



AGREEMENT

BETWEEN

ALASKA AIRLINES, INC

AND

**INTERNATIONAL ASSOCIATION OF
MACHINISTS
AND AEROSPACE WORKERS**

FOR

CLERICAL, OFFICE AND PASSENGER SERVICE



2019 – 2024 AGREEMENT

C.O.P.S.
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AGREEMENT
between
ALASKA AIRLINES, INC.
and
CLERICAL, OFFICE & PASSENGER SERVICE EMPLOYEES
of
ALASKA AIRLINES, INC.
as represented by
INTERNATIONAL ASSOCIATION OF MACHINISTS
AND AEROSPACE WORKERS

Hereinafter, Alaska Airlines, Inc. will be referred to as the "Company" and the International Association of Machinists and Aerospace Workers will be referred to as the "Union."

1 COPS Guiding Principles

2
3 Alaska Airlines' COPS employees have earned a decades-long
4 reputation for distinctive, industry-leading customer service. In order
5 for us to continue to outpace our competition in this rapidly changing
6 industry, we must strive every day to provide a safe and reliable
7 operation as well as a great experience for our passengers. We
8 recognize that having our COPS employees enthusiastically engaged
9 is critical for our future success.

10
11 The IAMAW and Alaska Airlines management recognize that an
12 effective partnership, based on mutual respect and trust, will improve
13 the long term profitability and competitiveness of Alaska Airlines and
14 is beneficial to the COPS group. In order to take full advantage of all
15 opportunities, labor and management must embrace collaboration as
16 the means to build an innovative and effective team- a team fully
17 focused on the future.

18
19 Alaska Airlines COPS employees should be well compensated and
20 enjoy a high standard of living and job security. In order to make our
21 career a continued success in this intensely competitive industry, we
22 all must be committed to constantly making our business stronger and
23 more successful.

24
25 Our mission is to be universally recognized as a high-performance
26 company with a high performance culture. Leadership, employee
27 relations, work rules and incentives should reflect this objective, and it
28 will take the dedicated and unified efforts of leaders for both the
29 company and the IAMAW to make this goal a reality.

30
31 Management recognizes that the IAMAW is the elected representative
32 for the COPS employee group and we do want to work together to
33 grow the company and improve the livelihoods of our COPS
34 employees.

35
36 Neither party, through these principles, relinquishes any rights
37 protected by law or the agreement.

1 ARTICLE 1, PURPOSE OF AGREEMENT

2
3 A. The purpose of this Agreement is, in the mutual interest of the
4 Company and of the employees, to provide for the operation of the
5 services of the Company under methods which will further, to the
6 fullest extent possible, the safety of air transportation, the efficiency of
7 operation, and the continuation of the employment under conditions of
8 reasonable hours, proper compensation, and reasonable working
9 conditions. It is recognized by this Agreement to be the duty, of the
10 Company and of the employees, to cooperate fully, both individually
11 and collectively, for the advancement of that purpose.

12
13 B. No employee covered by this Agreement will be interfered with,
14 restrained, coerced, or discriminated against by the Company, its
15 officers or agents, because of membership in or lawful activity on
16 behalf of the Union.

17
18 C. It is understood wherever in this Agreement employees or jobs
19 are referred to they shall be recognized as both male and female and
20 they shall be referred to as s/he and his/her.

21
22 D. Both the Company and the Union recognize and mutually agree
23 that no employee covered by this Agreement will be discriminated
24 against because of race, color, sex, sexual orientation, sexual identity,
25 religion, age, veterans, handicapped or national origin.

1 ARTICLE 2, RECOGNITION AND SCOPE OF AGREEMENT
2

3 A. In accordance with the National Mediation Board certification in
4 Case No. R-4416 dated March 8, 1974, the Company recognizes the
5 International Association of Machinists and Aerospace Workers as the
6 sole and exclusive bargaining agent for all employees of Alaska
7 Airlines, Incorporated, composing the class and craft as covered
8 under this Agreement.
9

10 B. The Company agrees that the work set forth in the
11 Classifications in Article 4 of this Agreement, normally performed by
12 employees in those Classifications, within the Company's airline
13 operations in the U.S.A. and its possessions, comes within the
14 jurisdiction of the IAMAW and is covered by the provisions of this
15 Agreement.
16

17 C. Except as provided in Article 4.E. // management and other
18 employees will not perform work in the classifications as set forth in
19 Article 4.
20

21 D. The Company may continue to subcontract out work which has
22 heretofore been customarily contracted out. It is the Company's intent
23 to utilize its own facilities and equipment in performing work in its own
24 organization where it is economically feasible because of the
25 existence of the equipment, facilities and technology. However, the
26 Company may subcontract out any work for which the Company's cost
27 exceeds the charge of a vendor. Each twelve (12) months during the
28 term of this Agreement, the Union may request a meeting with the
29 Company, in writing through Labor Relations, for the purpose of
30 reviewing the status of all stations wherein the classifications covered
31 by this agreement are not utilized. Other work, not previously
32 subcontracted and/or cost effective for the Company to perform, which
33 is included in the classifications under the Agreement, shall not be
34 subcontracted without the mutual agreement of the Company and the
35 Union.
36

37 E. Employees covered by this Agreement shall be governed by the
38 Company's General Policy and Operating Manuals, and the System
39 Regulation and Customer Service Manuals and by all other applicable
40 rules, regulations and orders issued by properly designated authorities
41 of the Company which are not in conflict with the terms of this
42 Agreement. The Company shall have the right to modify these

1 manuals, policies and System Regulations during the term of the
2 Agreement. A copy of the Company's manuals, applicable rules, and
3 regulations shall be maintained at each station, and shall be made
4 reasonably available to employees. Each employee shall be
5 responsible for knowledge of their location and contents. The
6 Company shall advise all employees of changes in rules and/or
7 regulations that could result in disciplinary action.
8

9 F. When "new equipment" is put into service by the Company, all
10 employees required to utilize this "new equipment" will be provided
11 training regarding its use. To the extent practicable, all employees will
12 be given an opportunity to become familiar with the new equipment.
13 Upon review and approval by local management, such training may
14 include one-on-one individual training.
15

16 G. 1. In the event of the introduction of "new equipment or
17 technology" that will be used by employees in this bargaining unit and
18 will directly affect the employees performance or process in
19 functioning in his/her position, the Company and the IAM
20 President/Directing General Chair or his/her designee will meet at
21 least sixty (60) calendar days prior to the scheduled implementation
22 date for the "new technology". The purpose of this meeting will be to
23 discuss and review the impact of the new technology. The following
24 topics shall be reviewed at this meeting.
25

26 a. A description of the nature of the proposed
27 technological changes.
28

29 b. The approximate number, locations and employee
30 classifications likely to be affected by the technological change.
31

32 c. The impact on the job security of bargaining unit
33 employees.
34

35 d. The reason for the change and the impact it will
36 have on the Company's operation.
37

38 e. The Company's efforts to minimize any negative
39 impact the technological change may have on the employees
40 affected.
41

1 2. If the introduction of new technology directly results in a
2 reduction in force of employees covered by this Agreement, the
3 Company will make reasonable efforts to provide retraining and/or
4 alternate job placement within the Company for all affected incumbent
5 employees.

6 3. For purposes of this Article, the terms “new equipment”
7 and/or “new technology” do not include enhancements or upgrades to
8 currently used equipment or systems. Such new equipment or
9 technology must be used by the employees covered by this
10 Agreement and must directly affect the employee’s performance or
11 functioning in his/her job.
12

1 ARTICLE 3, STATUS OF AGREEMENT

2
3 A. In the event the Company opens a new station within the United
4 States or its possessions, such station shall be considered the same
5 as a new department of the Company and shall come under this
6 Agreement.

7
8 B. It is further understood and agreed that all provisions of this
9 Agreement shall be binding upon the successors or assigns of the
10 Company throughout the system and upon any wholly owned
11 subsidiary company airlines until the annual renewal date of the
12 Agreement. In case of consolidation or merger, representatives of the
13 Company and Union will meet within 30 days and negotiate for proper
14 provisions for the protection of employees' seniority and property
15 rights.

16
17 C. The right to hire, promote, discharge or discipline for cause and
18 to maintain discipline and efficiency of employees is the sole
19 responsibility of the Company, provided it is not in conflict with any
20 provision in this Agreement. In addition, it is agreed upon and
21 understood that the routes to be flown, the equipment to be used, the
22 location of plants, hangars, facilities, stations, and offices; the
23 scheduling of airplanes, the general operation and direction of the
24 Company and its employees are the sole and exclusive function and
25 responsibility of the Company.

26
27 D. It is the intent of the parties of this Agreement that the
28 procedures herein shall serve as a means of peaceful settlement for
29 all disputes that may arise between them. During the life of this
30 Agreement the Company will not lock out any employee; the Union will
31 not cause or permit its members to cause, nor will any member of the
32 Union take part in any sit-down, stay-in, or slowdown in any plant,
33 hangar or facility of the Company, or in any curtailment or restriction
34 of operation, overhaul, repair or servicing of airplane, or any work of
35 the Company. The Union will not cause or permit its members to
36 cause, nor will any member of the Union take part in any strike or
37 stoppage of any of the Company's operations, or picket any of the
38 Company plants or premises until the bargaining procedures outlined
39 in this Agreement and provided for in the Railway Labor Act have been
40 exhausted; and in no case where a grievance or dispute comes under
41 the jurisdiction of the System Board of Adjustment as provided for
42 herein. The Company reserves the right to discipline any employee
43 taking part in any violation of this provision of the Agreement, or
44 engaging in any willful destruction or defacing of Company property.

1 E. In the event of a merger, purchase, or acquisition of another air
2 carrier involving that entire company or any portion of that company
3 by the Company, the IAMAW and the Company will meet to discuss
4 the merger, purchase or acquisition. The Company will provide the
5 IAMAW with the information concerning the proposed merger,
6 purchase or acquisition reasonably in advance of the transaction for
7 the union to prepare for discussions. Those discussions will include
8 the impact of IAMAW jobs as a result of the merger, purchase or
9 acquisition.

10
11 F. This Agreement shall be binding upon any successor, assign,
12 assignee, transferee, administrator, executor and/or trustee (a
13 "successor") of the Company resulting from any transaction that
14 involves transfer (in a single transaction or a multistep transaction) to
15 such successor of ownership and/or control of all or substantially all of
16 the equity securities and/or assets of the Company. The Company
17 agrees that it shall not consummate any transaction that involves a
18 transfer as defined herein until the Successor agrees in writing to be
19 bound by the terms of this agreement.

20
21 The following provisions apply in the case of a successorship
22 transaction, as described in paragraph E. above, in which the
23 successor is an air carrier or any corporate affiliate, alliance or
24 acquisition of an air carrier. The Clerical, Office and Passenger
25 Service employees shall be merged in accordance with the following:

26
27 1. The integration of the seniority lists of the Clerical, Office
28 and Passenger Service employees shall be governed by Sections
29 2.a., 3 and 13 of the Allegheny-Mohawk Labor Protection Provisions
30 (LPP's). The successor shall accept the integrated seniority list,
31 including any conditions and restrictions established through the LPP
32 proceedings, as applicable; and

33
34 a. There shall be no system wide realignment of Clerical,
35 Office and Passenger Service positions, or system rebid,
36 resulting from the integration of the seniority lists or the
37 implementation of a single collective bargaining agreement that
38 results in employees on the Alaska Airlines seniority list being
39 involuntarily displaced or bumped from their station by a pre-
40 transaction employee of the Successor. This paragraph shall
41 not restrict the Successor from the furloughing of employees
42 from the integrated seniority list due to closure of a station or
43 reduction in operations at a station.

1 2. The respective Clerical, Office and Passenger Service
2 collective bargaining agreement shall be merged into one (1)
3 agreement as the result of negotiations with IAM and the Successor;
4 and
5

6 3. In the event of a transaction in which the Successor is not
7 an air carrier or any corporate affiliate of an air carrier, the Successor
8 shall, in addition to assuming all obligations under the Agreement,
9 provide the Clerical, Office and Passenger Service with Labor
10 Protection Provisions as specified in paragraph E. above.
11

12 4. Any and all disputes concerning alleged violation of
13 Paragraph E. shall be resolved by final and binding arbitration. The
14 Company agrees to arbitrate any grievance filed by the Association
15 alleging violation of Paragraph E. on an expedited basis directly before
16 a neutral arbitrator. The dispute shall be heard expeditiously no later
17 than thirty (30) days following the submission to the neutral arbiter and
18 decided expeditiously no later than sixty (60) days after submission.
19 The parties agree to abide by any arbitration award that is issued.
20

1 ARTICLE 4, CLASSIFICATION OF WORK
2

3 A. The following classifications are listed for the purpose of job
4 bidding for vacancies and do not correspond to pay grades.
5

6 B. Clerical Division
7

- 8 1. Lead Work Control Specialist
- 9 2. Work Control Specialist
- 10 3. Lead Accounting Specialist
- 11 4. Accounting Specialist
- 12 5. Records Specialist
- 13 6. Manuals Specialist
- 14 7. Lead Mail Specialist
- 15 8. Mail Specialist
- 16 9. Crew Scheduling Specialist
17

18 C. Agent Division
19

- 20 1. Lead Crew Scheduler
- 21 2. Crew Scheduler
- 22 3. Lead Operations Agent
- 23 4. Operations Agent
- 24 5. Lead Station Agent
- 25 6. Station Agent
- 26 7. Lead Customer Service Agent
- 27 8. Customer Service Agent
- 28 9. Lead Cargo System Control Agent
- 29 10. Cargo System Control Agent
- 30 11. Lead Central Reservations Control Agent
- 31 12. Central Reservations Control Agent
- 32 13. Lead Reservations Sales Agent
- 33 14. Reservations Sales Agent
34

35 D. Job Descriptions
36

37 The words "but not limited to" as used in this Article are not intended
38 to provide for utilization of employees in performing duties described
39 in higher paying job descriptions in Article 4, paragraph D. without
40 proper compensation as set forth in Article 19, paragraph H. It is
41 intended to mean that the job descriptions are not all-inclusive and,

1 also, that employees may perform functions in lateral and lower paying
2 positions without a reduction in pay.

3
4 Clerical Division

5
6 Lead Work Control Specialist-

7 Responsibilities include, but are not limited to, the duties of a Work
8 Control Specialist. In addition, the Lead Work Control Specialist will
9 supervise and train Work Control Specialists.

10
11 Work Control Specialist-

12 Responsibilities include, but are not limited to, maintaining, updating
13 databases, accessing and updating functions using ARCTIC
14 mainframe and/or PC related systems. Reviewing processing,
15 monitoring and reporting production and labor statistics, inclusive of
16 daily, weekly, month end, quarterly and year end reports. Maintain
17 work packages and assemble data for pre-dock and post-dock
18 meetings. Schedule and track repairs, material requirements and
19 general aircraft activity/requirements. Support individual shift and daily
20 turnover meeting requirements. Provide operational support related to
21 the aircraft and shop maintenance processes and record keeping,
22 including security, audit review and regulatory compliance
23 requirements. Maintain awareness of aircraft maintenance procedures
24 and processes including updates/revisions to our manuals and
25 general documentation.

26
27 Lead Accounting Specialist -

28 Duties include, but are not limited to, examining and coding invoices
29 and/or vouchers and making accounting distribution and allocations,
30 account coding, account analysis, journal entries, preparation and
31 reconciliation of accounts receivable, accounts payable. May be
32 assigned the responsibility of supervising other Accounting
33 Specialists.

34
35 Accounting Specialist -

36 Responsibilities include, but are not limited to, accounting and clerical
37 tasks of a fundamental and routine nature according to prescribed
38 procedures under supervision, including accounts payable/receivable,
39 payroll, statistics, and auditing; checking and verifying and correcting
40 sales reports, cash receipt summaries, verifying fare and rate charged
41 on tickets, airbills, and excess baggage receipts; balancing daily cash
42 transactions, preparing journal and voucher entries, code account

1 distribution, make simple specific analysis as directed, record cash
2 receipts and disbursements, prepare general fund checks as directed.
3 Reviewing forms, records, and reports for accuracy, completion and
4 conformance with standards. Operates standard office machines and
5 equipment incidental to efficient discharge of primary assignments
6 and responsibilities.

7
8 Records Specialist -

9 Responsibilities include, but are not limited to, maintaining current files
10 of logs, records, work in progress or accomplished and will provide
11 status reports and forecasts to facilitate work scheduling. Shall
12 maintain coordination with EDP where necessary to input information
13 accurately. Shall also perform other clerical duties such as
14 preservation and storage of records.

15
16 Manuals Specialist -

17 Responsibilities include, but are not limited to, preparation,
18 maintenance and revision of all Company and FAA mandated
19 manuals, coordination with various departments in ensuring revisions
20 are properly submitted, including proofing page numbers and dates,
21 and processing revisions through printing and distribution, maintain
22 historical manual copies and complete set of Flight and Operation
23 manuals for FAA audit purposes. Maintain database for company
24 controlled manuals and monthly Company newspaper. Distribute
25 monthly copy-holder list and revision reports and bi-monthly Company
26 newspaper, and provide distribution and recordkeeping of Seattle
27 based parking stickers.

