

Overtime Distribution Guidelines

ORD

Stock Clerks

Revised January 7, 2004

1 General

- 1.1 Overtime will be selected from the Stock Clerks (assigned/regular) and Crew Chiefs who are on duty. Overtime will be solicited in order of their relative standing on the Overtime List.
- 1.2 When the need for overtime work is not expected to exceed four (4) hours; (4) hours overtime will be offered to eligible Stock Clerks on duty first, then Early Call-in (ECI), and finally Recall.
- 1.3 When the need for overtime work is expected to exceed four (4) hours, overtime will be offered to eligible Stock Clerks who signed up for overtime in the self-service kiosk. If none are available, it will be offered to Stock Clerks on duty first, then Early Call-in (ECI), and finally Recall.
- 1.4 Stock Clerks with the lowest hours will be solicited for overtime first. In the event of equal hours; Overtime will be offered to the senior Stock Clerk first. Seniority is based on occupational seniority in accordance with the Master Seniority list.
- 1.5 Stock Clerks will be solicited in the following order; (the list is to be prepared by lowest hours then by seniority)
 - 1.5.1 *Stock Clerks that are on their regular scheduled shift.*
 - 1.5.2 *Stock Clerks that are on a CSW.*
- 1.6 Stock Clerks that are on a CSO are eligible to work a sixth (6) day. However, Stock Clerks that CSO are placed at the bottom of the sixth (6) day list.
- 1.7 Overtime Lists will be maintained in the Supervisors office at Hangar One (1) and the Overtime List will be on the ORD Supply Web Site.
- 1.8 You can sign up for overtime in the self-service kiosk. Go to material management web page ORD. Go to other links and cs sign up. You can choose your option to sign up for overtime on the left side of the screen.

- 1.9 Stock Clerks will be eligible to sign-up for day off overtime on their days off preceding and following their vacation period. If a Stock Clerk has more than one week, he is not eligible to sign-up for Sixth Day work on his days off in between the consecutive weeks but remains eligible to sign-up for Sixth Day work on his days off before and after his week(s) of vacation.
- 1.10 Stock Clerks, Crew Chiefs working on the shift as an acting supervisor (MPR), for a complete or partial tour of duty, will not be eligible for overtime for that day and will not be eligible for overtime work in his/her regular classification until after he/she has completed a regular scheduled tour of duty in his/her regular classification.
- 1.11 Stock Clerks that accept overtime assignments will be assigned according to operational requirements and not for a particular shift or work area.
- 1.12 Stock Clerks on overtime assignment will report to the Hangar (1) One Supervisor on Duty for a work area assignment. After receiving any overtime assignment (ECI, HLD, or Day-Off), the Stock Clerk will immediately report to the work area Crew Chief/ Supervisor.
- 1.13 Probationary or Qualifying Stock Clerks are not eligible for overtime until they have completed ninety (90) calendar days of service and the SCE2 Test.
- 1.14 Before being considered eligible for Overtime assignments, Stock Clerks must complete eight (8) hours of regular scheduled work after an Injury on Duty, Restricted Duty, Transitional Duty or a Sick call, which resulted in time off.
- 1.15 Selection for overtime assignment will be based on the anticipated overtime requirement and from the shifts deemed most appropriate by Management.
- 1.16 It is the responsibility of each Stock Clerk to notify the Supervisor on Duty whenever there is a change in your phone number or address. You can check your current information with the Supervisor on Duty.
- 1.17 Stock Clerks on restricted or transitional duty, are not eligible for overtime. If you sign up for sixth day overtime prior to being put on restricted or transitional duty, it is your responsibility to remove your name from the list.
- 1.18 Stock Clerks must personally accept overtime offered for Early Call-in, Day Off, or Recall. American Airlines will not accept the consent of a family member or any other persons. In the event the Stock Clerk is not personally available, He/She will be bypassed and not charged any hours.
- 1.19 Stock Clerks cannot remove their name from the sixth day list after the start of solicitation for overtime.
- 1.20 Management reserves the right to cancel any overtime prior to the commencement of that overtime. If you are called in for overtime and are on your way in, you will be allowed to work the overtime solicited.

2 Overtime Sign-up and Selection

- 2.1 Except for Recall (Article 25a of the AA/ TWU agreement); Stock Clerks should have 7 ½ hours rest prior to an overtime assignment after his/her previous work period (regular or overtime or both), or for overtime work that will result in less than 7 ½ hours rest period prior to commencing his/her next work period (regular, overtime, or both).
- 2.2 Stock Clerks will be contacted at least (2) hours prior to the commencement of holdover overtime except in emergencies beyond the Company's control. However, Stock Clerks not given (2) hour notice and refuses the overtime will not be charged.
- 2.3 Stock Clerks who have been scheduled for training prior to their scheduled shift time are ineligible for early call in overtime but remains eligible for holdover overtime.
- 2.4 Stock Clerks who have been scheduled for training following their scheduled shift are ineligible for holdover overtime but remains eligible for early call in overtime on that shift.
- 2.5 Stock Clerks who are required by the Company to attend training classes during regular working hours will be paid for time spent in attendance at the classes at his base hourly rate and the time will be deemed as time spent at his regular work for all purposes.
- 2.6 Stock Clerks working overtime should have a minimum of 7.5 hours prior to working any other shift including a regular straight time shift to break the overtime. This affects eligibility for day off overtime on a second day off or relief Stock Clerks in a scheduled 7.5-hour turn to a new shift.

3 Overtime Charging

- 3.1 All overtime refused for any reason by Stock Clerks after being offered by the Company will be considered overtime refused and charged to the Stock Clerk for equalization purposes as though it has been worked except where otherwise noted. The amount to be charged will be the time offered.
- 3.2 When calling for overtime and there is no answer, an answering machine, or a message left on a privacy manager program, the Stock Clerk will not be charged for a refusal. This message will be left on answering machines "American Airlines calling for Overtime".
- 3.3 Overtime worked as acting Supervisor (MPR) will be charged to the Stock Clerks overtime hours.
- 3.4 The Overtime List will record Overtime hours, and it will be maintained separately from the Field Trip list.
- 3.5 When a Stock Clerk accepts an acting Supervisor (MPR) position for three or more consecutive days, upon returning to their regular classification, they will be assigned the same number of hours as the highest Stock Clerk plus one (1) on the overtime list unless their overtime standing is higher without adjustment.

- 3.6 Time worked in excess of a regular tour of duty on a holiday will be charged to the Stock Clerks overtime record.
- 3.7 Overtime will be charged in 1 hour increments. Five-tenths (.5) of one hour or less will not be charged. Six-tenths (.6) of an hour or more will be charged as one additional hour.
- 3.8 Stock Clerks who are added to the overtime list either by transfer into the station, department, return from a personal leave of absence, and new hires will be added to the list in seniority order and assigned the same number of hours as the highest Stock Clerk on the overtime list. Stock Clerks returning from sick leave, injury on duty, layoff, and Family Leave of Absence will retain the same number of hours.
- 3.9 January 1st of each year, all overtime hours will be reset to zero.

Agreed to:

Signature on File

 Tom Sandberg
 Manager
 American Airlines
 Field Supply

Signature on File

 Paul McCormick
 President
 Local 563
 Transport Workers Union

This policy has been reviewed by the ATD Vice President and the EPR Directing Manager in accordance with Article 45 of the Stores Agreement.

Signature on File

 Gary Yingst
 TWU Vice President
 AA System Coordinator

Signature on File

 Jim Weel
 Directing Manager
 AA EPR/TWU Principle

cc: Jim little
 File