

## **ARTICLE 8**

### **OVERTIME**

- A. The Company shall solicit volunteers for awarding of overtime prior to mandatory overtime being assigned. The Company shall notify employees of voluntary and mandatory overtime as soon as it is determined that such overtime is required.
- B. Overtime made available for bid at a station will be awarded/assigned in the following order:
  - 1. To the most senior qualified part time employee at the station who volunteers for the assignment; then
  - 2. If no qualified part time employee volunteers, to the most senior qualified full time employee at the station who volunteers for the assignment; then
  - 3. If no qualified full time employees volunteer, shall be assigned to qualified part time employees in inverse order of seniority; then
  - 4. If no qualified part time employees to be assigned, shall be assigned to qualified full time employees in inverse order of seniority.
- C. Mandatory overtime consisting of a shift extension will be assigned first to part time employees on the shift and in the work group where the overtime is needed in inverse seniority order and then to full time employees on the shift and in the work group where the overtime is needed in inverse seniority order. Nothing in this paragraph will prevent the Company from assigning the work to another employee who volunteers for the assignment in lieu of it being assigned to an employee involuntarily.
- D. No employee shall be required to work more than twelve (12) hours per day, unless required to remain on duty (e.g., to cover the last flight of the day).
- E. An employee who volunteers to work a minimum of five (5) hours of overtime on a regularly scheduled day off prior to the Company contacting the employee to assign mandatory overtime shall not be mandatorily assigned overtime on that shift.
- F.

1. The Company will assign mandatory overtime not made available for bid (other than mandatory overtime consisting of a shift extension) first to qualified part time employees at the station in inverse seniority order and then to full time employees at the station in inverse seniority order as soon as practical after becoming aware of the need for such involuntary overtime. In the event that current day mandatory overtime is needed, employees will be given as much notice as possible and at a minimum one (1) hour notice prior to the beginning of the mandatory overtime assignment, excluding acts of God, diversions, mechanical delays, return to gate, force majeure, or other operational delays not known to the Company more than one (1) hour before the mandatory overtime is deemed to be required.
  2. Except for the exclusions specified in F.1. above, in the event that mandatory overtime is assigned with less than one (1) hour notice, the mandatory overtime worked will be paid at one and one-half (1 ½) time rate.
  3. Nothing in this paragraph will prevent the Company from assigning the work to another employee who volunteers for the assignment in lieu of it being assigned to an employee involuntarily.
- G. A rotation method for the assignment of mandatory overtime may be established locally when mandatory overtime coverage is known in advance for specified periods of time. The rotation method will be implemented when mutually agreed to by the Company and Union.
- H. In the event that an individual employee disputes whether he should have been awarded a specific overtime assignment, and the Company agrees with the employee, the employee shall be entitled to receive the next available overtime.
- I. Overtime will be paid at one and one-half (1 ½) times an employee's straight time rate of pay for all hours worked over forty (40) for the work week.
- J. The following will be deemed as hours worked for purposes of overtime calculations:
1. Paid vacation time taken by an employee;
  2. Paid holiday time;
  3. Paid bereavement, leave of absence
  4. Extension of a scheduled shift due to participation in a grievance hearing

- K. Overtime will not be worked without prior authorization or direction from the Company.
- L. An employee who is given a mandatory shift extension will be paid for thirty (30) minutes for the first thirty (30) minutes of the shift extension or fraction thereof, and will be paid for an additional thirty (30) minutes for each subsequent thirty (30) minutes of the shift extension or fraction thereof.
- M. At the station manager's discretion, employees will be given the option of using compensatory time off in lieu of overtime pay. At stations that have decided to permit employees the option of using compensatory time off in lieu of overtime pay, such requests will not be unreasonably denied.
- N. All mandatory overtime assigned to employees who are off duty must be confirmed by the employee.
- O. An employee called in for work on a scheduled day off will be paid a minimum of four (4) hours for such call-in. An employee will be given as much advance notice as possible when called in to work on his day off.
- P. An employee who has been assigned mandatory overtime will be afforded a period of not less than eight (8) hours rest from the completion of the mandatory overtime until the start of the employee's next scheduled shift. In the event that this rest period extends into the employee's next scheduled shift, the Company may elect to have the scheduled start time of his next shift delayed to provide for the above minimum eight (8) hour rest period. The employee will be pay protected for the portion of the shift missed, unless the Company extends the entire shift by the amount of the delay. The foregoing minimum rest does not apply in situations where any employee volunteers to work back-to-back shifts. An employee may elect to waive the rest period if the shift is extended.
- Q. Overtime lists will be established in Roster Apps for each work group. Only those employees signed up on the overtime list will be contacted during the award process. The Company will maintain two (2) voluntary lists: One (1) list for those employees volunteering to work less than four (4) hours of anticipated overtime, which shall be referred to as the "shift extension overtime list", and one (1) list for those employees volunteering to work four (4) or more hours of voluntary overtime, which shall be referred to as the "overtime list". Paragraph B above shall apply in the award of extension of shift overtime pursuant to this Paragraph Q.

