

AMERICAN AIRLINES, INC.

WALLEN REPORT

December 5, 1961

TO: All Supervisors of Employees Covered by Maintenance and Stores Agreements - IDL, LGA, EWR.

FROM: Personnel - New York

SUBJECT: Supervisory Guides for the Administration of Overtime - IDL, LGA, EWR

The following guides will be used by all supervisors of employees covered by the maintenance and Stores Agreements at IDL, LGA and EWR for the administration of overtime.

1 Availability Lists

- A. Availability lists will be used to distribute overtime with the following procedures to apply:
1. Availability lists will be posted each day and will be retained for a three day period.
 2. It will be necessary for all employees to supply telephone contacts and to keep these contacts current in the event of any change.
 3. Employees will be required to personally list themselves as available for overtime for that date under the appropriate heading.
 4. When day off availability is involved, employees will be required to list the days for which they will be available for overtime.
 5. The availability list will provide space for signature of employees who desire to work:
 - a) Overtime commencing at the end of their shift;
 - b) Call in overtime (prior to beginning of an employee's shift);
 - c) Recall (overtime not connected with employee's preceding shift nor continuous with his next regular work period);
 - d) Overtime on their days off.
 6. The availability list for the day shall be removed by

I Availability Lists (Cont'd)

7. Overtime requirements approximating a full shift of work in duration shall be awarded to employees listing their names on the availability lists, in ascending order of the employee's overtimes standing on the master overtimes list and in the following sequence:
 - a) First, to a maximum of four hours to employees on the list of those who have signified their availability for overtime at the end of their shift provided they can be matched up with employees who have signified their availability for overtime to commence not more than four hours prior to the beginning of their next shift. However, the foregoing shall not preclude the Company at its option from rewarding such employees more than four hours overtime at the appropriate premium rates.
 - b) If there are overtime assignments that cannot be so matched up, then the open portion of the overtime requirements shall be awarded to employees who have signified their availability for recall.
 - c) If the foregoing steps do not yield sufficient volunteers to fill the overtime requirements or if they fail in particular cases to match up volunteers to cover the full span of overtime hours required, the remaining overtime shall be awarded to employees on their days off who had previously indicated their availability for overtime on such days.

8. When the overtime requirements are not expected to exceed four hours in duration, and depending upon the time period for which the overtime is required, it will be offered to eligible employees who have signed the appropriate availability list in the following manner:
 - a) To those eligible employees who have signified their availability for overtime at the end of their shift.
 - b) To those eligible employees who have signified their availability for overtime to commence prior to the beginning of their next shift.
 - c) To those eligible employees who have signified their availability for recall.

II. Assignments

In the event the overtime requirements are not met by 7 and 8 above, the Company may assign employees as follows:

- A. If insufficient employees have signified their availability for overtime at the end of their shift, the Company may assign the most junior employees in the crew or appropriate work unit to perform the overtime.
- B. If the Company does not choose to assign the total overtime involved to the junior employees as stated above, The Company may assign the most junior employees on an early call-in basis to match the employees assigned to hold-over overtime, to fulfill the total overtime need.
- C. If insufficient employees can be assigned in (B), above, to match those as under (A), above, then the most junior employees on a recall status, may be assigned such overtime.
- D. If overtime assignments under (A), (B), and (C), above, fail to fill the overtime need, the most junior employees on day-off status may be assigned to perform the overtime.
- E. "Most Junior Employees" as used in (A), (B), (C), and (D), above, shall mean probationary and nonprobationary employees beginning with the lowest seniority employees; however, the ratio of probationary employees to non-probationary employees working overtime in this particular category may be limited to one to two.
- F. In no event will an employee be assigned in excess of three times in any seven consecutive days.

III. Charging

- A. All employees whose regular work schedule would permit them to be available for overtime on a particular availability list and who are lower in accumulated overtime standing than the highest houred employee who has worked overtime from that list shall be charged with the same amount of overtime as the employee who worked.
- B. Any overtime worked by employee as a result of a non-voluntary assignment will not be charged to any employee.
- C. New hires and transferees from other stations or other work units within the station will be charged with the highest number of hours for that list plus five hours at the time they are added to the list.

III. Charging (cont'd)

- D. Man on leave of absence for 30 days or more, upon return to work, will be charged with the average overtime work for that list. No charge will be made in hours to men on "injury on duty". "IOD" employees upon return to duty will be granted 30 days' grace period in which they will not charge under (A) above. However, if such "IOD" employees does accept overtime work within the 30 day period, he will be charged thereafter.
- E. For ease in recording, overtime will be charged in whole hours only. That is, fractions of an hour will be recorded as the nearest whole hour.
- Example 1 man works 4.1 through 4.5 hours- Charged 4 hrs.
- Example 2 man works 4.6 through 5.0 hours- Charged 5 hrs.
- F. In the event the time worked by two or more employees is not the same, chargeable employees shall be charged with the lesser amount worked.

IV. General

- A. Names on the overtime list shall be in the order of occupational seniority.
- B. Overtime charges shall be recorded daily by the Supervisor.
- C. New employees will not be included on the overtime list until they have completed their three months' probationary period.
- D. Periodically each mans total hours will be reduced uniformly to maintain continuity of his overtime position and provide a less cumbersome figure to work with. Those departments or units in which overtime hours are reduced periodically to zero shall continue to reduce periodically to zero.
- E. Men transferred from one crew or shift to another crew or shift will carry with them their accumulated total of overtime hours.
- F. Every reasonable effort will be made to give employees two(2) hours' notice of such overtime in accordance with Article 6(d) (4) of the Agreement.