28
29 Lead Mail Specialist -

30 Duties include, but are not limited to, those of a Mail Specialist. In
31 addition, the Lead Mail Specialist shall supervise and may train Mail
32 Specialist.

33
34 Mail Specialist –

35 Responsibilities include, but are not limited to, handling, sorting,
36 folding, stamping, pick-up and dispersion of all Company mail and
37 U.S. mail.

38
39 Crew Scheduling Specialist -

40 Duties include, but are not limited to, the preparation and filing of
41 documents and the performance of any function, including handling
42 telephone contacts in the assistance of a crew scheduler or

1 scheduling supervisor. Assistance means that the specialist will not
2 do any crew scheduler, or scheduling supervisor work except under
3 the direct supervision by a scheduler or supervisor.

4
5 Agent Division

6
7 Lead Crew Scheduler -

8 Duties include the duties of a Crew Scheduler. In addition, the Lead
9 Crew Scheduler will supervise and may train Crew Schedulers and
10 Crew Scheduling Specialists.

11
12 Crew Scheduler -

13 Duties include, but are not limited to, the scheduling and/or
14 assignment of crew members for flight deck or flight cabin duty,
15 including checking in crews, assuring coverage and handling day-to-
16 day situations.

17
18 Lead Operations Agent -

19 Duties include the duties of an Operations Agent. In addition, the Lead
20 Operations Agent will supervise and may train Operations Agents.

21
22 Operations Agent -

23 Duties include, but are not limited to, flight releases, load planning,
24 weight and balance for all aircraft, keeping all pertinent operations
25 manuals up to date, and transmitting all load messages to their
26 respective stations or offices. At ASA stations, without FAA, FSS
27 weather services, the Operations Agent may gather and transmit
28 (hourly) Company weather observations. If the total amount of the
29 operations work performed on a shift exceeds three and one-half (3-
30 1/2) hours, a full time Operations Agent shall be employed. Duties of
31 an Operations Agent may include duties as described in the Customer
32 Service Agent classification.

33
34 Lead Station Agent -

35 Duties include, but are not limited to, the duties of a Station Agent. In
36 addition, the Lead Station Agent will supervise and may train agents.

37
38 Station Agent -

39 Responsibilities include, but are not limited to, duties found in the job
40 descriptions for a Customer Service Agent, Operations Agent and
41 Ramp Serviceman (as defined in the Ramp Service and Stores Agent
42 [RSSA] contract, Article 4). Station Agents may be used at the existing

1 stations of Gustavus (GST), Wrangell (WRG) and Petersburg (PSG)
2 as well as any other current station. Station Agents may be utilized at
3 future stations served by Alaska Airlines where the work might have
4 otherwise been subcontracted. It is understood that no employee
5 under the COPS or RSSA Agreements will be laid off as a result of
6 adding the Station Agent classification. Ramp Service Agents
7 covered by the Ramp Service and Stores Agent (RSSA) labor
8 agreement will be able to bid all Station Agent positions. The awarding
9 of this position will be to the senior qualified employee possessing the
10 qualifications of this position for both COPS and RSSA employees.
11 The Station Agent classification will not be utilized in the following
12 stations: Anchorage, Seattle, Portland, Juneau, Los Angeles and San
13 Francisco.

14
15 Lead Customer Service Agent -

16 Duties include but are not limited to the duties of a Customer Service
17 Agent. In addition, the Lead Customer Service Agent will supervise
18 and may train agents in all other classifications. When there are four
19 (4) or more Customer Service Agents on duty at a single work location
20 on a shift (exclusive of shift overlap) a Lead Customer Service Agent
21 position will be established for the shift. When a Lead Customer
22 Service Agent is not on duty for a particular day or shift and one is
23 required, the position will be assigned first to the most senior
24 employee on duty holding Lead Customer Service Agent seniority,
25 then to the most qualified employee on duty in the Customer Service
26 Agent classification, unless the employee has informed the Company
27 in writing on January 1 of each year, s/he does not desire to be
28 upgraded. Such letters must be renewed if the employee changes
29 stations or work location at the same station. Probationary employees
30 will not be considered for any upgrade. Whenever the Company
31 designates a zone coordinator, a Lead Customer Service Agent will
32 perform the duties. One Lead Customer Service Agent may supervise
33 up to twenty (20) agents. Security Agents will not be included in the
34 computation for the minimum or maximum. Shift overlap means
35 day shift, afternoon, or nights, not shift starting times. Example: two
36 (2) day shift starting times of six (6) a.m. and eight (8) a.m. would not
37 be considered as an overlap.

38
39 Customer Service Agent -

40 Duties include, but are not limited to, performing customer relations
41 activities including conversion of passengers' tickets, meeting other
42 carriers' flights to direct passengers to Company facilities, handling

1 individual passenger's problems, assisting passengers and/or tour
2 groups at the ticket counter, gate check-in areas, and baggage
3 claiming areas; receiving inquiries regarding fares, schedules,
4 routings, and connecting flights; verifying space availability and
5 confirming reservations; controlling arrival and departure of
6 passengers; notifying passengers of delays, cancellations, or extra
7 sections; selling tickets; checking in passengers' luggage, baggage,
8 and freight; operating jet-loaders and/or motorized stairs; operating
9 equipment used in transmitting and receiving messages; working lost
10 and found; receiving, routing and dispatching of air freight, Company
11 material, U.S. mail, and Small Package Express; customer contact
12 regarding outbound and inbound shipments; handling all waybills and
13 manifests; maintaining office files, manuals, and reports; performing
14 security surveillance, as necessary; and may be required to have a
15 driver's license. Duties may also be those of a Departure Coordinator,
16 which may include; operating and monitoring equipment for flight and
17 gate information display systems and updating information on
18 systems; coordinating and communicating that aircraft have been
19 properly cleaned, provisioned and secured prior to departure,
20 coordinating and communicating load information regarding cargo,
21 mail, passengers, baggage and any other special items per the
22 published load plan and instructions, reporting final load information
23 and coordinating gate activities with other airlines and to act as an
24 airport liaison between Operations, Customer Service, Ramp, Cargo,
25 Fueling, Maintenance, Flight Attendants, and Pilots; observation and
26 reading of FAA winds and weather equipment (i.e. JNU winds);
27 planeside presence validating loading and placement of items on
28 aircraft and reporting final numbers as needed to operations.

29
30 Lead Cargo System Control Agent -

31 Duties include, but are not limited to, the duties of a Cargo System
32 Control Agent. In addition, the Lead Cargo System Control Agent will
33 supervise and may train agents.

34
35 Cargo System Control Agent -

36 Duties shall include, but are not limited to, handling telephone contacts
37 with prospective cargo customers, initiating and completing cargo
38 booking and tracking transactions, computing cargo rates, responding
39 to system cargo questions relating to policy, procedures, and cargo
40 system functionality, use of necessary office and computer equipment
41 and processing system problem reports.

42

1 Lead Central Reservations Control Agent -
2 Duties include the duties of a Central Reservations Control Agent. In
3 addition, the Lead Central Reservations Control Agent will supervise
4 and may train Central Reservations Control Agents.

5
6 Central Reservations Control Agent -
7 Duties shall include, but not be limited to, flight inventory control,
8 liaison with processor control, recommendation and establishment of
9 extra sections, control of computer repair advice, maintenance of
10 reservations quality control and may include the performance of the
11 duties of a Reservations Sales Agent.

12
13 Lead Reservations Sales Agent -
14 Duties include, but are not limited to, those of a Reservations Sales
15 Agent. In addition, the Lead Reservations Sales Agent will supervise
16 Reservations Sales Agents on a shift and may train such agents.
17 When four (4) or more Reservations Sales Agents are on duty at a
18 single work location on a shift (exclusive of shift overlap) one Lead
19 Reservations Sales Agent will be established for the shift. When a
20 Lead Reservations Sales Agent is not on duty for a particular day or
21 shift and one is required, the position will be assigned first to the most
22 senior employee on duty holding Lead Reservations Sales Agent
23 Seniority, then to the most qualified Reservations Sales Agent on duty
24 unless the employee has informed the Company in writing that s/he
25 does not desire to be upgraded. Such letters will be renewed January
26 1 of each year and if the employee changes stations or work locations
27 at the same station. A Lead Reservations Sales Agent will supervise
28 and be responsible for up to thirty-five (35) Reservations Sales Agents
29 only. Probationary employees will not be considered for any upgrade.
30 Shift overlap means day shift, afternoon, or night, not shift starting
31 time. Example: Two (2) day shift starting times of six (6) a.m. and
32 eight (8) a.m. would not be considered as an overlap.

33
34 Reservations Sales Agent -
35 Duties shall include, but not be limited to, receiving inquiries
36 concerning travel; furnish information regarding arrivals, departures,
37 fares, schedules, routings, policies, other facilities. The inquires could
38 be in a telephone, email or fax format. The Reservations Sales Agent
39 (RSA) will determine and recommend the service which meets the
40 customer's needs, verify availability of space, confirm reservations;
41 record customer information for office records. The RSA will also
42 make appropriate changes upon receipt of ticketing, cancellation and

1 other pertinent information for the customer. They will support special
2 services which include support desk functions as deemed necessary
3 by departmental management. The RSA may also initiate contact with
4 potential/established customers to advise of promotional offers or
5 services. The RSA has use of necessary office and computer
6 equipment as required and may assist a CRC Agent in the
7 performance of his/her duties.
8

9 E. // Management personnel not covered by this Agreement will
10 predominantly perform supervisory duties but may assist employees
11 with the performance of their duties. // In addition, management
12 personnel not covered by this Agreement may perform work in the
13 above Classifications by: (1) assisting employees under this
14 Agreement in those instances when due to an unforeseeable peak
15 period, where time is of the essence, and no other arrangement is
16 feasible to alleviate the situation, or (2) when instructing or training of
17 employees, or in emergencies. It is agreed that the servicing of late
18 flights, the performance of necessary work to maintain flight
19 schedules, or the protection of Company property against the
20 elements may be considered emergencies. Management employees
21 in professional or technical capacities may perform work included
22 within the Clerical Classifications consistent with their duties (e.g.
23 Accountant, Engineer, Purchasing Agent, Secretary). // Boardroom
24 Hostesses may perform reservations and seat assignment functions
25 for members and guests in the Company's Boardroom facilities. (See
26 Letter of Agreement, #1.) There is no intent to use this paragraph as
27 a vehicle to displace jobs in the bargaining unit. In order to review its
28 efficiency, the parties will meet semi-annually for the purpose of
29 discussing management working under this paragraph and to mutually
30 resolve.

31
32 //

33
34 F. Employees in classifications under this agreement may
35 routinely work in other classifications and be paid in conformance with
36 Article 4, paragraph E. and Article 19, paragraph H.

37

1 ARTICLE 5, HOURS OF SERVICE

2
3 A. Work Day

4
5 1. Eight (8) consecutive hours exclusive of a meal period
6 shall constitute a standard work day. Eight (8) consecutive hours
7 inclusive of a meal period shall constitute a work day for third shift as
8 described in Article 21.

9
10 2. Ten (10) consecutive hours, exclusive of a meal period
11 not to exceed thirty (30) minutes, shall constitute a modified work day.
12 The lunch period may, at the option of the Company, exceed thirty (30)
13 minutes in which case the excess over thirty (30) minutes shall be paid
14 for at straight time rates. Ten (10) consecutive hours, inclusive of a
15 meal period, shall constitute a modified work day for third shift as
16 described in Article 21.

17
18 3. A part time employee shall receive a paid lunch for third
19 shift as described in Article 21, if more than five (5) consecutive hours
20 are worked.

21
22 4. The hour of the work day will be divided into ten (10)
23 periods of six (6) minutes each in calculating all pay.

24
25 B. Work Week

26
27 1. A standard work week consists of a seven (7) day period
28 with five (5) consecutive eight (8) hour days of work and two (2)
29 consecutive scheduled days off and shall commence with the first day
30 of work following the scheduled days off.

31
32 2. The modified Work Week may be used at a station or bid
33 location. A modified Work Week will consist of four (4) consecutive
34 ten (10) hour days worked within seven (7) consecutive days. Three
35 (3) consecutive days shall be scheduled as regular days off and shall
36 commence with the first day of work following the scheduled days off
37 in each Work Week. The modified Work Day and Work Week will not
38 be implemented or discontinued within sixty (60) days of the last
39 change unless there is a change in the Company's general schedule
40 affecting the station, or an increase or decrease in employees within
41 the work group without the mutual agreement of the Company and the

1 majority of the employees in the affected work group and notification
2 to the General Chair prior to the change.

3 3. Except for a relief shift, as defined in Article 21, no more
4 than two (2) starting times within the same shift (1, 2 or 3) within a time
5 frame of three (3) hours will be allowed in the employee's weekly
6 schedule.

7
8 4. Full time and part time relief schedule(s) may be
9 developed to augment the work force on an as needed basis (i.e., to
10 provide coverage for vacations including DAT/HAT, absences, open
11 shifts, or other operational or training needs). Employees on Relief
12 schedules will bid by classification seniority for the shift requiring
13 coverage as follows unless the employee voluntarily agrees to less
14 notice: in locations with three (3) or more relief agents, for every three
15 (3) Relief shift employees, one (1) will have a minimum of five (5) days
16 notice and the other two (2) will have a minimum of fourteen (14) days
17 notice. For those locations with less than three (3) Relief employees,
18 all will have the minimum five (5) days notice. Lead qualified relief
19 employees may cover Lead shifts. Hours for full time employees on
20 relief schedules shall not be involuntarily reduced when relieving part
21 time employees. Part-time employees on relief schedules shall be
22 scheduled for a minimum of 20 hours and a maximum of 32 hours per
23 week. Variable work schedules resulting from such relief coverage are
24 not in violation of the labor agreement. Relief employees on variable
25 work schedules will be paid the applicable shift differential as defined
26 in Article 21, paragraph C.

27
28 a. Agents on five (5) day relief may have their shift
29 adjusted with no less than 5 days notice.

30
31 5. All employees assigned to a relief work schedule shall
32 have their work week coincide with the pay week.

33
34 C. All employees covered by this Agreement scheduled to work
35 more than five (5) hours exclusive of a meal period will be scheduled
36 to have a meal period of not less than one-half (1/2) hour nor more
37 than one (1) hour.

38
39 1. If the lunch period is one-half (1/2) hour, it will be
40 scheduled within one (1) hour before and one (1) hour after the middle
41 of the shift.

1
2 2. If the lunch period is one (1) hour, it will be scheduled
3 within one and one-half (1-1/2) hours before or one and
4 one-half (1-1/2) hours after the middle of the shift.

5 3. a. Off Schedule Lunch

6 If the employee fails to have his/her lunch
7 period as set forth above, s/he will be entitled to straight time
8 pay, not to exceed thirty (30) minutes, for the lunch period
9 missed, and will be permitted to receive his/her full lunch period
10 as soon as possible. The Company may direct the employee to
11 leave work thirty (30) minutes early, without loss of pay, in lieu
12 of pay for the lunch period.

13
14 b. No Lunch

15 If the employee fails to receive his/her lunch
16 period as set forth above, s/he shall receive thirty (30) minutes
17 at the time and one-half (1-1/2) rate of pay for his/her missed
18 lunch and also receive the applicable rate of pay for all hours
19 worked (overtime, if applicable). The Company may direct the
20 employee to leave work one (1) hour early, without loss of pay,
21 in lieu of pay for the missed lunch. A graveyard shift (third shift)
22 employee who receives no lunch will receive the applicable rate
23 of pay for all hours actually worked plus sixty (60) minutes at the
24 time and one-half (1-1/2) rate of pay as compensation for the
25 missed lunch.

26
27 D. All employees covered by this agreement scheduled to work an
28 eight (8) hour shift, will be granted a fifteen (15) minute rest period
29 during the first half of a work shift and a fifteen (15) minute rest period
30 during the second half of a work shift without loss of time for the
31 purpose of relaxation. The time of rest periods will be regularly
32 scheduled and posted by the Company insofar as possible. Part-time
33 employees shall be granted a fifteen (15) minute rest period which will
34 be scheduled for each four (4) hours worked. Employees scheduled
35 to work a ten (10) hour shift will be granted a fifteen (15) minute rest
36 period in addition to the two (2) rest periods received by eight (8) hour
37 shift employees.

38
39 E. No employee covered by this Agreement shall be called to work
40 or required to report for work for less than his/her normal work day or
41 pay therefore, except when the employee has been relieved for the

1 day and is recalled to work in accordance with Article 7, paragraph K.
2 of the Agreement. Full time employees of the Company shall be
3 provided with a minimum of forty (40) hours of work each week.

