

TEAMSTERS LOCAL 210

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Administration of Field Trips

To: Mr. Bob Ruzich
From: Vincent Graziano
CC: Field Trip Office or Designee
Date: June 5, 2017

Re: Local Field Trip Procedures

Dear Mr. Ruzich,

The following shall be the outline of rules governing the Field Trip procedures pursuant to the Collective Bargaining Agreement between United Airlines and the International Brotherhood of Teamsters (IBT) as ratified on December 5, 2016. Please note all language in normal font is verbatim from the CBA and underlined language has been locally agreed to. Nothing in this agreement shall supersede Article (12) twelve or any other Article pertaining to Field Trips as per the CBA.

- A. The Company will maintain Field Trip records, including archives of at least one (1) year, and will make them available to the Union upon request. These records will be separate and apart from the overtime records. Records will be maintained separately for each Bid Area. There will only be one list per Bid Area for Field Trip call-outs. The company will maintain Field trip book or there electronic equivalent containing Field Trip sign-up records sheets and the list used for each Field Trip call-out. Field Trip sign-up sheets and list will contain the following information:

- 1) Employee Name and Number
- 2) Craft Seniority Date
- 3) Contact Phone number(s)
- 4) Current shift and days off
- 5) Date employee signed up
- 6) Visa/Passport info

- 7) Any special authorizations held (such as engine run up and taxi, etc.

- a. These authorizations may be used to determine the qualifications necessary for a specific Field Trip. The number of employees required to possess certain special authorizations on any given field trip shall be equal to the amount necessary as governed by either the United General Maintenance Manual (as it relates to paperwork and procedures, airworthiness releases, RII, engine run-up and taxi, CAT 2, ETOPS, etc.) and/or international law (as it relates to visas and passports) and/or any applicable Federal Aviation Regulations (FARs).

Note: Whenever it is known that an inspector will be required on a Field Trip, and no inspectors are available at the location of the Field Trip, the Inspector will be selected. In accordance with this Article, from Bid Area 301 at the station staffing the Field Trip.

- a. An employee who has been required to use a passport and/or visa in conjunction with travel for a Field Trip shall be entitled to reimbursement from the Company for the cost of those documents.

B. The Company will determine which Bid Area each individual Field Trip is assigned to and make the Field Trip call-out in accordance with the following:

1. For unplanned Field Trip (i.e.: where the call-out procedure commences four (4) hours or less to the scheduled departure of the Field Trip), selection will be from the shift on duty.
 - a. At stations where two or more shifts overlap and it is necessary to select employee(s) for a Field Trip from the shift on duty, the employee(s) sent will be those closest to the end of their regular scheduled work day.
 - b. When Calling from the shift on duty and the required number of employees are not obtained and an entire shift's list has been called, the Company shall, starting from the top, utilize the Field Trip List in its entirety without regard to shift.
2. For planned Field Trip (i.e.: where the call-out procedure commences more than four (4) hours prior to the scheduled departure of the Field Trip) selection will be from the Field Trip list without regard to shift, keeping in mind that employees on their regular days off or home (off shift) may be eligible for a planned Field Trip. Planned Field Trips will not be called out more than seven (7) calendar days in advance.
3. Block trips (such as Cuba) may be called-out in advance as stated above and for no more than three (3) consecutive days. Once a Block trip is accepted or refused that employee will be moved to the bottom of the list and will be considered ineligible for any trips until that block has been completed if accepted. All other provisions outlined in this agreement and in the Collective bargaining agreement shall govern.

Note: For purposes of clarification of this provision, when a list is started for a planned field trip, such list shall be exhausted regardless of the time frame; i.e. a planned list is being used and the time before the trip becomes less than four (4) hours a new list will not be used until the planned list has been exhausted.

C. The Company will determine the Bid Area from which employees are to be sent and will contact the next available qualified employee, using a company land line, who has signed the Field Trip book. Upon contact the employee will be given the location and the nature of the Field Trip. If the assignment is refused the next employee in line will be contacted, etc., until the required employees are not obtained and an entire shift's list has been called, the Company shall, starting from the top, utilize the Field Trip list in its entirety without regard to shift. If the required number of employees is still not obtained, employees from another station may be utilized. If the required number of personnel are still not obtained, the trip may be assigned to the junior qualified employee(s) in the appropriate shift/Bid Area, or at the Company's option, the Field Trip may be Canceled.

D. Employees desiring to participate in Field Trips will be required to sign up in the Field Trip book, or its electronic equivalent. The administrative office will make available the entire Field Trip list by emailing the sign-up sheet to the tech ops group on the first (1st) and the fifteenth (15th) of each month via the company internet. As employees accept (unless the Field Trip is cancelled) or refuse a Field Trip their names will be moved to the bottom of the list. Employees passed over due to lack of special authorizations will remain in the same position on the list until they are selected for or refuse a Field Trip. Employees will not be bypassed for lack of authorizations unless all remaining Field Trip positions require such authorizations. Employees desiring to participate in Field Trips after the sign-up period, as well as new or transferring employees will have their names placed at the bottom of the list. It will be the responsibility of each employee to make sure their current shift and day-off pattern is current in the Field trip book when they change such shift and/or day-off pattern.

