees at One Airport, Shortage at the Other Airport:

1. When there is a surplus of employees at one airport and corresponding vacancies at the other airport, the number of employees involved at the airport with the surplus will be equalized through reassignment of volunteers, if any.



- 1 2. Selection of volunteers will be made on the basis of the most senior
2 volunteers. If no employee volunteers or an insufficient number
3 volunteer, then the selection will be made on the basis of the most junior
4 employee from the airport with the surplus to the airport with the
5 shortage.
- 6 3. If a surplus still exists, such employees who refuse reassignment will be
7 subject to a reduction in force.
 - 8 a. Such surplus employee may accept layoff with recall rights to the
9 original airport of surplus.
 - 10 b. If such employee accepts layoff and a vacancy occurs in the city
11 from where he was laid off, he will be blended in seniority order with
12 active transfers in the same classification within the one station
13 complex. Such vacancy will be filled with the most senior employee.
 - 14 c. An employee who accepts layoff as described above will not be
15 afforded the provisions outlined in Paragraph G., below, or the
16 provisions of Article 15 of this Agreement.
- 17 4. No Transfer Requests (C) or Reassignments (D) will be processed until
18 the equalization process has been finalized.
- 19 F. Reduction In Force:
 - 20 1. If a reduction in force is exercised at one of the stations in the one-
21 station complex, the two stations will be combined for the purposes of
22 the reduction in force.
 - 23 2. In the event that there is not a vacancy at the other airport in the one-
24 station complex, then the most junior employee will be affected by the
25 reduction in force and may accept layoff or exercise his seniority in
26 accordance with the provisions of Article 15 of this Agreement.
- 27 G. Recall:
 - 28 1. An active employee involuntarily moved from one airport to the other
29 (JFK to LGA or LGA to JFK), as a result of reassignment, surplus, or
30 reduction in force will maintain recall rights back to the original airport.
 - 31 2. This recall will not be applicable to any higher classification position that
32 was affected by a reduction in force.
 - 33 3. Vacancy(s) that occurs in the city where there was a reduction in force:
 - 34 a. Will first be offered to active employees within the one-station
35 complex who hold recall.
 - 36 b. Remaining vacancies will be processed as outlined in Article 15 of
37 this Agreement.



1 H. Expenses:

- 2 1. An employee reassigned from one airport to another within the one-
3 station complex, whether by employee request or by direction of the
4 Company, will not be eligible for the Company moving reimbursement /
5 expense.

6 I. Temporary Assignment Between Airports:

- 7 1. When an employee, regularly assigned to one airport, is assigned to
8 duty at another airport, the provisions of Article 17 will apply.
9 2. When such assignments are made, the employees will be regarded as
10 working and will be paid their regular hourly rate while traveling from one
11 airport to another within the one-station complex.
12 J. The Company agrees to meet and confer with the Union on other stations
13 that may need to be added to this One Station Agreement.

14 If the above accurately reflects your understanding, please signify by signing
15 below.

Sincerely,

Jose Galarza

Envoy Air Inc. Coordinator

Transport Workers Union

Agreed to:

Cathy McCann

Vice President, Employee Relations

Envoy Air Inc.



Letter J: Ground Support Mechanics / CDL License

2 October 15, 2004

3 Mr. John Orlando
4 International Vice President
5 Transport Workers Union
6 1791 Hurstview Drive
7 Hurst, TX 76054

8 Dear Mr. Orlando,

9 During negotiations, the Transport Workers Union raised an issue concerning the
10 Ground Support mechanics that are required to operate Company vehicles that
11 require a Commercial Driver's License (CDL).

12 It is agreed that, in those locations where such vehicles exist, those employees
13 that obtain their CDL and maintain it, will be paid a \$1.00 / hr. higher capacity pay
14 rate for all hours worked. This higher capacity pay is to include accruals for sick
15 pay, vacation pay and holiday pay. It will not be compounded for overtime rates.
16 Additionally, the higher capacity rate of pay will remain in effect only as long as
17 the employee remains in that job classification/title group in that location. It is
18 understood that if the employee should leave the job classification/title group or
19 location, he will relinquish the higher capacity pay.

20 Should the Company discontinue or eliminate the use of the vehicle that requires
21 the CDL the Company reserves the right to eliminate the higher capacity pay for
22 that location.

23 Nothing will preclude the parties from negotiating a skill premium in lieu of the
24 higher capacity rate of pay.

25 If the above accurately reflects your understanding, please signify by signing
26 below.

Sincerely,

Rose Doria

Vice President, Employee Relations

Envoy Air Inc.