4
5 F. Trades

6
7 1. Employees in the same classification and work group may
8 participate in the trade of days off or shifts with their manager's
9 approval forty-eight (48) hours in advance. The employee working
10 the trade shall not be credited the hours towards weekly overtime, but
11 shall be compensated at his/her regular rate of pay and shall receive
12 credit for the accruals for workers compensation, Family Medical
13 Leave, and retirement. The employee not working his/her shift shall
14 not be compensated for the shift, however, s/he shall receive the
15 accruals for step increase date, seniority, sick leave, and vacation. If
16 a trade takes place and one (1) or both of the employees is absent
17 due to illness, no sick leave shall be payable. The employee that
18 agreed to work would be considered as on a regular day off, and the
19 employee normally scheduled to work would be considered to be on
20 an authorized leave of absence for the day. Employees may use
21 compensatory time earned on a one-for-one basis for trade days off.
22 It is expressly understood that there shall be no additional accrual
23 related to the use of compensatory time.

24
25 a. When two employees trade shifts of the same length
26 on the same day that time shall be considered for calculations
27 of daily overtime.

28
29 b. Employees will be allowed up to trade up to fifty (50)
30 percent of their scheduled monthly hours.

31
32 2. Flex-time: Employees in the Clerical Division, Resource
33 Planning, and Contract Service Leads may participate in "flex-time"
34 scheduling as provided below:

35
36 a. Subject to the advance approval of management,
37 employees will be permitted to participate in this program.

38
39 b. The manager's decision to offer flex-time will be
40 based on employee requests and the operational needs of
41 the work function. Lunch and rest periods may be adjusted
42 by the manager to maintain a smooth and efficient operation.

1
2 c. The employee requesting such leave shall submit the
3 request in writing to his/her immediate manager at least two
4 working days in advance of the leave date.

5 d. The date and time of the leave make-up shall be
6 mutually agreed to by the employee and the immediate
7 manager and according to the local policy.
8

9 G. In lieu of overtime payments, employees may, at their option,
10 earn compensatory time at the applicable overtime rate at which it was
11 worked up to one hundred twenty (120) hours per calendar year. Such
12 time may be used as follows:
13

14 1. Employees may take compensatory time off on a one-for-
15 one basis during the calendar year it is earned. The use of time off
16 will be awarded as long as overtime is not anticipated to be required
17 to cover the resulting shift. Awarding of time off will be according to
18 the provisions in Article 13, paragraph F.1.
19

20 2. At the time of the vacation bidding in October, the
21 employee may elect to be paid for any portion or all of the unused
22 compensatory time accrued as of the time of vacation bidding, at the
23 straight time rate.
24

25 3. Employees may elect to roll any portion or all of the
26 unused compensatory time accrued into their 401k plan. Time rolled
27 into the 401k plan will receive the appropriate Company match as
28 outlined in Article 23.
29

30 4. Any unused compensatory hours as of December 31 will
31 be added to the employee's vacation accrual.
32

33 H. All employees shall receive eight (8) hours free from duty
34 commencing with their release and terminating with their reporting for
35 work or the applicable overtime rate shall apply until such rest is
36 received. The employee is required to inform his/her supervisor if less
37 than eight hours rest will be received. If his/her normal shift is not
38 subsequently adjusted as outlined above, the applicable overtime rate
39 shall apply until the rest is received. An employee may be relieved
40 from his/her normal shift, with straight time pay, to provide this rest.

1 Example: Employee regular shift is 7:00 a.m. to 3:30 p.m. The
2 employee works overtime until midnight.

3
4 1. If the employee reports for the next shift at 7:00 a.m. the
5 overtime rate the employee was on will continue until the eight (8)
6 hours rest is obtained, provided his/her supervisor was notified as
7 outlined above.

8 2. The company may request the employee to not report to
9 work until 8:00 a.m. thereby obtaining the eight (8) hours rest and be
10 paid straight time from 7:00 a.m.

11
12 3. The same would apply if the above was a shift
13 realignment.

14
15 //
16

1 ARTICLE 6, PART TIME EMPLOYEES

2
3 A. 1. At least four (4) // consecutive hours, but not more than
4 ten (10) hours, as set forth in Article 5, A.1. and A.2., shall constitute
5 a work day for the part time employee, except split shifts as described
6 in Article 6, C.1-C.5.
7

8 2. The part time employee's work week shall not be
9 scheduled for less than twenty (20) hours or for more than thirty-two
10 (32 //) hours in any seven (7) consecutive days. Each part time
11 employee shall be scheduled to have at least two (2) consecutive days
12 off per week. The number of hours a part time employee is scheduled
13 for in a work week shall not be changed without two (2) weeks notice.
14 If a part time employee's hours are reduced five (5) or more per week,
15 he shall be eligible to exercise his/her seniority as set forth in Article
16 10.A.2.a., but shall be restricted to positions within his/her work
17 location at his/her station. This language does not apply to shift
18 realignments. Part time employees may be utilized for voluntary
19 overtime from volunteer lists based on their company seniority within
20 the classification in which the overtime work is to be performed.
21

22 3. Part time employees shall accrue seniority on the same
23 basis as full time employees. All part time employees will be included
24 in the insurance program.
25

26 4. The number of part time employees on the system will not
27 exceed forty percent (40%), considering part time employees as a
28 percentage of all employees within the bargaining unit without the
29 mutual agreement of the Company and the Union.
30

31 a. For purposes of this calculation new bid locations will
32 not be counted in the total for the first three (3) years of their
33 operation. Locations converting from oversight by a Contract
34 Service Lead will be considered new locations.
35

36 B. The following rules shall govern the establishment of part-time
37 positions consistent with Article 9 and 10:
38

39 1. Full time employees being furloughed need not accept
40 part-time positions in lieu of furlough. However, once an employee
41 takes a station furlough, that employee will not be permitted to change
42 his/her mind later and bump a junior part time employee.

1 2. Prior to hiring part-time employees, furloughed
2 employees with a preference bid on file must be offered the positions.

3 3. Furloughed part-time employees must accept part-time
4 openings or forfeit seniority.

5
6 4. Full time employees on furlough need not accept part-
7 time openings.

8
9 5. Movement between full time and part-time positions shall
10 be by preference bid.

11
12 6. Part-time employees may accept a station lay off in lieu of
13 either bumping into a full time position or filling a full time vacancy.

14
15 C. There shall be no split shifts except for part time employees
16 assigned in accordance with the following:

17
18 1. One of an employee's split shift work periods during a day
19 will be at least three (3) hours, and the other work period will be at
20 least two (2) hours in duration.

21
22 2. The overall span of hours in which a split shift work
23 schedule may be assigned will be a minimum of eight (8) hours to a
24 maximum of twelve (12) hours.

25
26 3. No full time position will be discontinued in order to create
27 a split shift position.

28
29 4. A shift 4 premium as defined in Article 21 will be paid for
30 all hours worked on a split shift.

31
32 5. Split shifts will not be utilized at Seattle, Anchorage, Los
33 Angeles, Portland, San Francisco, Oakland, Juneau, Fairbanks and
34 Ketchikan, San Jose, CA, Newark, New York City, and San Diego.

35
36 D. Part time employees shall not be scheduled or assigned to work
37 sequentially in lieu of a full time employee.

38
39 E. Semi-annually, on February 1 and August 1, the Company will
40 supply The District Lodge with a list of the number of part-time
41 employees at each station as of January 1 and July 1.

1 F. Part time employees shall be compensated at the overtime rate
2 of time and one-half (1-1/2X) and double time (2X) rates of pay as
3 follows:

4
5 1. For employees scheduled eight (8) hours or less, the
6 overtime rate of time and one-half (1-1/2X) shall apply for the first four
7 (4) hours of work performed in excess of eight (8) hours in any one
8 twenty-four (24) hour period commencing with the scheduled starting
9 time, either before or after regularly scheduled hours. The double time
10 (2X) rate of pay shall apply for all hours worked in excess of twelve
11 (12) hours.

12
13 2. For employees scheduled more than eight (8) hours and
14 up to ten (10) hours, the overtime rate of time and one-half (1-1/2X)
15 shall apply for all work performed in excess of ten (10) hours and up
16 to fourteen (14) hours in any one twenty-four (24) hour period
17 commencing with the scheduled starting time, either before or after
18 regularly scheduled hours. The double time (2X) rate of pay shall
19 apply for all hours worked in excess of fourteen (14) hours.

20
21 G. In the event hours are worked in excess of the work day as a
22 result of shift or days off trades or schedule bidding, F.1., and F.2.
23 above shall not apply (see Article 7, paragraph J.).

24
25 H. Part time employees working on their days off shall be paid at
26 the time and one-half (1-1/2X) rate for all hours worked in excess of
27 forty (40) regular hours within the work week. Hours worked in excess
28 of those described in F.1. and F.2. above on the sixth (6th) day and all
29 hours on the seventh (7th) day worked shall be paid at the double (2X)
30 time rate.

31
32 I. Part time employees observing the holiday shall receive the
33 straight time rate for the hours they were scheduled to work on the
34 holiday. If a holiday falls on a part time employees day off, such part-
35 time employee shall be paid holiday pay at the straight time rate for
36 the daily average number of hours the employee was scheduled to
37 work during the week. To calculate this daily average, the employee's
38 total scheduled hours during the work week will be divided by five (5).
39 Part time employees who work on a day observed as a holiday will be
40 compensated at the double time and one-half (2 1/2X) rate for all hours
41 worked.

1 ARTICLE 7, OVERTIME
2

3 A. 1. Except as otherwise provided herein, the overtime rate of
4 time and one-half (1-1/2) shall be paid for the first four (4) hours of
5 work performed in excess of eight (8) hours in any one twenty-four
6 (24) hour period commencing with the scheduled starting time, either
7 before or after regularly scheduled hours.
8

9 2. Except as otherwise provided herein, for employees
10 assigned to ten (10) hour shifts, an overtime rate of time and one-half
11 (1-1/2) shall be paid for the first four (4) hours of work performed in
12 excess of ten (10) hours in any one twenty-four (24) hour period
13 commencing with the scheduled starting time, either before or after
14 regularly scheduled hours.
15

16 B. 1. Except as otherwise provided, the overtime rate of double
17 time (2) shall be paid for all time worked in excess of A.1. or A.2.,
18 above, in any one twenty-four (24) hour period commencing with the
19 scheduled starting time, either before or after the regularly scheduled
20 hours.
21

22 2. Part time employees shall be compensated at the rate of
23 time and one-half (1-1/2) as outlined in A.1. and A.2 above. Part time
24 employees shall be compensated at the rate of double time (2X) as
25 outlined in B.1. above.
26

27 C. In the event hours are worked in excess of the work day as a
28 result of shift or days off trades or scheduled bidding, A.1., A.2., B.1.
29 and B.2. above shall not apply (see paragraph J. of this Article).
30

31 D. 1. For full time employees assigned to eight (8) hour shifts,
32 the sixth (6th) day shall be paid at the time and one-half (1-1/2) rate
33 for all hours worked in excess of forty (40) regular hours within the
34 work week, up to eight (8) hours. Hours in excess of eight (8) on the
35 sixth day and all hours on the seventh day worked shall be paid at the
36 double time (2x) rate. Vacation time, sick leave, Union leave (when
37 the Union pays the employee's wages), training time, holidays not
38 worked and trade hours off (not worked) will be used in computing the
39 forty (40) hour week.
40

41 2. For full time employees assigned to ten (10) hour shifts,
42 the fifth day worked shall be paid at time and one-half (1-1/2) for all

1 hours worked in excess of forty (40) regular hours within the work
2 week. Hours in excess of ten (10) on the fifth day, and all hours on
3 the sixth and seventh days worked shall be paid at the double time
4 (2x) rate. Vacation time, sick leave, Union leave (when the Union pays
5 the employee's wages), training time, holidays not worked and trade
6 hours off (not worked) will be used in computing the forty (40) hour
7 week.

8
9 3. Part time employees working on their days off shall be
10 paid at the time and one-half (1-1/2) rate for all hours worked in excess
11 of forty (40) regular hours within the work week. Hours worked in
12 excess of those described in A.1. and A.2. above on the sixth (6th)
13 day and all hours on the seventh (7th) day worked shall be paid at the
14 double time (2X) rate. Vacation time, sick leave, union leave (when
15 the Union pays the employee's wages) training time, holidays not
16 worked, and trade hours off (not worked) will be used in computing the
17 40 hour work week.

18
19 4. There shall be no pyramiding of overtime and only straight
20 time hours worked within a given day shall apply to the forty (40) hour
21 provisions in D.1., 2. and 3., above.

22

1 E Employees working overtime will be entitled to rest periods
2 according to the following charts:

3
4 1. Additional hours worked immediately before and/or after
5 regular shift
6

Total Additional Hours Scheduled in One Day	Break/Breaks
2.0 – 3.9 Overtime	One (1) fifteen (15) minute break
4.0 – 5.9 Overtime	One (1) fifteen (15) minute break, and one (1) thirty (30) minute paid lunch
6.0 – 7.9 Overtime	Two (2) fifteen (15) minute breaks, and one (1) thirty (30) minute paid lunch
8.0 Overtime	Two (2) fifteen (15) minute breaks and two (2) thirty (30) minute paid lunches

7
8 The periods in this table are inclusive of breaks and paid lunches.
9 Part-time shifts less than 8 hours would complete a normal 8 hour
10 pattern before entering this pattern.
11 Breaks and paid lunches are without loss of pay.
12

1 2. Working on your regular day off or not in continuous
 2 service:
 3

Hours	Break/Breaks
2.0 – 5.0	One (1) fifteen (15) minute break
5.1 - 7.9	One (1) fifteen (15) minute break, and one (1) thirty (30) minute lunch
8.0 - 9.9	Two (2) fifteen (15) minute breaks, and one (1) thirty (30) minute lunch
10.0-11.9	Three (3) fifteen (15) minute breaks, and one (1) thirty (30) minute lunch
12.0 - 13.9	Three (3) fifteen (15) minute breaks, one (1) thirty (30) minute lunch, and one (1) thirty (30) minute paid lunch
14.0 - 15.9	Four (4) fifteen (15) minute breaks, one (1) thirty (30) minute lunch, and one (1) thirty (30) minute paid lunch
16.0	Four (4) fifteen (15) minute breaks, one (1) thirty (30) minute lunch, and two (2) thirty (30) minute paid lunches

4
 5 The periods in this table are inclusive of breaks and paid lunches.
 6 Breaks and paid lunches are without loss of pay.
 7

8 F. 1. Overtime will be assigned to qualified volunteers by
 9 Company seniority within the classification at the bid location. A list
 10 of the above volunteers shall be maintained by the Company at the
 11 bid location. Such list shall provide space to permit employees to
 12 insert their preferred times to work overtime, provided however, such
 13 information regarding preferred times is advisory only and shall not
 14 limit the employees' availability for overtime, nor restrict the Company
 15 in the scheduling of such employees' overtime work. Once an
 16 employee posts his/her name, it will remain current until s/he removes
 17 it. An employee may add or delete his/her name at any time, except

1 that he may not remove his/her name once the overtime has been
2 assigned. Overtime will not be assigned more than Fourteen (14) days
3 in advance. No employee shall work more than sixteen (16) hours in
4 a single work day, except in regards to the following scenarios;
5 catastrophic situation, natural disaster, extremely severe weather
6 condition (i.e., snow storms in cities like SEA, extended fog, etc.) and
7 critical community support.

8
9 2. The distribution of voluntary overtime by Company
10 seniority shall not be required if it results in pay in excess of the one
11 and one-half (1-1/2) rate. To prevent the double time (2X) rate,
12 seniority may be bypassed, unless the only volunteers are at the
13 double time (2X) rate. This provision shall not apply to overtime
14 assigned by inverse seniority when there are no volunteers as set forth
15 in "I" below.

16
17 G. Overtime work at the end of the shift shall be offered to those
18 volunteering in the classification on that shift or to the individual
19 performing the actual work during the shift, if it is impractical to break
20 the continuity of work. Overtime work prior to the beginning of a shift
21 shall be by call-in of the volunteers on that shift in the classification
22 required. In the event none can be contacted, any qualified employee
23 who is on the volunteer list may be offered the work.

24
25 H. When the Company is aware of a requirement for overtime two
26 or more hours before the end of a shift, employees will be given at
27 least two (2) hours notice of the contemplated overtime.

