

Field Trip Guidelines – JFK / LGA (Stores)

9/30/05

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 Union is establishing the following policy for the selection of JFK Stores employees for field trips:

- A. The Company will accept request from employees who wish to be considered for field trips. These requests shall be in writing. All requests submitted after the initial creation of the list (inset date) will become effective thirty (30) days after submission. Employees submitting request will be given high plus five hours on the appropriate list on the effective date.
- B. An Employee desiring to have his name removed from the Field Trip List shall submit a written request to his 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 name returned to the Field Trip List until six (6) months after the date his name was removed from the list. Such a request shall be effective per paragraph "A" above.
- C. Any employee who is returning to work by AA Medical on restricted duty will not be considered eligible for field trip work and removed from the list 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 returned to the same position on the list (not high plus five) but charged for the missed field trip hours while ineligible.
 - A. Probationary employees will not be selected until after successful completion of probationary period.
 1. Selection for field trips will be made from those employees lowest in posted field trip hours on the appropriate Field Trip List and these procedures. In addition, if the Supervisor calling the field trip has two (2) hours or more until departure, use the entire Field Trip List. This could mean calling people not on that shift, but who are eligible for proffer. If Supervisor calling the field trip has less than two (2) hours until departure, use the Field List, but only proffer to Stock Clerks on duty.

2. All overtime worked on field trips will be charged to the employee's field trip list.
 - A. If any work period shall continue so that its termination shall fall less than seven and one-half (7-1/2) hours prior to the commencement of an employee's field trip in the succeeding work day, he shall receive pay for all time worked during his field trip up to twelve (12) hours at the rate of time and one-half his regular rate.
 - B. If a field trip shall continue so that its termination shall fall less than seven and one-half (7-1/2) hours prior to the commencement of an employee's regular shift, he shall receive pay for all time worked during his regular shift as though his regular shift were continuous with his field trip.
 - C. The field Trip List will be adjusted for the employee who had refused the field trip to reflect the actual hours worked on the subject field trip.

Employee Field Trip hours will be "zeroed" on January 1 of every odd-numbered year.

Agreed to on 9/30/05

American Airlines
Burke Smith

Transport Workers Union
Steve Gukelberger