

Administration of Field Trips

To: Mr. Bob Ruzich
CC: Field Trip Office
From: Ralph Salzano – Local 210
Date: March 20, 2014
Re: 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 s-Continental Airlines (sCAL) and the International Brotherhood of Teamsters (IBT) as ratified on November 4, 2010. Please note all language in normal font is lifted verbatim from the CBA and underlined language has been locally agreed to.

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. The Company will maintain Field Trip books or their 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 lists 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, RII, CAT 2, airworthiness release, ETOPS, 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 Continental General Maintenance Manual (as it relates to paperwork and procedures, airworthiness releases, RII, engine run-up & 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 if that station is a hub (EWR, IAH, HOU, CLE). If for unanticipated reasons an Inspector is required and the Field Trip originated in a hub, the Company will first solicit, in accordance with this Article, an Inspector from the hub where the Field Trip originated if expedient.

8. A column for office use only, to be used at the time of the call outs (not necessary for sign up sheets).

- B. The Company will determine which Bid Area each individual Field Trip is assigned to and which shift gets the Field Trip, in accordance with the following:
 1. For an unplanned Field Trip (one for which ten (10) hours or less advance notice prior to the scheduled Field Trip departure is provided to the employee), selection will be from the shift on duty if it is necessary to send employee(s) immediately (less than three (3) hours to the scheduled departure of the Field Trip). For all other unplanned Field Trips selection will be from the shift which has the starting time closest to the scheduled departure time of the Field Trip, keeping in mind that employees on their regular scheduled days off or at home (off shift) are eligible for this type of unplanned Field Trip.
 2. For planned Field Trips (one for which more than ten (10) hours advance notice prior to the scheduled Field Trip departure is provided to the employee) selection will be from the Field Trip list without regard to shift, keeping in mind that employees on their regular scheduled days off or at 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.
- 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 nature of the Field Trip. If the assignment is refused, the next employee in line will be contacted, etc., until the required number of employees are obtained. If the required number of employees are not obtained and an entire shift's list has been called, the subsequent shift's list will 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 cancelled.

- D. Employees desiring to participate in Field Trips will be required to sign up in the Field Trip book, or its electronic equivalent. 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 qualifications/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 qualifications/authorizations unless all remaining Field Trip positions require such qualifications/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 with three (3) or more hours before the scheduled departure will be given a twenty (20) minute window to return the call before being bypassed. Employees being called for Field Trips with less than three (3) hours before 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.
- F. For the purpose of determining what list an employee belongs to for Field Trip call-outs for unplanned trips with three hours or more to scheduled departure of the Field Trip (day shift, swing shift or graveyard shift) he shall be considered to be on the shift as determined in Article 7.G. There will be only one list per shift for Field Trip call-outs.
- G. 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 that shifts Field Trip list for that specific day. The Overtime/Field Trip office will make a notation adding him to that 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 Trips that are to be called from a specific shifts list (unplanned Field Trips). For planned Field Trips (a Field trip when more than ten (10) hours advance notice prior to the scheduled Field Trip departure is provided to the employee) employees are selected from the entire Field Trip list, without regard to shift.
- H. Employees must clock in at the predetermined time (not to be less than two (2) hours prior to the scheduled departure of the Field Trip) and report to the on duty shift manager or his designee either by phone or in person for any last minute instructions or information. (Shift Manager contact phone #'s are 11336, 13418 or via the Line Control Supervisor at 13553). Further, upon return and completion of the Field Trip all employees will be required to punch out unless told otherwise by management.
- I. Once Technical Operations Maintenance Control (TOMC), or its' future equivalent, assigns a respective station to a Field Trip then said station will initiate calling out the Field Trip no later than sixty (60) minutes upon notification from TOMC.
- J. Upon completion of a 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 Article 12. 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) (below). 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.C.1

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.1 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.

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.

If this accurately reflects your understanding, please sign and return one copy of this letter to me.

Thank you for your attention to this matter.

Sincerely,

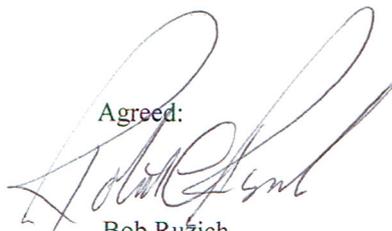


Ralph Salzano

Business Agent, Local 210

International Brotherhood of Teamsters

Agreed:



Bob Ruzich

Director Technical Operations

EWR-Maintenance