28
29 I. 1. An employee will not be required to work overtime against
30 his/her wishes, except that, if emergency overtime has been declined
31 by all eligible employees at the location, it may be assigned in inverse
32 order (junior assignment) of Company seniority within the appropriate
33 classification to qualified employees. In the event an employee is
34 required to work overtime against his/her wishes, the Company will
35 provide him/her the reason for such requirement, in writing, should the
36 employee so request. When junior assigning for overtime, it shall be
37 limited so that the employee so assigned will not be required to work
38 overtime against his/her wishes for the next three // (3 //) calendar
39 days if another employee is available as set forth in F. above. The
40 three // (3 //) calendar day period begins at the end of the junior
41 assignment. If overtime is needed during the aforementioned three //
42 (3 //) calendar days, the next senior employee will be assigned the

1 overtime. No employee shall work more than fourteen (14) hours in a
2 single work day, except in regards to the following scenarios;
3 catastrophic situation, natural disaster, extremely severe weather
4 condition (i.e., snow storms in cities like SEA, extended fog, etc.) and
5 critical community support.
6

7 2. Prior to junior assigning as stated above, an employee
8 may choose to volunteer for overtime during the identified needed time
9 period, in lieu of being junior assigned. If the employee exercises this
10 option, and the employee is assigned overtime, he will not be required
11 to work overtime against his/her wishes for the next three // (3 //)
12 calendar days, if another employee is available as set forth in F.
13 above.
14

15 3. For the purpose of this paragraph, an emergency shall be
16 defined as follows:
17

18 a. Unforeseen peak work loads where it is impractical
19 to alter the schedules and no solution other than overtime is
20 feasible.
21

22 b. Unanticipated absence or the illness of an
23 employee(s) resulting in a work force unable to provide
24 adequate service.
25

26 c. The servicing of late flights and maintaining of flight
27 schedules when all other means of overtime coverage have
28 been exhausted.
29

30 d. Protection of Company property against the
31 weather.
32

33 e. Insufficient volunteers for overtime.
34

35 4. a. In the event an employee has exceeded his/her
36 normal scheduled work week by ten (10) hours, any additional
37 mandatory hours over the ten (10) hours will be paid at the
38 double time (2x) rate of pay. Trade hours worked will not apply
39 in this calculation.
40

41 b. The provisions of 4.a. above will not apply to situations
42 where the mandatory overtime hours worked are the result of

1 the following scenarios; catastrophic situation, natural disaster,
2 extremely severe weather conditions (i.e. snow storms in cities
3 like SEA, extended fog. Etc.) and critical community support.

4 5. When the need for junior assignment as been reduced or
5 eliminated, employees who are held on junior assignment can choose
6 to be released in Company Seniority order or to complete their junior
7 assignment prior to the Company offering Staffing Adjustment per
8 LOA #16. If employees on junior assignment have declined the option
9 to be released, they may sign up for staffing adjustment per LOA #16.

10
11 J. 1. When an employee's days off are changed by direction of
12 the Company and as a result, he works more than five (5) consecutive
13 days, he will receive the applicable overtime rate for the additional
14 days. When his/her days off are changed as a result of the employee's
15 voluntary action, including bid schedule changes, the additional days
16 worked will be paid at the straight time rate.

17
18 2. When it is evident an employee will lose pay as the result
19 of a bid schedule change which occurs between pay periods, the
20 Company will allow such employee to work additional hours at the
21 straight time rate within the affected pay period to preclude such loss.
22 The Company may allow an employee who would receive more than
23 eighty (80) scheduled hours in the pay period time off so that the
24 employee does not exceed the eighty (80) regular hours. Such day(s)
25 off or additional days of work will be determined by the manager, and
26 every reasonable effort will be made to schedule them in a mutually
27 agreeable but efficient manner. Requests for time off or extra days of
28 work must be made within forty-eight (48) hours after the new
29 schedule assignments are posted.

30
31 K. 1. When an employee covered by this Agreement has been
32 relieved for the day and is recalled to work, s/he will be paid not less
33 than four (4) hours pay at the applicable overtime rate, unless the
34 employee agrees to work less than four (4) hours.

35
36 2. When an employee covered by this Agreement works on
37 one of his/her regularly scheduled days off, s/he will be paid not less
38 than four (4) hours pay at the overtime rate applicable, unless the
39 employee elects to work less than four (4) hours.

40

1 ARTICLE 8, HOLIDAYS
2

3 A. Employees covered by this Agreement in the Agent Division
4 shall observe the following holidays on the actual day or at the
5 Company's option on the day observed by the Federal Government;
6 employees within the Clerical Division shall observe the following
7 holidays on the actual day or the day observed by the Company's
8 General Offices: New Year's Day, President's Day, Memorial Day,
9 Independence Day, Labor Day, Veteran's Day, Thanksgiving Day,
10 Day after Thanksgiving, Christmas Eve, and Christmas Day. The
11 Company shall post a list of all holidays and the dates they will be
12 observed along with the vacation selection list in October of the
13 preceding year. The Company shall make every reasonable effort to
14 allow as many employees off of work on the above holidays consistent
15 with the needs of the service.
16

17 B. 1. In order to provide time off on the holidays, the Company
18 will, no later than (21) twenty-one calendar days in advance, post a
19 sign up sheet requesting volunteers who would like to have the holiday
20 off and a sign up sheet for volunteers who would like to work on their
21 regularly scheduled day off (RDO). The sign up sheets will remain
22 posted for seven (7) calendar days. All volunteers shall be notified at
23 least ten (10) calendar days in advance and any corrections will be re-
24 posted within three (3) calendar days of the posting of that list.
25 Volunteers shall be selected on the basis of their Company seniority
26 within their classification and shift. If no volunteers sign up for the day
27 off, those not needed will be given the day off beginning with the
28 employee with the lowest Company seniority within the classifications
29 and shifts. For the purposes of this Article, Article 5, Paragraph H. will
30 not apply.
31

32 2. The holiday sign up sheets will be separated by shifts
33 (1,2, or 3) and lead from agent, and full time from part time. RDO
34 volunteers who sign up for more than one (1) choice, will clarify their
35 preference(s). RDO volunteers will be assigned by Company seniority
36 within the classification. The volunteer will be assigned the maximum
37 numbers of hours available.
38

1 C. Holiday Pay

2
3 1. Eight Hour Shift

4 An employee whose regular days off coincide with a
5 holiday or an employee not required to work on a holiday shall be paid
6 eight (8) hours at his/her regular rate of pay for the holiday.
7 Compensation for work on a holiday shall be at double time and one-
8 half (2 1/2) rate for all hours worked with a minimum of eight (8) hours.

9
10 2. Ten Hour Shift

11 An employee working a ten (10) hour shift shall be
12 compensated at the double time and one-half (2 1/2) rate for all hours
13 worked with a minimum of ten (10) hours except as provided in G.
14 below. An employee whose regular days off coincide with a holiday
15 and who is not required to work on that holiday, will be paid eight (8)
16 hours at his/her regular rate of pay.

17
18 3. An employee working the modified work week of four (4)
19 ten (10) hour days that has a holiday fall on this work day and does
20 not work the holiday will be paid ten (10) hours at his/her regular
21 straight time rate of pay.

22
23 4. An employee working the holiday will have the option of
24 being paid time and a half (1 1/2) for all hours worked and accrue the
25 balance of straight time as compensatory time in lieu of receiving
26 double time and a half (2 1/2) pay for all hours worked.

27
28 D. If any of the above Holidays fall on an employee's day off, the
29 employee shall receive eight (8) hours straight time pay, or upon
30 written notification to the Company accrue the Holiday as a vacation
31 day. Such day may in accordance with Article 13, paragraph F. be
32 used as a DAT vacation day. Employees will be required to give
33 seventy-two (72) hours notice prior to the Holiday if they intend to use
34 the Holiday as a vacation day.

35
36 E. A holiday which falls during an employee's vacation period will
37 be compensated as a holiday. The employee's vacation credits will
38 not be charged for the holiday, however, his/her vacation period will
39 not be extended because of the reduced number of vacation days
40 charged.

1 F. Notwithstanding Paragraph B. above, representatives of the
2 Company and the Union at a station or location may agree to an
3 alternative arrangement(s) for assigning holiday work provided such
4 arrangement is approved by the Union's General Chair and the
5 Company's Vice President in charge of Labor Relations. Any such
6 arrangement shall not be a violation of the Labor Agreement.
7

8 G. When an employee covered by this Agreement is called out to
9 work on a holiday, he will be given a minimum of four (4) hours work
10 and pay, or the number of hours remaining in the shift, whichever is
11 greater.
12

13 H. An employee may work up to sixteen (16) hours on a holiday.
14 This could consist of a combination of bidding a holiday shift, a shift
15 trade(s), or overtime.
16

1 ARTICLE 9, SENIORITY
2

3 A. Seniority under this Agreement shall be defined as length of
4 service with the Company since the last date of hire and shall be by
5 work classification and shall accrue from the date of entering said
6 classification on a regular assignment, subject to Paragraph B.
7

8 B. 1. New employees working full time shall be regarded as
9 probationary employees for the first one thousand forty (1,040) hours
10 worked, (including trades worked) performing job duties as defined in
11 Article 4. New employees working part time shall be regarded as
12 probationary employees for the first seven hundred eighty (780) hours
13 worked (including trades worked) performing job duties as defined in
14 Article 4. After successful completion of the probationary period, the
15 names of such employees shall then be placed on the Seniority List
16 for their respective classification in order of the date of their original
17 hiring. The probationary period affords the Company the opportunity
18 to evaluate the employee's qualifications and ability to perform the
19 duties assigned. Articles 16 of this Agreement shall not apply to new
20 employees terminated during their probationary period. Probation will
21 begin subsequent to successful completion of required formal training.
22 Minimum requirements for passing probation will include successful
23 completion of required formal training (classroom training and/or
24 testing). If a formal training class is not provided, on-the-job training,
25 will be provided. All hours worked during on-the-job training will be
26 applied toward the probationary period
27

28 2. Hours counted toward the time required to complete the
29 probationary period shall be measured from the employee's last date
30 of hire; provided, however, that employees whose employment is
31 terminated for involuntary, non-disciplinary reasons prior to
32 completing the probationary period and who are later re-employed by
33 the Company in the same classification shall receive credit for hours
34 worked during the prior period(s) of employment, provided no more
35 than three hundred sixty-five (365) days has elapsed from any date of
36 termination to the next following date of reemployment. An employee
37 who completes his/her probationary period by virtue of this paragraph
38 shall have an adjusted classification seniority date which is adjusted
39 by the amount of hours away from the Company. (see Article 9.A.
40 above)
41

1 C. 1. An employee awarded a bid in a classification in which he
2 holds no seniority shall be considered probationary for the first five
3 hundred twenty (520) hours worked performing job duties as defined
4 in Article 4. Probation will begin subsequent to successful completion
5 of required formal training. Minimum requirements for passing
6 probation will include successful completion of required formal training
7 (classroom training and/or testing). If a formal training class is not
8 provided, on-the-job training, will be provided. All hours worked during
9 on-the-job training will be applied toward the probationary period.
10 After the first one hundred sixty (160) hours worked, but no later than
11 320 hours worked, the employee will be given a written report and
12 interviewed as to his/her progress, and a final written review. The
13 written report and the interview will be accomplished by management,
14 and the employee may have his/her Union representative present, if
15 s/he so requests. S/he shall accrue seniority from the date of the bid
16 award after completing his/her probationary period.

17
18 2. If the employee in Paragraph C.1. above does not
19 successfully pass his/her probationary period, s/he will be returned to
20 his/her former classification and station, bid location, and shift, that
21 his/her seniority would entitle them to. The Company shall not incur
22 any expense with respect to the employee's return to his/her former
23 classification or station.

24
25 3. If an employee involuntarily leaves a position in a
26 classification and accepts a position in another classification, s/he
27 shall retain and continue to accrue seniority in the former
28 classification.

29
30 4. If an employee voluntarily leaves a position in a
31 classification by bidding a job in another classification, s/he shall retain
32 and continue to accrue seniority in the former classification.

33
34 5. If an employee is awarded a vacancy in a classification in
35 which s/he holds no seniority and works for a period of time less than
36 the probationary period, and later re-enters the classification, s/he will
37 be given credit toward completion of his/her probation for the initial
38 time s/he spent in the classification if no more than 365 consecutive
39 days have elapsed from the date of first entering to the day of
40 completion.

41

1 D. To decide the position of two (2) or more employees on the
2 Seniority List whose hiring date or date of entering a classification is
3 the same, the following procedure will be used in sequence as
4 outlined:

- 5
- 6 1. Date of entering classification
- 7 2. Company Hiring Date
- 8 3. Chronological Age
- 9

10 E. Seniority Lists corrected to December 1, April 1 and August 1
11 shall be posted by January 1, May 1 and September 1 of each year
12 at all locations where employees covered by this Agreement are
13 employed. Such lists shall show employee's name, classification and
14 seniority date and shall be subject to correction upon protests.
15 Seniority protests will be processed by the President, Directing
16 General Chair of the District or his/her designee and the Company
17 during the December, April and August periods above. If no protest is
18 filed within sixty (60) calendar days of a posting, such list shall be
19 presumed beyond question to be correct and no protest, grievance, or
20 other means shall thereafter be commenced or entertained to change
21 said date for any employee. The burden of proof to show that a listing
22 is in error shall be with the employee. The employee shall provide
23 credible written evidence that there is an error. Any protest that is
24 granted shall be effective only for purposes of correcting the
25 subsequent list. There will be no retroactive adjustments. The
26 Company will supply two (2) copies of the Seniority List to each Local
27 Shop Steward and one (1) copy to the District Office.

28

29 F. Employees covered by this Agreement shall lose their Seniority
30 status and their names shall be removed from the Seniority List under
31 the following conditions:

- 32
- 33 1. Resignation
- 34
- 35 2. Discharge for cause
- 36
- 37 3. Employee is absent from work for two (2) consecutive
38 work days without properly notifying the Company for the reason of
39 absence unless a satisfactory reason is given for not notifying the
40 Company.
- 41

1 4. Does not inform the Company in writing of his/her
2 intention to return to service within seven (7) days of sending notice
3 offering to re-employ him/her.
4

5 5. Does not return to the service of the Company on or
6 before a date specified in the notice from the Company offering
7 him/her re-employment, which date shall not be prior to fifteen (15)
8 days after sending such notice.
9

10 6. Furlough or awaiting recall for sixty (60) months.
11

12 7. Employees working in positions not covered by this
13 agreement within the Company will retain and continue to accrue
14 seniority in classifications from which promoted for a period of ninety
15 (90) calendar days from the time of the promotion, during such time
16 s/he shall have the option of returning to his/her former position under
17 the Agreement. After completion of the aforementioned ninety (90)
18 day period, s/he shall retain former seniority for a period not to exceed
19 one (1) year on an accumulative basis. If during the aforementioned
20 one (1) year period, s/he is laid off, s/he will be permitted to bid a
21 vacancy. After the one (1) year period his/her name will be removed
22 from all seniority lists.
23

24 8. Failure to exercise Seniority according to Article 10.
25

26 G. All notices required to be sent under Paragraph F. shall be sent
27 by certified mail, return receipt requested, to the employee at the last
28 address filed by him/her with the Company. It is the employee's
29 responsibility to notify the Company and the Union of any address
30 change.
31

32 H. Employees who have given long and faithful service in the
33 employ of the Company and who, because of their age or physical
34 inability, have become unable to handle their normal assignments, will
35 be given preference for such other available work as they are able to
36 handle.
37

38 I. An employee accepting a position and passing probation in any
39 classification within this Agreement shall retain and accrue seniority in
40 all classifications in which s/he has established seniority.

1 ARTICLE 10, VACANCIES

2
3 A. Furloughs

4
5 1. When it is necessary for the Company to reduce the work
6 force at a station, it will reduce the employees in that classification at
7 the bid location with the least seniority. Upon notification of furlough,
8 the affected employee will be scheduled to meet with the Manager or
9 designee and a Union Representative. S/he will discuss their options
10 due to furlough and assist them in completing the required preference
11 bid forms. The furloughed employee must complete the Company
12 Option Sheet indicating the position they were furloughed from and
13 their status at time of furlough from either part-time or full-time.
14 Employees will also be required to file a preference bid for all
15 classifications in which they hold seniority that are currently active at
16 that station. Employees may file additional preference bids as
17 described in Paragraph G in this article, within the COPS work group
18 in any bid location they desire to fill. Notwithstanding Art 10.G.7.,
19 furloughed employees will not be required to renew such preference
20 bids annually. The bids will remain on file until either an award is
21 made, it is withdrawn by the employee, or their name is stricken from
22 the seniority list at the end of the recall period per Art 9.F.6.

23
24 **Preferred method** //:

- 25
26 • Manager/designee and Union Representative meet to
27 discuss possible alternatives to furlough(s), and options
28 available to affected employee(s).
29 • Manager/designee and Union Representative schedule
30 meeting(s) with affected employee(s). (If possible, in
31 inverse seniority order)
32 • Manager/designee and Union Representative meet with
33 affected employee(s) a minimum of fourteen (14) days
34 prior to effective date of furlough(s).
35 • Issue written furlough notice to affected employee.
36 • Explain available options to affected employee.
37 • Review company option sheet.
38 • Review preference bid form(s).
39 • Explain timeline for completing and returning form(s).
40 • Seven calendar days after meeting with Manager/designee
41 and Union Representative, affected employee will return
42 forms, or their name will be stricken from all seniority lists.
43

1 2. In the event of the furlough of employees who have
2 completed their probationary period, two (2) calendar weeks notice
3 shall be given by the Company, or pay in lieu thereof, with a copy of
4 such notice furnished to the Local Shop Steward, Local Lodge and to
5 the District Lodge 142 office. If employment is temporarily interrupted
6 because of a strike or picketing of Company premises, an act of God,
7 a national war emergency, revocation of the Company's operating
8 certificate(s), or grounding of the carrier's aircraft by government
9 order, the two week notice will not apply. The employee affected must
10 within seven (7) calendar days give written notice to the Company and
11 the Union exercising his/her seniority by selecting one (1) of the
12 following options or his/her name shall be stricken from all Seniority
13 Lists.

