

# **Aircraft Mechanics ORD Change of Shift (CS) Guideline**

## **July 14, 2010**

**The Change of Shift – or “CS” – guidelines allow eligible Aircraft Maintenance employees within the same work group to voluntarily trade shifts or days off with another employee. A Change of Shift is not a contractual right, it is an AA privilege offered to employees to provide schedule flexibility. The employee accepting the CS assumes the responsibility of working the other employee’s scheduled hours. The time worked as a result of the CS will be paid at straight time rates.**

### **Definitions**

CSW (change of shift working), CSO (change of shift off)

Partial CS- An employee covering the first half of a shift or an employee covering the last half of a shift including overlap.

Double- Any two Partial CS shifts or one full CS eight (8) hour shift in conjunction with any eight (8) hour shift including day off overtime.

Work area- “Work areas” are broken down into two locations “Terminal area” and “Hangar area”.

### **1. Administrative**

- a) A CS must be entered or removed in the Staff Admin computer program no later than four (4) hours prior to the start of the CS shift. Reoccurring exceptions will be subject to warning/suspension.
- b) If the Staff Admin computer program is not working a CS exception form must be used. Exception forms are available in production control.
- c) Self CS's are not permitted. The only exclusion would be bona-fide emergency which must be approved by the Manager on Duty.
- d) All employees are required to work a total of 520 hours during a six month period. This activity will be measured twice a year. In July for the period of January through June; and again in January for the previous July through December.
- e) Two employees may not swap shifts on the same day more than 50% during a scheduled bid.
- f) Three way swaps are not permitted. If you CSO your shift, you can not CSW the same scheduled hours with someone else.
- g) A CS is only allowed within the same branch. 7930 General Aircraft Mechanic / Crew Chief or 7935 Avionics Aircraft Mechanic / Crew Chief.
- h) A CS must be entered into Staff Admin in partial or full shift time frames.
- i) Any two shifts from different work areas will not overlap more than 60 minutes. Any two shifts from the same work area will not overlap more than 90 minutes.
- j) A six (6) hour rest period must be maintained between shift end / start times. Shift times will not be adjusted to meet the six (6) hour rest period requirement. When an employee accepts a CS that creates less than 7.5 hour rest period before the beginning of his next regularly scheduled shift, he/she is not entitled to short turn pay.
- k) Employees may schedule three (3) doubles in a work week (Sat to Fri) including day off overtime. An employee may schedule only two (2) consecutive (Back to Back) doubles in any time frame.

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- l) It is the responsibility of the employee working the CSW to ensure that he/she has maintained the federal requirements (FAR 121.377) of the monthly time off mandated by the FAA.

**2. Training**

- a) Employees are not allowed to CSO a day when scheduled for classroom training.
- b) Employees are not allowed to work a full shift prior to any scheduled classroom training. However, a partial shift is allowed prior to scheduled classroom training.

**3. Change of Shift- ID, TD, RD**

- a) Employees assigned Injury on Duty, Transitional Duty or Restricted Duty by medical are not eligible to CSW.
- b) All CS's beyond seven days will be null and void while an employee is placed on SKLOA, or ID status. Employee assigned by medical as ID, TD or Temporary RD, will not be eligible to CSW. The employee is responsible to cancel all future CSW while on restrictions.

**4. Miscellaneous**

- a) No scheduled CS will be allowed that result in more than 16 hours paid.
- b) Ten (10) hour and eight (8) hour shifts cannot be scheduled in the same work day or back to back.
- c) Employees cannot CS during their scheduled vacation week(s), however the employee is permitted to CSW the two days off before or after their vacation week(s).
- d) Mechanics who CSO their shifts without CSW, may affect their calculated hours worked, which could result in a change in retirement accrual. It is the responsibility of the employee to monitor their hours in order to determine if it will have an impact on his/her benefits.

**5. Change of Shift Guideline- Noncompliance**

Violating the Change of Shift Guidelines may result in the following:

First offense	Warning
Second offense	30 day suspension of CS privileges
Third offense	60 day suspension of CS privileges
Any further violations	90 day suspension of CS privileges

- a) After a warning/suspension with no other violations for the next twelve (12) months, the warning/suspension process will reset.
- b) A No show / No call on a CSW **will initiate a third level suspension (sixty 60 day) without a warning.**
- c) Employees who call in sick on a CSW repeatedly, may be subject to warning/suspension.