The foregoing procedures shall remain in effect until altered by mutual agreement.

December 12, 1961

TO: All Maintenance Supervisors
FROM: Manager of Maintenance
SUBJECT: Local Overtime Procedures

Effective December 18, 1961 LaGuardia will institute a new procedure for acquiring local overtime. Before this date, review very carefully the attachments to this letter explaining in detail the administering policy, as deviations from this procedure will not be permitted.

There are a number of changes in rules and procedures with which you must become familiar. The form that will effect you most and with which you will work constantly is the new for "Overtime Availability List". This form will be furnished by the General Foremans Office. It must be in your work area and available for signatures at the beginning of each shift. The form will remain there for the first four hours, after which time the completed form with the signatures of those people available for overtime will then be removed and returned to the General Foremans Office. Be certain that each category of overtime that the employee is available for is signified by a signature. Check marks of X's are not acceptable.

If any questions should arise after reviewing the attachments, contact me for clarifications so that we will be able to originate and administrate the plan accurately and uniformly.

P. L. MAGUIRE

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cc; P. E. Lane
G. Miller
C. Johnson
N. Kiriacion
G. Brown

I. The following recommendations of the Special Board of Inquiry No. 409 will be placed in effect as Overtime Rules of the Road-EWR, IDL, IGA effective December 13, 1961.

1. Overtime availability list shall be posted each day. These lists shall be in such form as to permit employees to list themselves as available for overtime commencing at the end of the shift; for overtime to commence not more than four hours prior to the beginning of their next shift; for overtime requiring the recall of employees; and /or for overtime on their next scheduled days off. The lists shall be removed not earlier than four hours after the commencement of the shift.

2. Overtime requirements approximating a full shift of work in duration shall be awarded to employees listing their names on the availability lists in the following sequence:
 - a. First, to a maximum of four hours to employees on the list of those who have signified their availability for overtime at the end of their shift provided they can be matched up with employees who have signified their availability for overtime to commence not more than four hours prior to the beginning of their next shift. However, the foregoing shall not preclude the Company at its option from awarding such employees more than four hours at the appropriate premium rates.

 - b. If there are overtime assignments that cannot be so matched up, then the open portion of the overtime requirements shall be awarded to employees who have signified their availability for recall.

- c. Of the foregoing steps do not yield sufficient volunteers to fill the overtime requirements or if they fail in particular cases to match up volunteers to cover fullspan of overtime hours required, the remaining overtime shall be awarded to employees on their days off who have previously indicated their availability for overtime on such days.
- d. In all the foregoing cases the award of overtime shall be made in ascending order of the employees' standing on the master overtime list for the unit involved.

3. In the event the overtime requirements are not met by 1 and 2 above, the Company may make overtime assignments of probationary employees and non-probationary employees in the crew or appropriate work unit established for the distribution of overtime beginning with the lowest seniority employee. However, the ratio of probationary employees to non-probationary employees working overtime in the particular category may be limited to one to two. Such overtime assignments will be made within each of the categories specified in 2a, b, c, and d, above and in that sequence. However, no employee will be assigned in excess of three times in any seven consecutive days.

4. Where the Company knows its overtime requirements in advance, it may preplan them by posting the lists in advance for such requirements. The procedure for meeting these requirements shall be the same as that set forth in Sections 2 and 3 above.

5. Overtime shall be charged in accordance with the following:

All employees whose regular work schedule would have permitted them to be available for overtime on a particular availability list shall be charged with the number of hours of overtime worked by the highest hourly employee who is awarded overtime from that list. Any overtime worked as the result of an assignment will not be charged to any employee.

- 11 - The following Overtime Rules of the Road remain in effect and are not inconsistent with the procedures set forth above and are (1-5):
 - 1- Overtime and the refusal of overtime shall be recorded daily by the supervisor.
 - 2- Names on the overtime list shall be in order of occupational seniority.
 - 3- New employees will not be included on the overtime lists until they have completed their three month probationary period.
 - 4- New hires and transferees from other stations or/other work units within the stations will be charged with the highest number of hours for that list plus five hours at the time they are added to the list.
 - 5- Men transferred from one crew or shift to another crew or shift will carry with them their accumulated total of overtime hours.
 - 6- Men on leave of absence for 30 days or more, upon return to work, will be charged with the average overtime work for that list. No charge will be made in hours to men on "injury on duty"- "IOD" employees upon return to duty will be granted 30 days grace period in which they will not be charged under 1-5 above. However, if such "IOD" employee does accept overtime work within the 30 day period, he will be charged thereafter.
 - 7- For ease in recording, overtime will be charged in whole hours only. That is, fractions of an hour will be rounded to the nearest hour.
Example 1- man works 4.1 through 4.5 hrs. Charged 4 hrs.
Example 2- man works 4.6 through 5.0 hrs. Charged 5 hrs.
 - 8- Periodically each man's total hours will be reduced uniformly so as to maintain continuity of his overtime position and provide a less cumbersome figure to work with. Those departments or units in which overtime hours are reduced periodically to 0 shall continue to reduce periodically to 0.
 - 9- In the event the time worked by two or more employees is not the same, chargeable employees shall be charged with the lesser amount worked.