

Tulsa Maintenance Base
Field Trip Guidelines
Aircraft Maintenance and Aircraft Quality Assurance
(Aircraft Docks Only)

Article 26 of the Labor Agreement indicates the manner in which employees who are sent on a field trip are to be paid. It does not provide procedures for the selection of employees for such field trips. In the absence of specific contract language, the TWU, Local 514 and the Company are establishing the following policy for the selection of employees for field trips sent from TUL- Aircraft Maintenance and Aircraft Quality Assurance.

- A. Field Trip Lists shall be maintained by product line, i.e., MD80, B737, B757, and A300.
- B. The Company will accept requests from employees who are to be considered for field trips. These requests shall be in writing. All requests submitted will become effective thirty (30) days after submission. Employees submitting requests will be given the average hours on the appropriate list on the effective date.
- C. Any employee who is returning to work by AA Medical on temporary restricted duty will not be considered eligible for field trip work until the restriction is removed by AA Medical. In addition, any employee who is on temporary restricted duty as determined by AA Medical for more than five (5) work days will be removed from the Field Trip List. In order to be reinstated on the Field Trip List following return to full duty, employees must provide a written request to their Supervisor. There will not be a thirty (30) day waiting period to become eligible for reinstatement. The employee will be immediately returned to the same relative position to the average as when he/she left the list.
- D. An employee desiring to have his/her name removed from the Field Trip List shall submit a written request to his/her immediate supervisor. Thirty (30) days after the supervisor receives such a request, the employee's name shall be removed from the Field Trip List and he/she shall no longer be proffered work on field trips. Such an employee will not be eligible to submit a written request to have his/her name returned to the Field Trip List until five (5) months after the date his/her name was removed from the lists. Such a request shall be effective thirty (30) days after it is received by his/her immediate supervisor. The employee's name will be added to the Field Trip List with either the hours he/she had at the time of removal, or the Field Trip List average, whichever is greater.
- E. The Company will select individuals to perform field trip work based on the qualifications required for the field trip. Selection guides are as follows:
 - 1. Employees who have indicated a desire to participate in field trips will normally be considered first.
 - a. In the event there are insufficient available employees, the Company may meet the requirements of the service by selecting other qualified employees required for the field trip in accordance with these procedures and the Labor Agreement.

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2. In the event an employee assigned to or accepting an Acting Supervisor/MPR position is proffered a field trip, all overtime hours worked by that employee will be charged to the field trip list and, when appropriate, to the Overtime List and MPR List.
 - a. If an employee is working the capacity of Acting Supervisor/MPR when a field trip is proffered they will have a minimum of 24 hours charged to the Field Trip List and Overtime List.
- G. Selection for field trips will be made from those qualified employees lowest in posted field trip hours on the appropriate product-line field trip list and these procedures. In addition, if the Supervisor calling the field trip has:
1. Zero to twenty-nine (29) minutes until departure (air taxi or scheduled flight), use the Field Trip List but only proffer the trip to mechanics on duty on that Supervisor's dock.
 2. Thirty (30) minutes to one (1) hour and fifty-nine (59) minutes until departure (air taxi or scheduled flight), use the Field Trip List and proffer to Mechanics on that shift.
 3. Two (2) hours or more until departure, proffer the trip using the entire Field Trip List. This means calling the entire Field Trip List, including people not on the dock or the shift.
- H. All overtime worked on field trips will be charged to the employee's shop overtime list.
1. If any work period shall continue so that its termination shall fall less than seven and one-half (7 ½) hours prior to the commencement of an employee's field trip in the succeeding work day, he/she shall receive pay and be charged for all time worked during his field trip at the rate of time and one-half (1 ½) his/her regular rate.
 2. If a field trip shall continue so that its termination shall fall less than seven and one-half (7 ½) hours prior to the commencement of an employee's regular shift, he shall receive pay and be charged for all time worked during his regular shift as though his regular shift were continuous with his field trip.
 3. An employee who refuses a field trip will be charged with a field trip refusal and will immediately have twenty-four (24) hours added to the Field Trip List and Overtime List. Upon completion of the subject field trip, if less than twenty-four (24) hours have been worked on that field trip, the Field Trip List and Overtime List will be adjusted for the employee who had refused the field trip to reflect the actual hours worked on the subject field trip. The maximum charge for a refusal is twenty-four (24) hours.

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2. Selection will be made by qualifications and skills.
 - a. Employees must be on the Field Trip List in the same skill in which they are currently assigned.
 - b. Qualified employees are to be defined as employees who have previously satisfactorily performed that type of work or who are determined by management to be qualified for such field trips. Skill refers to established skills in Aircraft Maintenance, e. g., Generals or Avionics.
 - c. Any person signing off an aircraft airworthiness release or logbook entry must hold an appropriate airman certificate, i.e., FAA Airframe and/or Powerplant Certificate or Repairman Certificate. If a Field Trip is being solicited to a **Field Station**, at least one of the individuals being proffered must meet the necessary qualification above in addition to any necessary skill qualifications. If the trip only requires one employee then the employee must meet both license and skill requirements. If the employee does not have the necessary qualifications they will be bypassed and not charged for the trip.
 - d. If the situation arises requiring the deployment of a large group of employees on a field trip, the Company may, at its option, apply reasonable selection criteria for that field trip based on the work which requires the field trip. Before applying such selection criteria, the Company will notify the Union of the basis for its decision.
 - e. Probation employees will not be selected until after successful completion of probationary period.

F. Acting Supervisors and MPR's

1. An employee assigned to or accepting an Acting Supervisor or temporary position not covered by the Transport Workers Union Agreement (MPR) will not be eligible for field trips in their regular classification while so assigned, except where other qualified personnel are not available. Employees will not be eligible for field trips when the following occurs:
 - a. They have been assigned as Acting Supervisor/MPR for the prior five (5) work days prior to the list.
 - b. They are assigned as Acting Supervisor/MPR the work day before and after the trip.

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4. An employee will not be eligible for overtime and will have his name crossed out on the Field Trip List and the Shop Overtime List until he turns in his/her hours from the field trip worked, and the revised hours are posted. The Company has until the next business day to revise the Field Trip List after the new hours are turned in.

I. Health and Safety Considerations.

1. When an employee returns from a field trip they should contact their immediate supervisor. In the event the supervisor is not available the employee should contact Tulsa MOC. Based on considerations for health and safety due to the employees lack of rest, the Company may make a reasonable determination to relieve the employee from working the remainder of his/her scheduled shift, or the entirety of his/her shift, if it has not yet begun.
2. An employee so relieved from work shall be paid his straight time rate (AA) for that portion of his/her shift from which he/she is relieved, regardless of the rate he/she would have received had he/she been permitted to work.
3. When making such a reasonable determination, the Company shall consider the employee's schedule while on the field trip in conjunction with his/her schedule upon returning.
4. Such reasonable determination should normally be made after the employee has reported back from his/her field trip and prior to commencing work, except for such work as may be related to the field trip.

J. With the exceptions noted above, all other provisions of the Agreement remain applicable and unchanged and are not in any way deemed to be voided or amended by this procedure.

K. Employee field trip hours will be zeroed on January 1 of every odd-numbered year.