14
15 a. Displace the junior employee in his/her present
16 classification at any bid location at his/her station.

17
18 b. Displace the junior employee at any bid location in
19 any classification in which s/he holds seniority at his/her station.

20
21 3. If the employee does not exercise his/her seniority as set
22 forth in 2.a. & b. above, s/he may select one (1) of the following options
23 within the seven (7) days as established in 2. above.

24
25 a. Displace the junior employee in his/her present
26 classification at any station.

27
28 b. Displace the junior employee in any classification in
29 which s/he holds seniority at any station.

30
31 4. When an employee has exercised his/her seniority in A.2.
32 and 3. above or was displaced from a work schedule as a result of
33 furlough, bumping, returning from a temporary assignment or return
34 from leave of absence, or either voluntarily or involuntarily returning to
35 their former classification prior to passing probation, they will be
36 allowed to exercise their seniority by selecting a shift that their
37 seniority would entitle them to. As a result of this selection the local
38 management may either conduct a new shift bid among the
39 employees junior to the displaced employee or they can allow the
40 displaced employee to work a schedule that mirrors an existing work
41 schedule on the bid. This option will be solely at the discretion of the
42 local manager.

1
2 5. When an employee has exercised his/her seniority in A.2.
3 and 3. above or was displaced from a work schedule as a result of
4 furlough, bumping, returning from a temporary assignment or return
5 from leave of absence, or either voluntarily or involuntarily returning to
6 their former classification prior to passing probation, the Company will
7 post at each job location a notification showing the name and seniority
8 date of the employee who has exercised his/her seniority within five
9 (5) days of such transfer or return to work.

10
11 B. If due to seniority, an employee is not able to select any option
12 in Paragraph A. 2. above and does not select an option in Paragraph
13 A. 3. above, s/he may elect to take a station furlough. The employee
14 shall continue to retain and accrue all seniority in classifications s/he
15 held at the time of furlough. S/he shall only be eligible for recall at
16 his/her station; however s/he will be allowed to bid on vacancies or
17 new positions according to the bidding procedures outlined in Article
18 10, Paragraph H. Employees who refuse a recall in any classification
19 at his/her station to which they hold seniority will be removed from the
20 seniority list and will be considered to have resigned from the
21 company.

22
23 C. Full time employees may accept a station furlough in lieu of
24 either bumping into part-time or filling a part-time vacancy. Part-time
25 employees may accept a station furlough in lieu of either bumping into
26 a full time position or filling a full time vacancy.

27
28 D. Other provisions of this Article notwithstanding, employees on
29 furlough will not be required to accept recalls to a temporary vacancy
30 as defined in Article 10, paragraph P.

31
32 E. Employees recalled to work from a furlough shall be returned to
33 the classification that their seniority entitles them to at the time of
34 recall. An employee who receives notice of furlough but exercises
35 seniority under Article 10, Paragraph A. 2. above or A. 3. above will
36 not be considered furloughed under the terms of this Article. All recall
37 notices will be sent by certified mail return receipt requested.
38 Furloughed employees will be recalled in seniority order under Art 10
39 H Vacancies.

40
41 F. 1. Employees whose jobs are eliminated by a station, or bid
42 location closure, either temporary or permanent will be afforded the
43 full entitlements of paragraph A.2. of this Article.

1
2 2. Any time a job function or part of a job description is
3 eliminated and an employee is furloughed, the furloughed employee
4 shall receive consideration, over and above new hires, for job
5 vacancies elsewhere within the Company for which the employee is
6 qualified

7
8 G. Vacancies

9
10 1. Permanent vacancies for the purpose of this Agreement
11 shall be defined as vacancies projected to be ninety (90) days or
12 longer in the classifications covered by this Agreement, and shall be
13 awarded to those employees who have filed a preference bid for the
14 station/bid location and classification on a standard Company bidding
15 form.

16
17 2. "Vacancy" for purposes of this Article 10 shall be defined
18 as an open position resulting from an employee leaving the work group
19 or an increase in staffing; it is not intended to mean a specific
20 shift/hours or days off.

21
22 3. All bids and awards for vacancies will be processed
23 through the centralized bidding office.

24
25 4. Preference bids do not apply during shift realignments.

26
27 5. Preference bids shall be utilized for filling vacancies as
28 follows:

29
30 a. Bidding from station to station (e.g., ANC CSA to
31 SEA CSA, PHX Res to SEA CSA);

32
33 b. Bidding within the same station between
34 classifications (e.g., SEA Res to SEA CSA);

35
36 c. Bidding between bid locations within the same
37 classifications at the same station (e.g., SEA FTO to SEA CTO);

38
39 d. Movement between full time and part-time
40 positions.

41
42 e. Returning from furlough.

1
2 6. Preference bidding will be done electronically on a
3 Company preference bid form. Only these bid forms will be accepted
4 (no telephone or e-mail bidding will be accepted). Copies of the
5 preference bid may be submitted at any time.

6 a. All vacancies will be posted for a minimum of seven
7 (7) days.
8

9 7. a. Preference bids may be withdrawn at any time. The
10 procedure for withdrawal and the time limits will be the same as
11 for filing in Article 10 G. 6. Once an employee is awarded a bid,
12 all other preference bids s/he has on file will become invalid.
13 Employees with bids on file must renew them between //
14 January 1 and January 15 of each year to keep them valid. If an
15 employee is awarded a preference bid and wishes to reject it,
16 s/he must reject the bid within forty-eight (48) hours from the
17 time the employee is notified (notification means the employee's
18 verifiable receipt of award) bid award. The award will be by
19 written receipt of notification from the Company and signed by
20 the employee. Those not responding within forty-eight (48)
21 hours will be deemed to have accepted the bid. If an employee
22 rejects a preference bid award, s/he will be restricted (see Art
23 10.G.9) for a period of six (6) months, except for movement
24 between part time and full time within their bid location. The
25 restriction will commence on the date the bid is rejected. The
26 classification seniority of the employee selected to fill the
27 vacancy shall commence with the date of the award. All bid
28 awards will have an effective date. In the event an effective date
29 is not published the effective date will be 14 days subsequent to
30 the bid award.
31

32 b. The Company shall post at each job location a
33 notification showing the name and seniority date of the
34 employee awarded the preference bid within five (5) days of the
35 award. If an employee is not awarded a bid, the Company will
36 within seven (7) days after the awarding of the preference bid,
37 provide him/her the reason in writing, should the employee so
38 request.
39

40 8. Probationary employees may not file preference bids,
41 except between part time and full time at their bid location. If an

1 employee does move between part time and full time while on
2 probation, their probationary period will be one thousand forty (1,040)
3 hours.

4
5 9. Employees who are restricted per Art 10.G.7.a., L. and M.,
6 can file preference bids but will not be awarded until all eligible bids
7 have been awarded. Such bids will be awarded in seniority order prior
8 to hiring new employees from outside of this agreement.

9
10 10. Employees who have more than one (1) preference bid
11 on file must prioritize the order of their preference bids on a Company
12 supplied form.

13
14 H. Vacancies will be awarded to the senior employee with a valid
15 preference bid on file. Bid awards shall be made in the sequence
16 listed below:

17
18 1. To the senior employee at the station, holding seniority in
19 the classification where the vacancy exists.

20
21 2. To the senior employee on the system holding seniority
22 in the classification where the vacancy exists.

23
24 3. To the senior employee on the system holding seniority
25 in the Division as defined in Article 4, Paragraph B or C.

26
27 4. To the senior employee on the system holding seniority
28 in either the Clerical or Agent Division

29
30 I. Employees on leave of absence from the Company shall not be
31 awarded a preference bid if the employee is unable to report when the
32 new assignment is effective. If the employee is unable to report for
33 duty, the preference bid will remain on file and shall not be considered
34 a refusal pursuant to Article 10, paragraph G.7.a.

35
36 J 1. A notice will be posted at all job locations systemwide no
37 later than thirty (30) days prior to the opening of a new station.
38 Employees will be allowed to submit preference bids for the new
39 station. Preference bid awards which occur during the first ninety (90)
40 days after the notice as set forth above, shall be awarded by
41 classification seniority systemwide. If classification seniority is
42 exhausted, then Article 10 Paragraph H 1-4 // applies.

1
2 2. Preference bids received after the initial period but during
3 the 1st ninety (90) days described in J.1. above, will be treated as
4 restricted bids and awarded after all initial bids have been exhausted.
5 After the ninety (90) day period, awarding of bids under Article 10
6 paragraph H 1-4 // will resume.
7

8 3. When the Company initiates a classification at a bid
9 location where it has never been utilized, a notice will be posted
10 systemwide fifteen (15) days prior to awarding the position or hiring
11 from the outside. Preference bids may be filed by employees in
12 accordance with Article 10, paragraph G.6. and awarded as in Article
13 10, paragraph H.
14

15 4. Employees at a station on a temporary bid shall not be
16 considered "at the station" for purposes of awarding preference bids
17 as set forth in Paragraph H. above.
18

19 K. Any employee selected to fill a vacancy at another station shall
20 not be required to report for duty until fourteen (14) calendar days after
21 being released from his/her job. For all vacancies, the Company will
22 make every reasonable effort to release the employee within fifteen
23 (15) days of the bid effective date, but, in no event will an employee
24 be held for more than ninety (90) days after the bid effective date. On
25 those occasions where this cannot be accomplished, the Company
26 will provide the employee and the Union with an explanation for the
27 delay upon request and the employee will be paid the higher rate for
28 all hours worked beyond the fifteen (15) days. An employee may, at
29 his/her option, utilize earned vacation or comp time to defer loss of
30 pay during the fourteen (14) calendar days.
31

32 L. 1. Employees awarded a bid to a classification in which they
33 hold no seniority who fail to qualify within the five hundred twenty (520)
34 hours (as defined in Article 9.C.1.) will be returned to their former
35 classification as outlined in Article 9.C.2. Said employees will be
36 restricted from submitting preference bids for a period of six (6)
37 months, except for movement between full-time and part-time within
38 their classification at their bid location. This six month period shall
39 commence on the date of the employee's return to their former
40 classification and location.
41

1 2. Employees awarded a bid to a classification in which
2 they hold no seniority who voluntarily resign a new position within five
3 hundred twenty (520) hours (as defined in Article 9.C.1. and 9.C.2.)
4 will be returned to their former classification and will be allowed to
5 displace the most junior employee in their former classification and will
6 be restricted from submitting preference bids for a period of one (1)
7 year, except for movement between full-time and part-time within their
8 classification at their bid location. This one year period shall
9 commence on the date of the employee's return to their former
10 classification and location.

11 M. When an employee has been transferred to fill a vacancy, s/he
12 shall not be entitled to file a bid for a one (1) year period, except for
13 movement between part time and full time within their bid location, or
14 into a Lead position. The one (1) year bid restriction will commence
15 on the date the bid is awarded, and will not apply to new stations or
16 bid locations.

17
18 N. Employees temporarily transferred from their regular work, to
19 work of any other classification covered under this Agreement, shall
20 receive their regular rate of pay or the equivalent progression rate of
21 the classification, whichever is higher, for performing such work.

22
23 O. It shall be the policy of the Company to promote its own
24 employees; only when no valid preference bids are on file will the
25 Company vary from this policy.

26
27 P. 1. Any vacant shift may be temporarily filled for the interim
28 period required to post, bid and fill the shift as described in paragraph
29 P.5., by the Company selecting any employee holding seniority in the
30 classification at the station.

31
32 2. A vacancy of ninety (90) days or more may be temporarily
33 filled by the Company assigning any employee holding seniority in the
34 classification at the station where the vacancy exists, or, if none is
35 available, any employee covered by this Agreement at the station.
36 Such assignment shall continue until the employee awarded the
37 preference bid or new hire is available to fill the assignment.

38
39 3. In the case of vacancies not expected to exceed ninety
40 (90) calendar days, the Company may select an employee to fill the
41 vacancy on a temporary basis from any employee at the station

1 holding seniority in the classification with a preference bid on file, in
2 seniority order if practical, or, if none is available, from any qualified
3 employee in any classification at the station with a preference bid on
4 file, in seniority order if practical, or if none is available, from either any
5 employee from another station with a preference bid on file, in seniority
6 order if practical, or a new hire. If the vacancy continues to exist after
7 ninety (90) days, Article 10.G.1. shall apply.
8

9 4. An employee under this agreement volunteering for a
10 temporary job under P .1., 2. or 3. above, shall upon reaching the
11 eighty-nine (89) day limit, and/or discontinuance of the temporary job,
12 be returned to his/her former job and status and exercise his/her
13 seniority in accordance with Article 10.A.4. The employee will be
14 restricted from another temporary job for sixty (60) calendar days
15 starting with their return date back to their former classification and
16 location.
17

18 5. When an employee leaves a classification and/or location
19 and a vacant shift is created; or if a new shift is created by an increase
20 in the work force at a bid location; the open shift and resulting open
21 shift will be bid upon by the existing employees on other shifts
22 including relief shift in the same classification/location/station on the
23 basis of their classification seniority. The bids shall be posted for a
24 minimum of five (5) days and the bids must be canceled or awarded
25 and posted within five (5) days of bid closing. Said shift will be
26 awarded before the vacancy is filled by a preference bid or hiring from
27 the outside. The remaining shift will be awarded to the employee
28 placed in the vacancy.
29

30 Q. Realignment:
31

32 1. Employees in the Agent Division shall realign at their bid
33 location at least three (3) times each year. Employees in the Clerical
34 Division shall realign at their bid location at least two (2) times each
35 year. For the purpose of realignment, employees shall select shifts
36 and days off in accordance with their classification seniority.
37 Realignments shall be considered an employee's voluntary action.
38

39 2. Employees awarded permanent preference bids prior to
40 a shift realignment will be allowed to participate in the bid for the shift
41 realignment.
42

1 3. Shift realignments at times other than those provided for
2 above will be accomplished by abolishing the position(s) no longer
3 needed with a furlough notice given to the affected employee(s) in
4 accordance with this Article 10 and a bid posted for the new
5 position(s). Employee(s) affected by the furlough notice may exercise
6 their seniority in accordance with Article 10.A. or bid one of the open
7 positions. For the purposes of such shift realignments, the employee
8 shall be restricted to exercising his/her seniority within three (3) work
9 days rather than the seven (7) calendar days.

10
11 4. a. Bids for a shift realignment will be posted, in
12 accordance with this Article 10, a minimum of fourteen (14) days
13 prior to the effective date.

14
15 b. Bidding for shifts will begin a minimum of seven (7)
16 days following the initial posting of the available shifts.

17
18 c. Any adjustments or changes to the available shifts
19 must be done seventy-two (72) hours prior to shift bidding as
20 described in b. above.

21
22 d. Awarded shift bids will be posted a minimum of seven
23 (7) days prior to the effective date.

24
25 5. When employees realign as set forth in Paragraph Q
26 above, the Company may block a sufficient number of shifts to
27 accommodate up to a maximum of eighty percent (80%) of the
28 probationary employees in a classification at a bid location at a station.
29 "Probationary" shall be defined as set forth in Article 9.B. and
30 C. Beginning October 29, 2000, the Company and the Union shall
31 meet at least once every six (6) months, if either party so requests, to
32 review the percentage of shifts blocked. Such meetings will be held
33 between the Labor Relations Department, or its designee, and the
34 designee of the District.

35
36 R. Special Projects

37
38 1. A Special Project is an assignment that a COPS
39 employee could hold for a maximum period of one (1) year. The
40 Special Project assignment option will only be used when the
41 assignment requires specialized skills and knowledge. Labor relations
42 and the Union must be advised of Special Project assignments.

1
2 2. When a Special Project exists, the Company will post the
3 opportunity system-wide. In the posting, the skills and knowledge
4 needed for the job will be listed along with a reply date and to whom
5 to reply.
6

7 3. The only restriction prior to applying for the assignment is
8 that the employee has not been assigned to a Special Project within
9 the last six (6) months. The selection process will be as follows:
10

11 a. Where appropriate, an interview(s) will be
12 conducted in seniority order to determine which employee(s)
13 has the skills and knowledge that are needed. After the
14 interview, the final selection will be made at management's
15 discretion.
16

17 b. If an interview is not needed, the selection will be
18 made in seniority order.
19

20 4. When the one (1) year period has been reached,
21 the employee will be returned to his/her former job and status
22 and will be restricted from another Special Project assignment
23 for six (6) months and will exercise seniority for shift purposes
24 under Article 10.A.4. Any employee working on a Special
25 Project assignment will be returned to his/her former job and
26 status within one (1) year of the start of the assignment or
27 his/her name will be removed from the Seniority List.

