

TRANSFER AND BID PROCEDURES

TWU Fleet Service Clerk Employees

The following Administrative Guidelines are used to administer the provisions of Article 14 of the American Eagle/TWU Labor Agreement. These procedures have been established to standardize the transfer and bid procedure.

TRANSFERS

EFFECTIVE 5/1/00
UPDATED 5/12/2010

- A) The employee will be required to complete IN FULL a Transfer Request form (see attached). Upon completion of the Transfer Request form, the employee will have his supervisor sign the form.
- 1) An employee requesting a transfer will be required to complete one form for each city and position to which a transfer is requested.
- B) Once the Transfer Form is signed and completed, the employee will be responsible to send the form to the Administrator of the program either boardmail, fax or US Mail. Please send all transfer requests to
- Lesley Barrett
- | | | |
|-------------|----------------|----------------------------|
| BOARD MAIL: | FAX: | US MAIL: |
| MD 4147 | (817) 963-2004 | PO Box 619415 |
| HDQ 2 | | MD 4147 |
| | | DFW Airport, TX 75261-9415 |
- C) The employee will be responsible to maintain a copy of the signed Transfer Request form and any supporting documentation. Additionally, the employee should submit a copy of his transfer request to:
- 1) the Local TWU President
 - 2) local management to have placed in the employees Personnel file
- D) Once the Transfer Request form is received the employees transfer request will be placed on file with the Recruiting Department. No acknowledgement will be sent to the employee.
- E) When a vacancy occurs in the system, the Supervisor of that department will contact Recruitment at ICS 963-9588 and request a list of employees who have requested a transfer to that position in that location.
- F) All transfers must be accomplished in accordance with the labor agreement and occupational seniority. The supervisor of the vacancy will select the most senior candidate, provided he is qualified for the work, and provided:
- 1) The employee has a minimum of six (6) months service with the Company
 - 2) The employee has submitted a written request for transfer to his supervisor NO LESS THAN 15 DAYS prior to the declared vacancy date
 - 3) The employee has not completed or refused a transfer within the six (6) month period preceding the declared vacancy date

- 4) The employee has met the provisions of submitting his transfers which states: Each January 1 and July 1 a request for a transfer not submitted within the preceding thirty (30) days **will** be voided and it will be necessary for a new request to be submitted
 - 5) A vacancy created by the transfer of an employee may be filled or left unfilled by the Company at its option
 - 6) Employees who accept a transfer request will report to their new assignment within fourteen (14) days of acceptance. Also refer to Letter D of the contract for further clarification.
- G) Once the supervisor has awarded the position, he will contact Recruitment to notify them of the selection. The supervisor will confirm with Recruitment, the rate of pay the employee will be receiving at his new base. Additionally, the awarding supervisor will be responsible to contact the successful employee. Finally, it will be the responsibility of the awarding supervisor to contact the supervisor of the employee to mutually agree upon a start date in the new position.
 - H) Vacancies will not be posted. Successfully transferred employees names will not be posted.
 - I) Vacancies will be filled in accordance with Article 14C of the Maintenance and 14 G of the Fleet Service TWU/American Eagle labor agreements.
 - J) Should American Eagle open a new location, the Company will post the new location stating it will now be accepting transfer requests to that new location. The 15 day minimum (Article 14) shall not apply to new station/base openings.
 - K) Employees who are awarded a TWU represented position and who are hired from Eagle Aviation, will be given a new Title Group Seniority (Occupational) and Classification Seniority date on the employees date of assignment with the TWU. Therefore an employees date for bidding a shift and rate of pay will start over. EASI employees Company seniority date will not be adjusted as long as there is no break in service.
 - L) If a location is below headcount, that Department manager must contact Lesley Barrett directly and advise her. Once that department has reached its budgeted headcount, that manager must notify Lesley Barrett. The reason for this is so that Lesley will know to automatically send all transfer requests for that location that is below headcount.

BID POSITIONS
EFFECTIVE 5/1/00
UPDATED 3/02/07

Vacancies subject to bidding shall be filled by appointment of the most senior bidder who has completed his probationary period. The following Occupations will be considered bid positions:

Fleet Service Agreement
CC Fleet Service

- A) When an opening occurs involving a bid position, the supervisor of that department will contact Recruitment. Recruitment will then create a bid posting for the position. The bid posting will contain:
- 1) The open bid position
 - 2) The bid number
 - 3) Location
 - 4) Number of vacancies
 - 5) The date the bid is opened
 - 6) The date the bid will close
 - 7) Any specific qualifications/requirements
 - 8) Bidding information
- B) Recruitment will then distribute the posting to the Human Resource and Employee Relations representatives for posting on bulletin boards in ALL TWU locations.
- C) The posting will remain open for ten (10) days. At that time, all postings will be removed and will be considered closed. Company personnel will remove the postings.
- D) Any interested and qualified candidates will be required to SEND in their request via CERTIFIED OR REGISTERED MAIL/RETURN RECEIPT REQUESTED to:
- Lesley Barrett
PO Box 619415
HDQ 2
MD 4147
DFW Airport, TX 75261-9415
- E) Bids forwarded via boardmail/regular US Mail/Express mail OR bids postmarked after the closing date of the bid shall not be considered.
- F) An employee bidding for more than one (1) vacancy must indicate the order of his preference for each bid submitted. Submit one (1) copy of bid request for each bid. An employee number and Occupational date must be on each bid.
- G) Employees should not contact Recruitment for status on bids.
- H) Successful bidders will be notified via a posting of the position in each TWU location.
- I) If the successful bidder refuses the award, he must FAX a copy of his refusal to Lesley Barrett at 817-963-2004 as soon as possible.