E. Employees being called for a Field Trip off-duty commencing with four (4) hours or more prior to the scheduled departure will be given a ten (10) minute window to return the call before being bypassed. Employees being called for a Field Trip on duty commencing with four (4) hours or more prior to the scheduled departure will be given a five (5) minute window to return the call before being bypassed. Employees being called for Field Trips with less than four (4) hours prior to the scheduled departure will be bypassed immediately. If after the employee is bypassed, he calls in and the Field Trip is still available the employee shall be offered the Field Trip. In no event will an employee be moved on the Field Trip list for no contact.

F. Each time an employee works a trade day on another shift, outside his regularly scheduled shift, he shall be required to contact the Overtime/Field Trip office and inform them of his desire to be placed on the shifts Field Trip List and that employee will be eligible for that shifts Field Trip call out. Employees not desiring to be called would not inform the office and will not be called or be moved if a Field Trip arises on that shift. The aforementioned only applies to Field Trip that to be called from specific shifts list (Unplanned). For planned Field Trips employees are selected from the entire Field trip list, without regard to shift. For the purpose of determining what shift list an employee belongs to for Field Trips call-outs for Unplanned Trips (day shift, swing shift, Graveyard shift) shifts shall be determined by Article 7 H of the CBA.

G. Employees must clock in at the predetermined time for domestic trips (not to be less than two (2) hours and international trips not less than three (3) hours prior to the scheduled departure of the Field trip) and report to the on duty shift manager or his contact phone #'s are 11336, 13418 or via Line Control Supervisor at 13550). Further, upon return and completion of the Field trip all employees will be required to punch out.

H. Once a respective station is notified that it has been selected to support a Field Trip, then that station will initiate calling out the Field Trip no later than One Hundred and Twenty (120) minutes after such notification.

I. If the Company determines that it has a surplus of employees on a Field Trip then it will reduce the surplus by sending employees home in inverse order of the Field Trip call-out. No employee will be sent home outside of this order unless the only remaining position requires an authorization that the employee does not possess.

J. Upon completion of such Field Trip, an employee shall return to his base or station in accordance with the orders received at the time he left his base or station or in accordance with the orders received most recently from management, and shall be compensated for the return trip in accordance with the provisions of this Article. Upon return to his home station, an employee shall return to his regular scheduled shift at the applicable straight or overtime rate. If the employee has not had a rest period of at least eight (8) hours within the preceding sixteen (16) hour period, he will be entitled to a rest of not less than eight (8) hours before starting his next regular scheduled shift. In the event there is not sufficient time to permit an eight (8) hour rest period prior to starting his next regularly scheduled shift, he shall be treated as provided in Article 17, paragraphs (G)(1) and (G)(2). It is understood that for the purpose of this paragraph, an employee directed to work without the required eight (8) hour rest period will be paid at a rate of two times (2X) the employee's hourly base rate of pay as defined in Article 15.

17.G.1 The employee and his supervisor may agree that he will report to his next work assignment on time and be compensated, for all hours worked, at the applicable overtime rate, it being understood failure to receive a documented answer from the employee's supervisor will automatically require the employee to exercise G.2 below, or

17. G.2 If the parties do not agree that he will report to his next work assignment on time, he will take an eight (8) hour rest period with no loss of pay. If the rest period is such that it extends half way or more through the employee's next regularly scheduled shift, excluding lunch. (Four (4) or Five (5) hours, whichever is applicable), the employee may remain at home and be pay protected for the entire shift.

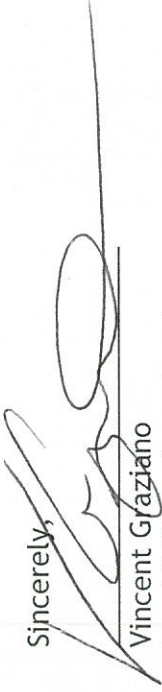
K. Global Emergency Maintenance

When a Global Emergency Maintenance (GEM) mission is assigned as a Field Trip, the Company will follow the Field Trip provisions set forth in this Article when it assigns employees covered by this Agreement to work GEM assignments. It is understood, however, that although the Company will consider local resources in making such assignments, the Company may choose to perform GEM work at a station with employees from another station. In such cases the Company will confer with the Local Union Committee at the station where the work is scheduled to be done to explain the need for such assignments.

Should either party wish to alter or amend this local agreement, they may indicate their desire to negotiate a change upon written notice. It is also understood, that should any part of this local agreement be in conflict with the Collective Bargaining Agreement as ratified, the CBA shall be controlling. Resolution of grievances regarding Field Trips, whether by settlement or award of the System Board or by any arbitrator's decision shall also control.

Please indicate your concurrence by signing one copy of this letter in the place indicated below and returning it to the undersigned.

Sincerely,



Vincent Graziano
Local 210, Business Agent

Accepted and agreed this 5 day of June, 2017



Bob Ruzich
Managing Director, United Airlines Technical Operations
EWR-Maintenance

Agreed and witnessed on this 5 day of June, 2017



Larry Calhoun
Full Time Steward
Local 210



Allen Cosides
Full Time Steward
Local 210



Tony Hernandez
Full Time Steward
Local 210



Dave Mahood
Full Time Steward
Local 210

Cc: Annemarie Hurst
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