28

1 ARTICLE 11, TRANSFERS AND MOVING EXPENSES

2
3 A. 1. Employees shall be reimbursed for transfers resulting
4 from their assignment to a station by the Company. Expenses and
5 transportation of the family and household goods shall be at Company
6 expense, as provided in System Regulations.
7

8 2. Employees transferring to another station at their own
9 request due to bidding or exercise of seniority shall be provided with
10 service charge waived, space available transportation for self and
11 family.
12

13 a. Employees bidding to another station shall be
14 provided with on-line space available transportation of personal
15 effects up to 12,000 pounds at no cost to the employee.
16

17 b. Employees transferring to another station to avoid
18 furlough resulting from a reduction in force shall be provided
19 with on-line, space available transportation of personal effects
20 up to 12,000 pounds at no cost to the employee.
21

22 c. The Company shall provide service charge waived
23 transportation for employee, spouse, and family and allow up to
24 12,000 pounds of space available cargo (service charge
25 waived) for relocation of any employee moving between stations
26 as the result of an employee failing to qualify or voluntarily
27 returning to his/her former job.
28

29 d. All shipments under either a. b. or c above shall be
30 limited to size by the type of aircraft normally operated between
31 the two locations and shall be on an airport to airport basis. All
32 other expenses shall be borne by the employee.
33

34 B. Each employee requested by the Company to be away from
35 regular base on duty shall receive expenses as set forth in System
36 Regulations, and will be provided single occupancy temporary
37 housing, if the employee so desires.
38

39 C. The Company will provide the General Chair with a copy of the
40 applicable Company regulations and subsequent revisions thereto.
41

1 ARTICLE 12, LEAVES OF ABSENCE

2
3 A. All leaves of absence shall be without pay.

4
5 B. All requests for Leave of Absence must be made through
6 employee's immediate supervisor. After probation period, Leave may
7 be granted upon written request, such request being made at least
8 fifteen (15) days prior to commencement of desired Leave, except in
9 an emergency. An employee on Leave of Absence (LOA), with an
10 established expiration date, desiring to return prior to the expiration of
11 such LOA must give fourteen (14) days written notice and may return
12 with Company approval. Once the employee is granted LOA, the
13 Company may rescind the leave with a seven (7) day written notice,
14 sent certified mail return receipt requested.

15
16 C. When the requirements of the service will permit, an employee
17 shall be granted a Personal Leave of Absence in writing for a period
18 of up to one (1) year. During such leave the employee will retain but
19 not continue to accrue seniority after ninety (90) days. Requests for
20 extensions of such leaves will be considered under extraordinary
21 circumstances. Personal leaves, including extensions, will be for a
22 maximum continuous period of two (2) years. The employee will
23 retain, but not continue to accrue seniority during such extensions.
24 During Leaves of Absence granted because of health, injury, or
25 special assignment by the Company, seniority shall accrue during the
26 entire period of the Leave. Copies of all approvals shall be forwarded
27 to the Employee Services Department and the General Chair of the
28 Union. Leaves for sickness or injury may be granted up to a maximum
29 continuous period of five (5) years. During Military, Maternity, Parental
30 (per 12.D.3), and Medical leaves, the employee shall retain and
31 continue to accrue seniority.

32
33 D. 1. // Employees who are certified as unable to work
34 during pregnancy by a healthcare provider will be considered on
35 Medical Leave of Absence. Employees who are granted Leave after
36 the birth of the child, or after a miscarriage, will be required to return
37 to work within // one hundred and twenty days (120) days after the
38 birth of the child or of a miscarriage, unless an extension is granted or
39 additional time is required under federal or state leave laws or as a
40 form of reasonable accommodation. Said extension may not exceed
41 an additional // sixty (60) days unless additional time is required under
42 federal or state leave laws or as a form of reasonable accommodation.

1 At the conclusion of her Leave, the employee must give the Company
2 three (3) weeks advance notice of the date she intends to return.
3 Regardless of the length of time of the Maternity Leave, a vacancy
4 created by a Maternity Leave shall be treated as a vacancy of less
5 than ninety (90) days under Article 10 of the agreement. The
6 employee will be returned to her former position unless it has ceased
7 to exist or is filled by a more senior employee who has exercised
8 displacement rights, in which case the employee will exercise her
9 seniority in accordance with Article 10 Par. A.4.

10
11 2. Employees who must leave work for Maternity or other
12 disability reasons will have the option of using or not using accrued
13 sick leave for all or for a portion of the disability period. Employees
14 may also use their earned vacation and/or compensatory time during
15 this period. Employees who elect to utilize accrued sick leave, earned
16 vacation, or compensatory time must inform the Company, and such
17 pay will be for a continuous period, at the beginning of the leave.

18 Regardless of the usage of sick leave, employees taking a Maternity
19 or other disability Leave of Absence must apply for any State disability
20 benefits that may be available prior to the employee being eligible for
21 any disability benefits provided by the Company. Such Company
22 disability benefits (sick leave or short term disability) may be received
23 in addition to State-provided disability benefits, provided the total of
24 State and Company weekly payments do not exceed the employee's
25 regular weekly wage income immediately prior to leaving work due to
26 the disability.

27
28 3. For all employees who do not qualify for parental leave
29 under Federal or State regulations, a personal Leave of Absence of
30 up to // one hundred and twenty days (120) days may be utilized for
31 the birth or adoption of a child. Such leave shall be treated as a
32 personal leave and granted upon request in conjunction with required
33 certification. Employees will be allowed to utilize any earned vacation
34 or compensatory time, for all or a portion, of the leave. Employees who
35 elect to utilize earned vacation or compensatory time must inform the
36 Company, and such pay will be for a continuous period, at the
37 beginning of the leave.

38
39
40 E. During periods of furlough, special consideration will be given to
41 requests for Leaves of Absence from senior employees when granting
42 such Leaves will result in the retention of qualified junior employees.
43

1 F. When more than one employee requests Leave of Absence
2 over the same period of time and the reasons for requesting the
3 Leaves are similar, company seniority within classifications shall
4 apply. Once an employee is granted a leave of absence they may not
5 be bumped by a senior employee requesting a leave for similar
6 reasons.

7 G. The Company and the Union will abide by the Selective Service
8 Act of 1950 as amended for any employees who serve in Active and
9 Reserve Armed Forces.

10
11 H. 1. Employees elected to positions in the service of the
12 Government of the United States or any political subdivision thereof,
13 shall be granted an indefinite Leave of Absence by the Company. An
14 employee on Leave of Absence for this purpose shall retain and
15 continue to accrue seniority but shall have no other employee benefits.
16 The employee will be compensated for any accrued vacation and will
17 retain whatever sick and occupational injury leave s/he had at the time
18 the Leave of Absence began. Thirty (30) days after the expiration of
19 his/her term of Government office, the employee shall report to work
20 or forfeit his/her seniority.

21
22 2. Employees accepting full time employment with the
23 Union as representatives of employees covered by this Agreement
24 shall be granted an indefinite Leave of Absence by the Company. Any
25 employee on Leave of Absence for this purpose shall retain and
26 continue to accrue seniority and other employee benefits as provided
27 herein.

28
29 a. The employee will continue to receive pass privileges, as
30 provided for all other employees covered by the Agreement.

31
32 b. The employee will be permitted to continue in the group
33 hospitalization, dental and life insurance programs
34 providing the employee reimburses the Company for the
35 active employee premium cost.

36
37 c. The employee will retain all accrued sick and occupational
38 injury time which s/he has in accrual at the commencement
39 of the Leave of Absence.

40

1 d. The employee will be permitted to continue in the Pension
2 Plan and the following shall apply:

3 I. Seniority for vesting purposes shall continue.

4
5 II. The employee will be permitted to contribute to the
6 Plan on a yearly basis in an amount which would
7 continue his/her benefits at the same rate as if
8 s/he were not on Leave of Absence.

9
10 e. All vacation in accrual at the time the Leave of Absence
11 commences will be paid to the employee, at his/her rate of
12 pay, on a special check issued within two (2) weeks after
13 the Leave commences. Upon the employee's return to the
14 service of the Company, the employee will accrue vacation
15 credit in accordance with his/her length of service.

16
17 f. Thirty (30) calendar days after termination of the
18 employment with the Union, the employee shall report for
19 work or forfeit his/her seniority.

20
21 I. Employees covered by this Agreement shall, upon returning
22 from an authorized Leave of Absence or extension thereof, be
23 returned to the bid location from which they left and to the position
24 (shift and days off) they held at the time they left on Leave of Absence,
25 s/he will exercise their seniority according to Article 10 A.4.

26
27 J. Any employee covered by this Agreement who engages in
28 gainful employment while on Leave of Absence without prior written
29 permission from the Company and Union, except employees on
30 special assignments in the interests of the Company, shall be deemed
31 to have resigned from the Company's service and his/her name will
32 be stricken from the seniority roster.

33
34 K. Any employee covered by this agreement on approved Leave
35 of Absence for Union business will continue to receive and accrue all
36 employee's benefits and wages, at the same rate as if they were on
37 the job (see Letter of Agreement #8). While in negotiations or voting

1 in conjunction with negotiations such employees will be considered to
2 be on day shift with Saturday and Sunday days off and their week will
3 start and end at midnight between Friday and Saturday.

4

1 ARTICLE 13, VACATIONS

2
3 A. The calendar year will be used to compute vacation allowances.
4 Employees shall accrue vacation credits based on their length of
5 service with the Company under this Agreement on the basis of the
6 scale set forth in "B" below. Vacation credits shall be accrued for each
7 month of employment prorated on the basis of the number of straight
8 time hours worked, or in the case of vacation, sick leave or Workmen's
9 Compensation, paid for by the Company under this Agreement,
10 versus 173.3 hours. Accrued vacation shall be available for use on
11 January 1 each year. No vacation credits may be earned in other ways
12 except that the Company may, at its discretion, approve personal
13 leaves of absence up to eighty (80) hours per month with accrual for
14 those hours not worked. Vacation credits will be compensated for at
15 the employee's base rate of pay.

16
17 B. On date of hire 6.67 hours/173.3 hrs.
18 On completion of five (5) years 10.00 hours/173.3 hrs.
19 On completion of twelve (12) years 13.33 hours/173.3 hrs.
20 On completion of eighteen (18) years 16.67 hours/173.3 hrs.
21 On completion of twenty-five (25) yrs. 20.00 hours/173.3 hrs.
22 One year equates to 2080 hours
23

24 C. On October 1 of each year, employees will be notified of the
25 amount of vacation they should be entitled to bid during the
26 forthcoming calendar year, and all employees will bid for their vacation
27 preference during the month of October according to their company
28 seniority, by classification at each bid location, at each station. In
29 order to bid vacation under this paragraph, a full time employee must
30 have a minimum of forty (40) hours of vacation credit for each week of
31 vacation bid, and a part-time employee must, for each week of
32 vacation bid, have a minimum number of vacation hours credit equal
33 to his/her or her weekly scheduled hours at the time the bid is
34 submitted. An employee shall make his/her selection in person or by
35 proxy within two (2) calendar days, or s/he shall forfeit his/her right to
36 select in turn and shall follow the last employee who has selected. It
37 is also understood that the leads of each classification will bid their
38 vacation along with the classification they lead (e.g., Lead CSA's will
39 bid along with CSA's) subject to the provisions of paragraph L. of this
40 Article. Approved vacation selections will be posted at the various
41 stations by November 15 and once posted, a senior employee will not
42 be permitted to take a vacation already assigned a junior employee.

1 D. Employees may accrue a maximum of three (3) years earned
2 vacation, except as set forth in Article 5, Paragraph G and Article 13,
3 paragraph K.
4

5 E. Vacations will be bid in weekly increments. Employees with two
6 (2) or more weeks of vacation credit may split their vacation weeks.
7 Employees may bid two (2) separate periods during the first (1st)
8 round of bidding. Any remaining vacation may be bid in round two (2).
9 Only actual hours bid will be deducted from the employee's vacation
10 hours (i.e. if there is a holiday during the week that is bid, those hours
11 will not be included in the vacation deduction.)
12

13 F. 1. Vacation shall commence with shift change closest to
14 twelve midnight at the beginning of the pay period. Employees shall
15 be allowed to bid days of their vacation on a day-at-a-time (D.A.T.)
16 basis, subject to the approval of their supervisors. Employees will also
17 be allowed to request hour-at-a-time (H.A.T.) vacation, subject to the
18 approval of their supervisors. Requests for "D.A.T." or "H.A.T."
19 vacation will be made no more than thirty (30) calendar days in
20 advance of the day requested and will be awarded according to
21 company seniority, by classification at each bid location, at each
22 station, no more than twenty-one (21) days, nor less than seven (7)
23 days prior. . Once granted, the time will not be rescinded except in
24 accordance with paragraph K. below.
25

26 2. Employees will be allowed to donate day-at-a-time
27 (D.A.T.) earned vacation to another employee to use as paid time off
28 for catastrophic illness subject to management approval.
29

30 G. Employees will accrue vacation time while on paid sick leave
31 and emergency leave.
32

33 H. All accrued vacation pay will be paid to the employee upon
34 retirement; or to his/her estate or heirs upon death; or to the employee
35 upon termination, or to an employee on furlough. Upon layoff, the
36 employee will have the option of retaining vacation accrual, if s/he
37 notifies the Company in writing at least seven (7) calendar days prior
38 to the furlough date. After one (1) year on layoff s/he will be
39 reimbursed for this vacation time.
40

1 I. Vacation periods made available after the selection process is
2 completed (as set forth in paragraph C. of this Article) will be posted
3 for bid, with company seniority ruling. In order to bid vacation under
4 this paragraph, a full time employee must have a minimum of twenty-
5 four (24) hours of vacation credit and a part time employee must have
6 a minimum of twelve (12) hours of vacation credit. Any difference
7 between the minimum vacation credit hours and the weekly schedule
8 will be treated as a leave of absence or the employee may use
9 accumulated compensatory time. The vacation period shall be posted
10 for a minimum of seventy-two (72) hours.

11
12 J. If a vacation period is cancelled by an employee changing jobs,
13 or if it is cancelled by the Company in writing, the employee will:

14
15 1. Select an open vacation period, if s/he has the maximum
16 three (3) year accrual, or if no open periods are available, s/he may
17 place his/her cancelled vacation period in accrual even though it
18 exceeds the three (3) year limit.

19
20 2. If s/he has less than the three (3) years accrual, s/he may
21 place his/her cancelled vacation in accrual or select an open vacation
22 period.

23
24 K. Vacation will be granted at the time most desired by employees,
25 based on company seniority by classification, but the right of allotment
26 of any vacation period is reserved to the Company in order to ensure
27 the orderly operation of its business. If any blocked out periods are
28 made available after the initial bidding, employees will, in the order of
29 company seniority, bid for these periods. The amount of vacation
30 weeks allowed in a calendar year shall be equal to or exceed the
31 vacation accrued by the group bidding. The Company has the right to
32 allot vacations in a manner to assure adequate lead coverage.

33
34 L. Employees will, with Company approval, be allowed to cancel
35 their vacation periods provided they give notice in writing to their
36 supervisor at least thirty (30) days prior to the beginning of their
37 vacation period. Affected vacation relief employee(s) will be given a
38 minimum of two (2) weeks notice of any resulting change in the
39 vacation schedule. If an employee cancels a vacation in accordance
40 with this paragraph and the Company makes it available for bid, the
41 vacation period will be posted for bid as soon as practicable after the
42 cancellation has been approved.

1 ARTICLE 14, SICK LEAVE
2

3 A. All employees will be credited with eight (8) hours of sick leave
4 for each month of their employment prorated on the basis of the
5 number of straight time hours worked versus 173.3 hours or, in the
6 case of vacation, sick leave, or Workmen's Compensation, paid for by
7 the Company under this Agreement. No sick leave credits may be
8 earned in other ways except that the Company may, at its discretion,
9 approve personal leaves of absence of up to eighty (80) hours per
10 month with accrual for those hours not worked. The employee will be
11 informed by the Company as to whether s/he will accrue sick leave
12 while on leave prior to commencing such leave. Probationary
13 employees may not utilize sick leave, however, they will accrue during
14 this period and will be credited retroactively after completion of their
15 probation. Sick leave may be accrued at the rate of eight (8) hours
16 per month as set forth above up to a maximum of 1,650 hours.
17

18 B. Sick leave may be retained but not accrued during periods of
19 lay off or leave of absence, provided such lay off or approved leave of
20 absence does not exceed five (5) years.
21

22 C. An employee shall report to his/her Supervisor that s/he is ill and
23 unable to work at least two (2) hours prior to the start of his/her shift if
24 at all possible (i.e. an employee injured on the way to work would be
25 unable to communicate).
26

27 D. One (1) day of paid sick leave will be granted for an annual
28 physical examination provided the employee substantiates the usage
29 with a Doctor's slip.
30

31 E. Payment for sick leave shall be based on the employee's regular
32 straight time rate.
33

34 F. The employee and Union recognize their obligations to prevent
35 absence for other reasons than illness and injury, or other abuses of
36 the sick leave provisions, and pledge their wholehearted cooperation
37 to the Company to prevent abuse. Sick leave with pay will be granted
38 to those employees using the Chemical Dependency Program
39 provided for employees covered by this Agreement (See Letter of
40 Agreement #2).
41

1 G. On October 1, when vacation accrual is posted the amount of
2 sick leave accrued shall also be posted.

3 H. 1. In the event of death in an employee's immediate family,
4 a fourteen (14) calendar day leave of absence will be granted by the
5 Company upon request of the employee. Said leave shall be without
6 loss of pay provided the employee has sufficient sick leave to cover
7 their leave. If the employee doesn't have sufficient sick leave they
8 may opt to use compensatory time, vacation time or take such time
9 unpaid. Immediate family shall be defined as an employee's spouse,
10 // registered domestic partner, domestic partner's child, child,
11 stepchild, grandchild, mother, step-mother, father, step-father,
12 grandparents, sister, brother, mother-in-law, father-in-law and //
13 registered domestic partner's parents. Absences under this
14 paragraph will not be counted against an employees' attendance
15 record.

