

**Tulsa Maintenance Base
Field Trip Guidelines
(Shops 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 Company and TWU, Local 514 are establishing the following policy for the selection of TUL employees (except Aircraft Maintenance) for field trips.

- A. The Company will accept requests from employees who wish 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.

- B. 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 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 list. 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 had at the time of removal, or the Field Trip List average, whichever is greater.

- C. Any employee who is returned 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 left the list.

- D. 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 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. Selection will be made by qualifications from within the job test area.
 - a. 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.
 - b. 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 then they would be bypassed and not charged for the trip.
 - c. 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 required the field trip. Before applying such selection criteria, the Company will notify the Union of the basis for its decision.
 - d. Probationary employees will not be selected until after successful completion of probationary period.

E. 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.
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.

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- a. If an employee is working in 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.
- F. Selection for field trips will be made from those qualified employees lowest in posted field trip hours on the appropriate shop Field Trip List and these procedures. In addition, if the Supervisor calling the field trip has:
- a. Zero to twenty-nine (29) minutes until departure (air taxi or scheduled flight), use the Field Trip List but only proffer the trip to employees on duty in that Supervisor's shop.
 - b. 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 employees on that shift.
 - c. Two (2) hours or more until departure, proffer the trip using the entire Field Trip List. This means calling the entire field Trip List.
- G. All overtime worked on field trips will be charged to the employee's shop/dock 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 shall receive pay and be charged for all time worked 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/her regular shift as though his/her regular shift were continuous with his/her 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.
 4. An employee will not be eligible for overtime and will have his/her 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.

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H. 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 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/her straight time rate for the portion of his/her shift from which he is relieve, 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.
- I. 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.
- J. Employee field trip hours will be zeroed on January 1 of every odd-numbered year.

*January 6, 2005
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