- J) If a refusal should occur, the next most senior, qualified bidder will be awarded the position. A posting superseding the previous award will be posted in all TWU locations.
- K) If there are testing requirements, the employee must contact the hiring supervisor as directed in the posting instructions.
- L) Once the successful bidder has been selected, it will be the responsibility of the awarding supervisor to contact the supervisor of the employee to mutually agree upon a start date in the new position. The supervisor will confirm with Recruitment, the rate of pay the employee will be receiving at his new base. Please adhere to Letter D in the back of the contract.

LETTER D

October 15, 2004

Mr. John Orlando
International Vice President
Transport Workers Union
1791 Hurstview Drive
Hurst, TX 76054

Dear Mr. Orlando,

This will confirm our discussion during the negotiations leading up to the signing of the labor Agreement effective October 1, 2004.

This letter will clarify our understanding and intent of discussions during recent negotiations in regard to Article 14 - Transfers and Promotions D1F and D2F.

It is understood that an **employee who accepts a transfer request will report to their new assignment within fourteen (14) days of acceptance. In the event that the Company, due to operational concerns, requires an employee to remain in his current position for a period of time beyond the fourteen days expressed by the collective bargaining Agreement, the employee's base rate of pay will be the greater of his current base rate of pay or the base rate of pay associated with the new assignment from the fifteenth day after acceptance of the transfer to the new assignment until the actual date of the transfer.**

In no event will the employee be withheld from reporting to his new assignment for a period greater than 30 days.

If the transfer to the new assignment causes the employee to incur a new occupation or classification seniority date, such seniority will accrue beginning with the earlier of the actual date of transfer or the fifteenth day following acceptance of the transfer to the new assignment.

If the above accurately reflects your understanding, please signify by signing below.

Sincerely,

Rose Doria
Vice President, Employee Relations
American Eagle Airlines, Inc

Agreed to:

John Orlando
International Vice President
Transport Workers Union



Date

Name
Current Position
Address
City, State, Zip

Dear **Name**,

Pursuant to Article 14 of the American Eagle and TWU Agreement, your transfer request has been processed. You have been awarded the following position:

- Position: **XXX** Station: **XXX**

As a reminder and as outlined in Article 4, letter A-3, if you transfer to a location that is not utilizing the Flexible Hiring rate at the time of transfer, you will have your rate of pay reduced to the appropriate step, as if you had never received the Flexible Hiring rate.

Your last day of work in your current position will be **Date**. You will begin your new position effective **Date**.

You may contact your new Manager, **XXX**, at **123-123-4567**.

After you have relocated, please advise the Company of your new address by completing a Personal Information Notice in Jetnet.

If I can be of any further assistance, please let me know.

Sincerely,

Lesley Barrett
Recruiter

I have read and understand the above transfer award. I agree to the conditions stated in this letter.

Signed _____ Date _____

**American Eagle
TWU Transfer Form**

Employee Information:

Name _____ Company Code _____

Employee Number _____ Current Position _____

Current Location _____ Station/Branch _____

Company Seniority _____ Occupational Seniority _____

Home Phone _____ Work Phone _____

Position Applying For: (employee must have a signed job description - essential job function on file)

Job Title _____

Full Time / Part Time _____ Location _____

Signatures:

Employee Signature _____ Date _____

Supervisor's Name _____

Supervisor's Signature _____ Date _____

Supervisor's ICS Phone _____

Supervisor's Comments _____

Submit to:

Comat: American Eagle Recruitment
Attn. Lesley Barrett
TWU Transfers – MD 4147, HDQ 2

US Mail: American Eagle
PO Box 619415 MD 4147
DFW Airport, TX 75261-9415
Attn: Recruitment – Lesley Barrett

Fax: ICS or area code (817) 963-2004

Administrative use only: Job Code _____ Received _____

BID FORM

To: Administrator Bids & Qualifications
 American Eagle Airlines, Inc.
 PO Box 619415 - MD 4147
 DFW Airport, TX 75261-9415
 Attn. AE Recruitment

Name:	Employee Number:	Bid Number:
Occupational Seniority Date:	Contact Phone Number:	Supervisor Name (Print):
System Seniority #:	Current Location/Station:	Current job Classification:

In accordance with notice of vacancy availability for bid, please accept my bid for the following:

Vacancy Classification:	Vacancy Location:
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Bid preferences will only be considered for vacancies that have the same closing date. All bids are awarded in bid number order. Should you desire to bid on more than one vacancy with the same closing date a separate Bid Form must be submitted for each vacancy. Choices must accompany each bid. Note: An individual employee may mail more than one of his bids in a single envelope.

1 st Choice Bid #	2 nd Choice Bid #	3 rd Choice Bid #	4 th Choice Bid #
5 th Choice Bid #	6 th Choice Bid #	Signature of Bidder:	

Mail copy in accordance with instructions on posted bid sheet.
 Employee to maintain their own copy.
 Employee must have a signed job description - essential job function on file.