16
17 2. Only days absent due to illness of the employee shall be
18 paid for from such allowed sick leave, except that, where an employee
19 is not otherwise permitted to use sick leave accrual to care for family
20 members, the employee will be allowed to use paid sick leave of up to
21 // six (6) days in each // calendar year due to // illness or hospitalization
22 of his/her // spouse/domestic partner, // child or domestic partner's
23 child //. The use of paid sick leave shall be considered to mean time
24 for the employee to care for the spouse/domestic partner, // child or
25 domestic partner's child. The Company may require verification in
26 writing //. The // six (6) days in each calendar year // may be expanded
27 by Company policy or law. (For current information on Company
28 policy, please contact Employee Benefits-SEAHB.) Absences under
29 this paragraph will not be counted against an employee' attendance
30 record.

31
32 I. Occupational Injury Leave

33
34 1. Each full time employee covered by this Agreement shall,
35 on an annual non-cumulative basis, be awarded // one hundred twenty
36 (120) hours of occupational injury leave to be utilized in the event of
37 absence due to occupational injury or illness during each calendar
38 year. Each part-time employee will be awarded eighty (80) hours.

39
40 2. // The leave shall be expended on the basis of hourly
41 increments for time absent from work and shall compensate the

1 individual for the difference between Workman's Compensation and
2 regular straight time rate (including longevity and shift differential), but
3 excluding overtime. After the exhaustion of said leave, an employee
4 may utilize accumulated sick leave on a prorated basis.
5

6 J. If the Company, at any time at its discretion, grants additional
7 sick leave or assistance to any employee, it shall not constitute a
8 precedence requiring additional sick leave or assistance in any other
9 case.
10

11 K. Retirees may convert unused sick leave for insurance. For
12 details of conversion of sick leave see Letter of Agreement 18.

1 ARTICLE 15, TRANSPORTATION

2
3 A. Employees covered by this Agreement will be granted the same
4 transportation privileges on the Company system as may be
5 established by Company regulations for all personnel. The service
6 charge will be the same as for other employees of Alaska Airlines.
7 Transportation privileges for eligible retirees shall be established
8 through the Company Pass Policy.

9
10 B. Transportation while on medical leave of absence is governed
11 by System Regulations.

12
13 C. The System General Chair of the Union will be furnished with
14 free annual positive passes over the Company's system during their
15 terms of office for use when needed in connection with Union
16 business. The Executive Board Members of the Union will be
17 furnished with space available transportation. Employees officially
18 representing the Union as a member of the contract negotiating
19 committee to conduct joint section 6 negotiations shall receive on-line,
20 Company business, positive space, non-bumpable, service charge
21 waived passes as long as the flight on which they book is below
22 capacity at the time of booking.

1 ARTICLE 16, GRIEVANCE RESOLUTION PROCEDURE

2
3 A. Structure

4
5 In order to properly administer this Agreement and to dispose of all
6 disputes or grievances which may arise under this Agreement, the
7 following resolution procedures shall be followed.

8
9 1. The Company and the Union, will each designate a
10 representative(s) at each location where persons covered by this
11 Agreement are employed who is empowered to settle all local
12 grievances.

13
14 2. The Union and Company will, at all times, keep the other
15 party advised through written notice, of any change in authorized
16 representatives.

17
18 3. The General Chair of the Union or his/her designee shall
19 be permitted at any time, to enter departments and facilities of the
20 Company for the purpose of investigating grievances and disputes
21 arising under this Agreement after contacting the Company officer in
22 charge and advising him/her of the purpose of his/her visit.

23
24 B. Grievance Review Board (see diagram page 73-A)

25
26 1. A Grievance Review process will be implemented
27 effective January 2000. This process will consist of three (3) meetings
28 a year, one (1) meeting occurring every four (4) months which will
29 discuss grievances filed and processed forward during the preceding
30 four (4) months. The periods will end April 30, August 31 and
31 December 31 and the reviews will be held the fourth week of May,
32 September and January. To be included in the Grievance Review,
33 grievances must have had the final decision rendered and appealed
34 by the twenty-fifth (25th) day of the last month of the period. The
35 Grievance Review Board will consist of a combination of two (2)
36 representatives of IAM District Office (consisting of a General Chair
37 and designee) and two (2) Company representatives (consisting of at
38 least one (1) individual from Labor Relations and another designated
39 individual).

40
41 2. One (1) week after the end of the period as stated in B.1.
42 above, Labor Relations and the District Office will exchange lists of
43 appealed grievances during the first week after the end of the months
44 listed in paragraph B.1 above. The first list from Labor Relations will

1 be exchanged with the Union three (3) business days after the end of
2 the month. This will be verified within five (5) business days of the list
3 exchange. Position papers will be exchanged between the parties on
4 or before the 15th of the month (May, September and January). If the
5 15th falls on a weekend or holiday, then it will be the next business day
6 after the 15th. Position papers will be limited to one (1) page front and
7 back and will consist of:

8 a. Question or questions at issue.

9 b. Statement of facts.

10 c. Position of employee or employees and relief
11 requested.

12 d. Position of the parties: The Company shall submit
13 the Company's position and the Union shall submit the Union's
14 position.

15
16 3. a. All grievance disputes reviewed during this process
17 will be resolved according to one (1) of the options below:

18 1) Granted

19 2) Withdrawn

20 3) Settled with or without precedence

21 4) Scheduled for either full or expedited
22 arbitration

23
24 b. When a grievance has been granted, withdrawn or
25 settled, the paperwork will be completed within thirty (30) days
26 from the closure of the Grievance Review Board.

27
28 c. Full or Expedited Arbitration: The parties will make
29 every effort to schedule grievances into expedited arbitration,
30 however, failure to do so will result in the grievance being heard
31 in full arbitration.

32
33 d. All arbitrations (full or expedited) scheduled will be
34 assigned a hearing date within fourteen (14) days following the
35 close of the Review Board. The parties will make every effort to
36 schedule the date prior to the next Review Board.

37 38 C. Contract Related Grievances

39
40 For the presentation and adjustment of contract related grievances
41 (not involving discipline or discharge of employees) the following
42 procedure will apply.
43

1 1. The Shop Steward or employee will make every
2 reasonable effort to first discuss the matter with the employee's
3 immediate supervisor and endeavor to arrive at a satisfactory
4 settlement of the matter. If a satisfactory settlement is not reached,
5 the Shop Steward may file a grievance which will be handled in
6 accordance with C.2. and C.3. below.
7

8 2. After exhausting the procedure in C.1. above, an
9 employee or employees may file a grievance in connection with the
10 terms of this Agreement and shall within twenty (20) calendar days of
11 the occurrence, or twenty (20) calendar days of reasonable first
12 knowledge thereof, present the grievance to his/her Shop Steward
13 and immediate supervisor, or designee, on a standard grievance form.
14 The parties shall meet within seven (7) calendar days, and every effort
15 shall be made to arrive at a satisfactory resolution with the decision
16 being rendered within ten (10) calendar days. The requirement for a
17 written decision may be waived by mutual agreement in writing.
18

19 3. If not resolved in C.2. above, the General Chair or his/her
20 designee may appeal the grievance to the Grievance Review Board
21 for consideration within // thirty (30) calendar days of the date of the
22 decision rendered in C.2. above.
23

24 D. Discipline Grievances Involving Unsatisfactory Attendance

25

26 1. a. An Oral Warning, Written Warning and Final
27 Warning will be deemed to have been grieved in a timely fashion
28 by the employee to whom it was issued and timely appealed to
29 the System Board of Adjustment. It will also be deemed to have
30 been heard and denied by the appropriate hearing officer in a
31 timely fashion as required by the provisions in Article 16.E.
32 Therefore, an employee is not required and will not be expected
33 to file a written grievance challenging the issuance of discipline.
34

35 b. No specific review of discipline will be contractually
36 required unless the Union has filed a written grievance pursuant
37 to paragraph 3 below or the employee is later terminated for
38 unsatisfactory attendance reliability and properly grieves such
39 event. In such an event, the termination action and all previous
40 discipline will be subject to review by the System Board of
41 Adjustment.
42

1 2. A copy of any discipline issued to an employee will be
2 retained in the employee's local file and a copy will be furnished to the
3 employee's local union representative or Chief Shop Steward. An
4 employee and/or his/her union representative, upon authorization by
5 the employee, will be permitted to review his/her local attendance
6 records and discipline.
7

8 3. The Union reserves the right to file written grievances
9 (which will be subject to the normal grievance procedures) contesting
10 the validity of the information used by the Company in issuing
11 attendance discipline.
12

13 E. Discipline Grievances not including Suspension or Discharge
14

15 In the case of any discipline not involving loss of pay (oral warning,
16 written warning and final warning), the following procedure shall apply.
17

18 1. No employee who has completed his/her probationary
19 period, as set forth in Article 9, will be disciplined without first being
20 advised of the charges and extent of discipline, in writing with a copy
21 to the local Union representative within twenty (20) calendar days of
22 the alleged incident, or twenty (20) calendar days of reasonable first
23 knowledge of the incident. The twenty (20) calendar days does not
24 include days in which the employee is not at work except for his/her
25 scheduled days off. Not later than seven (7) calendar days after
26 receipt of the above notice, the employee may request a hearing and
27 such hearing will be conducted no later than seven (7) calendar days
28 after the employee's request. The employee may be represented at
29 such hearing by the Local Shop Steward and/or the Union General
30 Chair or his/her designee. The Company representative conducting
31 such hearing shall not be the person preferring the charges. Oral and
32 written evidence may be introduced at such hearings and witnesses
33 may be required to testify under oath. The employee and the Union
34 may, upon request, examine the employee's personnel record prior to
35 such hearing.
36

37 2. Initial Hearing

38 Within ten (10) calendar days after the close of such
39 hearing, the Company shall render its decision in writing and shall
40 furnish the employee and his/her accredited Union representative a
41 copy thereof. The requirement for a written decision may be waived
42 by mutual agreement in writing.
43

44 3. Secondary Hearing

1 If not satisfactorily settled, the General Chair or his/her
2 designee may appeal for consideration to the appropriate Company
3 officer, or his/her designee, for review within // thirty (30) calendar days
4 of the date of the decision rendered in paragraph D.2. above. A
5 meeting will be held within ten (10) calendar days and a decision
6 rendered by the appropriate Company officer or his/her designee
7 within seven (7) calendar days. In the event the issue(s) is not settled
8 satisfactorily, the grievance may be appealed to the Grievance Review
9 Board as described in paragraph B. above.

10
11 F. Suspension and Discharge Grievances

12
13 In the case of an action involving discipline resulting in the loss of pay
14 (suspension and discharge), the following procedure shall apply.
15

16 1. No employee who has completed his/her probationary
17 period, as set forth in Article 9, will be disciplined without first being
18 advised of the charges and extent of discipline, in writing with a copy
19 to the local Union representative within twenty (20) calendar days of
20 the alleged incident, or twenty (20) calendar days of reasonable first
21 knowledge of the incident. The twenty (20) calendar days does not
22 include days in which the employee is not at work except for his/her
23 scheduled days off. Not later than seven (7) calendar days after
24 receipt of the above notice, the employee may request a hearing and
25 such hearing will be conducted no later than seven (7) calendar days
26 after the employee's request. The employee may be represented at
27 such hearing by the Local Shop Steward and/or the Union General
28 Chair or his/her designee. The Company representative conducting
29 such hearing shall not be the person preferring the charges. Oral and
30 written evidence may be introduced at such hearings and witnesses
31 may be required to testify under oath. The employee and the Union
32 may, upon request, examine the employee's personnel record prior to
33 such hearing.
34

35 2. Initial Hearing

36 Within seven (7) calendar days after the close of such
37 hearing, the Company shall render its decision in writing and shall
38 furnish the employee and his/her accredited Union representative a
39 copy thereof. The requirement for a written decision may be waived
40 by mutual agreement in writing.
41

42 3. Secondary Hearing

43 If not satisfactorily settled, the General Chair or his/her
44 designee may appeal for consideration to the appropriate Company

1 officer, or his/her designee, for review within thirty (30) calendar days
2 of the date of the decision rendered in paragraph F.2. above. A
3 meeting will be held within ten (10) calendar days and a decision
4 rendered by the appropriate Company officer or his/her designee
5 within seven (7) calendar days. In the event the issue(s) is not settled
6 satisfactorily, the General Chair may appeal to arbitration within thirty
7 (30) calendar days. Once Labor Relations receives the appeal, the
8 case will be scheduled for arbitration no later than twenty-one days
9 after receipt. The arbitration will be scheduled no earlier than thirty
10 (30) calendar days after the appeal is received, and heard within one
11 hundred twenty (120) calendar days from the date of the appeal,
12 unless no date in this time frame is available from an arbitrator
13 selected under paragraph I, below. In such instance, the hearing will
14 be scheduled at the first date available from a member of the panel.
15

16 G. If, as a result of a hearing, it is found the suspension or
17 discharge was not justified, the employee shall be reinstated without
18 loss of seniority and made whole for any loss of pay and benefits s/he
19 suffered by reason of his/her suspension or discharge and his/her
20 personnel records shall be corrected and cleared of such charge. In
21 determining the amount of back wages due an employee who is
22 reinstated as a result of the procedures outlined in this Agreement, the
23 maximum liability of the Company shall be limited to the amount of
24 normal wages and benefits s/he would have earned at straight time
25 pay in the service of the Company had s/he not been discharged or
26 suspended.
27

28 H. Grievances - General Information 29

30 1. If any dispute is settled in any of the steps as outlined in
31 this Article, the Union shall so advise the Company in writing.
32

33 2. When it is mutually agreed that a stenographic report is to
34 be taken by a public stenographer of any hearing provided for in this
35 Agreement, the cost will be borne equally by both parties to the
36 dispute. When it is not mutually agreed that a stenographic report of
37 the proceedings be taken by a public stenographer, the stenographic
38 record of any such hearing may be taken by either of the parties to the
39 dispute. A copy of such stenographic record will be furnished to the
40 other party to the dispute upon request at prorate cost. The cost of
41 any additional copies requested by either party shall be borne by the
42 party requesting them whether the stenographic record is taken by
43 mutual agreement or otherwise.
44

1 3. The time limits set forth in this Article may be extended by
2 mutual written agreement.
3

4 4. If either party fails to comply with the time limits set forth
5 in this Article, it shall result in the grievance being settled in favor of
6 the other party.

7 5. Stewards will be permitted, after reporting to their
8 supervisor, a reasonable and necessary amount of time during work
9 hours to investigate an issue or present grievances without loss of pay.
10 In the event it is necessary to go to another Department, they will
11 report in with the supervisor of the other Department.
12

13 6. Necessary hearings called by the Company shall, insofar
14 as possible, be conducted during regular business hours. Whenever
15 possible, all first step hearings will be conducted within the shop
16 steward's scheduled shift. All stewards, and witnesses necessary for
17 a proper hearing will be compensated at straight time rate for all time
18 spent attending such hearing.
19

20 7. Disciplinary letters not involving a suspension in an
21 employee's personnel file will be removed from the personnel file and
22 will not be utilized for the basis of further disciplinary action if there
23 have been no further discipline letters within one (1) year. All letters
24 of discipline in an employee's personnel file will become null and void
25 and removed from the personnel file if a two (2) year period has
26 passed during which the employee receives no additional disciplinary
27 letters.
28

29 8. Rejected offers made by the Company or the Union for
30 settlement of employee complaints and grievances will be of no value
31 and will be inadmissible in any grievance or System Board of
32 Adjustment hearing. Settlements of complaints and grievances will
33 not, unless expressly so stated in writing and approved by the
34 President/Directing General Chair of the District Lodge and the
35 Company, be of any value in the interpretation of this Agreement, nor
36 will they set or be of any value as precedent for the handling of other
37 similar matters, and they will be without prejudice to either the position
38 of the Company or the Union on the issues raised.
39

40 9. Either party may withdraw or settle a grievance at any
41 time, and this shall not set a precedent on the merits of grievances
42 filed in the future on a similar matter.
43

1 10. Prior to taking any action under this Article, the Company
2 may withhold an employee from service without loss of pay.
3

4 11. If at any time during an investigation the Company
5 interviews an employee and the subject of that interview may lead to
6 discipline or discharge of that employee, s/he may request the
7 presence of the shop steward during that interview. If the shop
8 steward is not available, an appointed alternate may act in his/her
9 place.