Agreed to:

John Orlando

International Vice President

Transport Workers Union



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**Letter K: Elimination of License Premiums for Repairmen for
Hours Worked in Certain Shops (Reference Article 4)**

May 25, 2021

Mr. Jose Galarza
International Representative
Transport Workers Union
1220 19th Street, Suite 600
Washington, DC 20036

Dear Mr. Galarza,

This letter will confirm our understanding reached during negotiations relating to license premiums for Repairmen working in certain base maintenance shops. Specifically, the parties have agreed that such premiums would no longer be paid to Repairmen who were working such positions, and Article 4 has been amended to reflect that change.

However, the parties further agreed that positions in certain Marquette “specialty shops” would continue to receive license premiums. Accordingly, the parties have agreed to the following:

A. Specialty Shops

1. The Company has designated the following Marquette base maintenance support shops as “specialty shops” for the purpose of this letter:
 - a. Composite Shop
 - b. Machine Shop
 - c. Flight Controls Shop
2. Given the nature of the work performed in the above-referenced “specialty shops,” employees who are working in such shops on, or who bid to and are awarded positions in such shops after, the effective date of this agreement, shall be entitled to the applicable license premium(s) under Article 4.1.
3. In the event the Company wishes to add to the list of “specialty shops” in Paragraph A.1., above, it will meet and confer with the TWU regarding the need for such designation and/or the need for a transition plan for the initial staffing for such shops.

B. Applicability of License Premiums



1. Except as set forth in Paragraphs A.1. and A.2., above, the following employees will not be entitled to pay for license premiums, for work performed in the base maintenance support shops after the effective date of this agreement:
 - a. Any Aircraft Maintenance Technician who is hired into a Repairman position in the base maintenance support shops after the effective date of this agreement;
 - b. Any Aircraft Maintenance Technician who transfers into a Repairman position in one of the base maintenance support shops after the effective date of this agreement.
2. A Licensed Repairman will receive all applicable license premiums that he would receive as an AMT under Article 4.1. for hours worked outside the base maintenance support shops.

14 Please indicate your agreement to these terms by signing below.

Sincerely,

Chris Pappaioanou

Vice President, Legal

Envoy Air Inc.

Agreed to:

Jose Galarza

International Representative

Transport Workers Union



Letter L: Aircraft Maintenance Technician Apprenticeship Program

LETTER OF AGREEMENT

between

ENVOY AIR INC.

and the

AIRCRAFT MAINTENANCE AND RELATED EMPLOYEES

in the service of

ENVOY AIR INC.

as represented by

TRANSPORT WORKERS UNION OF AMERICA, AFL-CIO

Aircraft Maintenance Technician Apprenticeship Program

This Letter of Agreement ("LOA") is made and entered into in accordance with the provisions of the Railway Labor Act, as amended, by and between ENVOY AIR INC. ("Envoy" or "Company") and the Aircraft Maintenance and Related Employees in the service of ENVOY AIR INC., as represented by the Transport Workers Union of America, AFL-CIO (hereafter "TWU" or "Union") (Envoy and TWU each a "Party" to this LOA, and collectively the "Parties" to this LOA).

WHEREAS, the Company and Union have negotiated a renewal Collective Bargaining Agreement (hereafter "CBA") covering the terms and conditions of employment for Envoy's Maintenance and Related Employees; and WHEREAS, the Company has conveyed its desire to establish an Aircraft Maintenance Technician Apprenticeship Program ("AMTAP") in order to enhance the recruitment, training, and retention of new AMT employees and WHEREAS, the establishment and implementation of the AMTAP shall be by mutual agreement of the Parties.

NOW THEREFORE, the Parties agree as follows:

1. No later than ninety (90) days following the effective date of the renewal CBA, the Parties shall commence discussions to develop and implement an AMTAP.
2. The development and implementation of an AMTAP shall be accomplished jointly by Company and Union representatives selected by their respective Party.
3. Any AMTAP established pursuant to this LOA shall not be implemented in advance of an executed written agreement between the Parties.



-
- 1 THIS LETTER OF AGREEMENT will become effective on the date of signing and
2 will remain in effect concurrent with the CBA.
- 3 IN WITNESS WHEREOF, the Parties have signed this Letter of Agreement this
4 13th day of March, 2023.

For the TWU

Jose Galarza

International Representative

For Envoy Air Inc.

Chris Pappaioanou

Vice President, Legal