10
11 I. System Board of Adjustment
12

13 1. In compliance with Section 204, Title 2 of the Railway
14 Labor Act, as amended, there is hereby established a System Board
15 of Adjustment, hereinafter referred to as "The Board," for the purpose
16 of adjusting and deciding disputes or grievances which may arise
17 under the terms of this Agreement, and which are properly submitted
18 to it after exhausting the procedure for settling disputes.
19

20 2. The Board shall be composed of a Company member, a
21 Union member and a neutral referee selected by the Company and
22 the Union. Unless the Company and the District Lodge agree upon a
23 combination of cases to be presented, each case presented to the
24 Board shall be treated as a separate case. The Board shall meet and
25 consider each Grievance properly appealed to it at a time and place
26 set by mutual agreement of the parties. If either party shall fail to
27 appear, the grievance shall be deemed settled in favor of the other
28 party.
29

30 3. The neutral member of the Board shall preside at
31 meetings and hearings of the Three (3) Person Board. It shall be the
32 responsibility of the neutral to guide the parties in the presentation of
33 testimony, exhibits and argument at hearings to the end that a fair,
34 prompt and orderly hearing to the dispute is afforded. The Board shall
35 meet in the city where the general offices of Alaska Airlines are
36 maintained unless a different place of meeting is agreed upon by the
37 Board and the parties.
38

39 4. The Board shall have jurisdiction over disputes between
40 any employee or employees covered by this Agreement and the
41 Company growing out of grievances or out of interpretation or
42 application of any of the terms of this Agreement. The jurisdiction of
43 the Board shall not extend to proposed changes in hours of

1 employment, basic rates of compensation or working conditions
2 covered by this Agreement or any Amendment hereto.
3

4 5. The Board shall consider any dispute properly submitted
5 to it by the General Chair of the Union or his/her designee, or by the
6 Representative of the Company. Disputes introduced by the Union
7 shall have been processed in accordance with the terms provided for
8 in this Article.

9 6. All disputes involving suspensions and discharges
10 referred by the Union to the Board for consideration shall be filed with
11 the Company's Vice President in charge of Labor Relations by a
12 Notice of Appeal which must be postmarked within thirty (30) days
13 after final decision in the last step of the grievance procedure set forth
14 in this Article. A copy of the submission as defined below will be
15 included with the notice of appeal sent to the Company's Vice
16 President in charge of Labor Relations. All disputes properly referred
17 by the Company to the Board for consideration shall be filed with the
18 President/Directing General Chair of the District Lodge by a Notice of
19 Submission which must be postmarked within thirty (30) days after the
20 Vice President in charge of Labor Relations knew or should
21 reasonably have been expected to know of the cause giving rise to the
22 dispute. Both parties will submit to the Board a statement of the case
23 which shall include:
24

- 25 a. Question or questions at issue.
- 26 b. Statement of facts.
- 27 c. Position of employee or employees and relief
28 requested.
- 29 d. Position of the parties: The Company shall submit
30 the Company's position and the Union shall submit the Union's
31 position.
32

33 7. Employees covered by this Agreement may be
34 represented at Board hearings by such person or persons as they may
35 choose and designate, in conformance with the constitution of the
36 Union, and the Company may be represented by such person or
37 persons as they may choose and designate. Evidence may be
38 presented either orally or in writing, or both.
39

40 8. A majority vote of all members of the Board shall
41 constitute a decision which shall be final and binding on the parties.
42 The decision of the Board shall be rendered within sixty (60) days of

1 the close of the hearing, or if briefs are filed, within sixty (60) days of
2 receipt of briefs.
3

4 9. Nothing herein shall be construed to limit, restrict or
5 abridge the rights or privileges accorded either to the employees or to
6 the Company, or to their duly accredited representatives, under the
7 provisions of the Railway Labor Act, as amended.
8

9 J. System Board of Adjustment Selection

10 The Company and the Union shall meet yearly, during the first
11 week of October, to agree upon the selection of neutral members to
12 sit with the Board in the consideration and disposition of pending
13 cases during the following year for both full and expedited arbitration
14 cases. A total of twenty (20) neutrals will be selected: ten (10) for full
15 arbitration cases and ten (10) for expedited arbitration cases. If the
16 number of panel members so selected does not equal a minimum of
17 ten (10), the parties shall select from the remaining names until a
18 minimum of ten (10) arbitrators have been selected. Any nominee
19 appearing on both lists will automatically be included on the list of ten
20 (10). The selection process shall be accomplished by the parties
21 alternately striking from the other parties list. The first strike shall be
22 determined by a coin flip. Upon selection of the panel, the parties will
23 contact the twenty (20) neutrals and reserve hearing dates mutually
24 agreeable for the Company, the Union and the neutral for the following
25 year. After a schedule of hearing dates is established for each neutral,
26 the Company and the Union will mutually agree during the Grievance
27 Review Board the particular case to be heard on each hearing date.
28 Said neutral shall be scheduled to hear the specific case (either for a
29 full or expedited arbitration) on his/her first available date. Either party
30 may terminate the services of a neutral by written notification to that
31 neutral with copy to the other party, except for cases already
32 scheduled before that neutral. If the number of neutrals falls below
33 twenty (20) the parties will meet to bring the total number to at least
34 twenty (20).
35

36 K. System Board of Adjustment - Miscellaneous
37

38 1. No matter shall be considered by the Board which has not
39 first been fully processed in accordance with the grievance and appeal
40 provisions of this Agreement.
41

1 2. The Board shall maintain a complete record of all matters
2 submitted to it for its consideration and of all findings and decisions
3 made by it.

4
5 3. Each of the parties hereto will assume the compensation,
6 travel expense and other expenses of the Board members selected by
7 it.

8
9 4. Each of the parties hereto will assume the compensation,
10 travel expense and other expenses of the witnesses called or
11 summoned by it. Witnesses who are employees of the Company shall
12 receive positive space transportation over the lines of the Company
13 from the point of duty or assignment to the point at which they must
14 appear as witnesses and return, to the extent permitted by law.

15
16 5. The Company Board member and the Union Board
17 member, acting jointly, shall have the authority to call witnesses and
18 to incur such other expenses as in their judgment may be deemed
19 necessary for the proper conduct of the business of the Board, and
20 such expense shall be borne one-half (1/2) by each of the parties
21 hereto. Board members who are employees of the Company shall be
22 granted necessary leaves of absence for the performance of their
23 duties as Board members. Board members shall be furnished positive
24 space transportation over the lines of the Company for the purpose of
25 attending meetings of the Board, to the extent permitted by law.

26
27 6. It is understood and agreed that each Board member shall
28 be free to discharge his/her duty in an independent manner, without
29 fear that his/her individual relations with the Company or with the
30 Union may be affected in any manner by any action taken by him/her
31 in good faith in his/her capacity as a Board member.

32
33 7. All time limits regarding system boards in this Article are
34 calendar days unless otherwise specified and may be extended due
35 to a substantiated emergency such as an accident, death, or serious
36 illness, or by mutual agreement in writing.

37
38 L. Expedited Arbitration

39
40 1. The Grievance Review Board will meet as outlined in
41 paragraph B. of this Article, and will identify specific cases which the
42 parties agree to arbitrate under the expedited rules contained in this
43 Article.

1 2. The parties shall agree to both a date(s) and a neutral to
2 hear these cases under the expedited rules.
3

4 3. No discharge or suspension case may be heard under
5 this procedure.
6

7 4. All decisions will be final and binding.
8

9 5. All decisions will be without precedent unless mutually
10 agreed to by the parties in advance.
11

12 6. Each party will be limited to a maximum of two (2) hours
13 of presentation in each case. This includes opening statement, direct,
14 cross, re-direct, re-cross, summation, etc. Each party may decide how
15 to allocate its own time. A stopwatch system will be employed.
16

17 7. No transcripts will be taken except in precedent setting
18 cases.
19

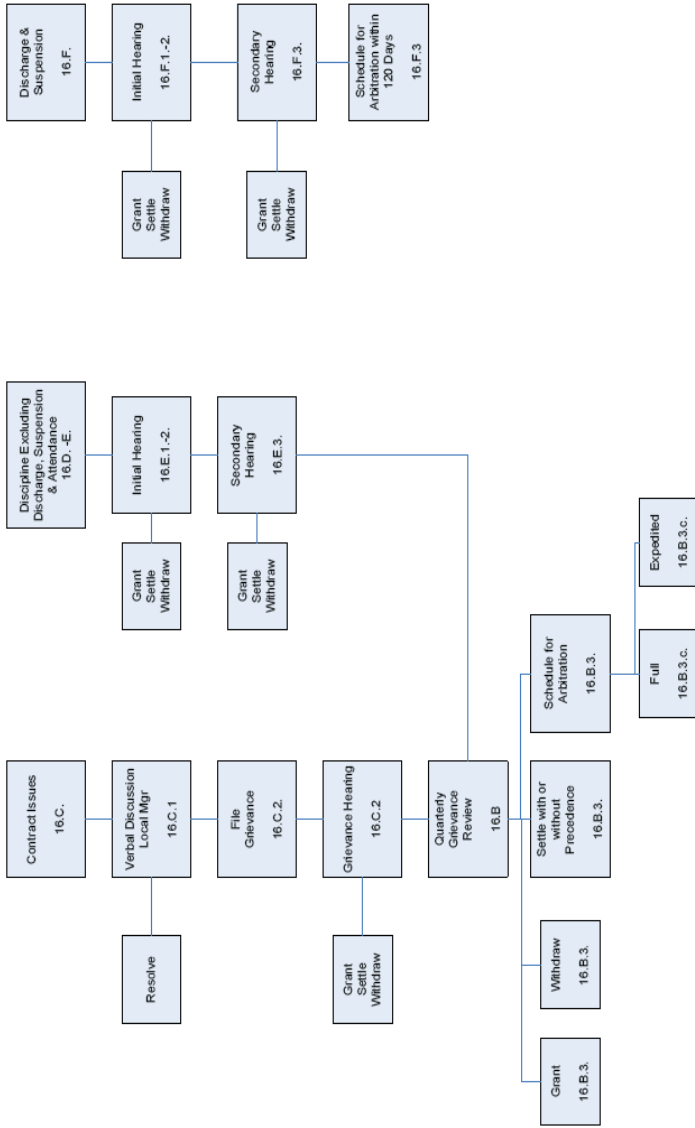
20 8. No written briefs may be filed.
21

22 9. Oral decisions will be rendered at the close of the hearing
23 day and written decisions will be rendered within three (3) business
24 days of the close of the hearing, with the exception of precedent
25 setting cases, but no longer than thirty (30) calendar days.
26

27 10. Executive sessions may be waived by mutual agreement,
28 but if conducted will be limited to thirty (30) minutes per case.
29

30 11. A Company appointed Board member and a Union
31 appointed Board member will hear these cases with the neutral.
32

33 12. The parties will meet after each expedited case session
34 to discuss the mutual benefit of adding to, deleting from, or amending
35 these rules to further expedite the proper resolution of cases



1 ARTICLE 17, SAFETY AND HEALTH

2
3 A. No employee will be required to lift weights beyond his/her
4 capability or to work under unsafe or unsanitary conditions and shall
5 not be subject to discipline if these conditions exist.
6

7 B. In accordance with System Regulations, local, state, and/or
8 federal laws and regulations, joint safety committees, composed of an
9 equal number of Union representatives and Company representatives
10 will be established at each location on the system, where employees
11 covered by this Agreement are employed. The purpose of the Safety
12 Committees shall be to hold monthly meetings and to provide a forum
13 for employees to bring forward their safety and health concerns and
14 work together toward hazard abatement, compliance with regulatory
15 requirements, the prevention of employee injuries/illnesses,
16 passenger injuries/illnesses and damage to company property or
17 environment. It shall be the duty of the Company to determine if
18 applicable State and Municipal safety and sanitary regulations are
19 complied with, and to make recommendations for the maintenance of
20 appropriate safety and sanitary standards. Safety Committee
21 meetings shall:

22
23 1. Review of safety/health and environmental inspection reports
24 and assist in correction of identified unsafe conditions and practices.
25

26 2. Evaluate accident investigations conducted since the last
27 meeting to determine if the cause of the unsafe acts or unsafe
28 condition involved was properly identified and corrected.
29

30 3. Evaluate accident and illness prevention program with a
31 discussion of recommendations for improvement where indicated.
32

33 Minutes of each committee meeting shall be prepared and filed for a
34 period of at least one year and shall be made available for review. The
35 subjects discussed and attendance of the members shall be
36 documented. Minutes shall be posted for all affected employees to
37 review. Copies of minutes shall be sent to the Company's
38 Occupational and Operational Safety Department. ("OOSD"). Safety
39 Committee members shall be paid their normal straight time hourly
40 rate for their attendance at official joint safety committee meetings held
41 during their working hours. The General Chair shall be provided
42 copies of minutes upon request to the OOSD.

1 C. The Company will make available to employees a pair of
2 hearing protectors (earmuff type) at one-half (1/2) the Company's cost.
3 Replacements will be issued on a one-half (1/2) cost basis if the old
4 protectors are turned in. Also, the Company will make available to
5 employees a pair of ear plug type hearing protectors at no cost to the
6 employee upon request.

7
8 D. Employees entering the service of the Company may be
9 required to take a physical examination specified by the Company.
10 The cost of such examination will be paid for by the Company.
11 Thereafter, the Company may request an employee to submit to
12 further physical examination, with five (5) days written notice, during
13 the course of his/her employment or recall to service after a lay-off or
14 any absence of over six (6) months. The cost of such further
15 examination shall be paid by the Company. If it becomes necessary
16 to hold an employee out of service due to his/her physical condition,
17 the Union will, on the employee's request be fully informed of the
18 circumstances and every effort will be made to return the employee to
19 service at the earliest possible date.

20
21 E. Employees who are pregnant and operate Cathode Ray Tubes
22 in the normal conduct of their job shall be granted a leave of absence
23 for the duration of their pregnancy if they so request.

24
25 F. Employees will be subject to drug testing as outlined in the
26 Company's System Regulations governing drug and alcohol abuse.

27
28 G. The Company shall investigate the cause of any incidents which
29 result in work-related injuries to employees. Summaries of those
30 investigations and corrective actions taken (if any are necessary) shall
31 be made available to the General Chair upon request.

32
33 H. The Company will make every reasonable effort to create a work
34 environment free from violence and hostility. The Company will
35 provide employee training on conflict resolution procedures as they
36 may relate to incidents of violence and hostility. The training program
37 procedures and incident reporting system will be developed by the
38 Company. The Company shall work with the Union to identify possible
39 programs and mechanisms, which will further contribute to developing
40 a safe environment for all employees. Upon prior request from the
41 General Chair, incident reports will be made available.

1 ARTICLE 18, GENERAL AND MISCELLANEOUS

2
3 A. A personnel file shall be maintained for all employees by the
4 Company. In some instances, a location personnel file and a location
5 training file may also be maintained. An employee may review these
6 files as well as the Supervisor's Records of Discussion regarding job
7 performance and attendance upon request, within the confines of the
8 normal office hours. Nothing of a derogatory nature shall be entered
9 into an employee's personnel files without first giving the affected
10 employee the opportunity to sign such material and provide a copy of
11 the material to the employee. Customer complaint letters and
12 accounting discrepancy notices will be purged from the files after one
13 (1) year unless they were the basis of disciplinary action, in which case
14 they shall be removed from the personnel file at the same time as the
15 related discipline.

16
17 B. Any employee leaving the service of the Company will, upon
18 request, be furnished with a letter setting forth the Company's record
19 of his/her qualifications and stating his/her length of service.

20
21 C. 1. The Company shall provide the initial basic uniform and pay
22 all costs associated with the issuance, basic tailoring, required
23 exchange of unworn garments, shipping, etc. of such uniform. The
24 initial basic uniform allowance will be one hundred twenty five (125)
25 points at the time of hire or initial entry into the CSA classification.
26 Upon successful completion of probation, the Company shall provide
27 a uniform allowance of seventy five (75) points for additional pieces
28 and replacements during the remainder of the calendar year. On
29 January 1st of each year, the uniform allowance for all non
30 probationary uniformed employees will be reset to the full allotment of
31 one hundred twenty five (125) points to be used for replacements
32 during such calendar year. The normal life of the uniform pieces will
33 be considered to be two (2) years for the hard finish items and one (1)
34 year for blouses and shirts. The cost of any additional pieces or
35 accessory items in excess of the allowance shall be borne by the
36 employee.

37
38 2. The style of a uniform shall be considered to have a life
39 of two (2) or more years. Prior to changing a uniform, the Company
40 will consult with a committee representing the employees and the
41 committee's recommendations will be given consideration in the
42 selection process. In the event of a complete uniform style change,
43 the Company will provide each employee with a uniform allowance of

1 two hundred (200) points for the purposes of ordering the new basic
2 uniform pieces.

3 3. The basic uniform shall consist of any combination of the
4 following items and/or additional optional uniform pieces as defined in
5 the Customer Service Manual:

6	7	8	9
	a.	Uniform Piece	Point Value Per Item
10		Jacket	25 Points
11		Trousers/Shorts	15 Points
12		Skirt	10 Points
13		Shirt	10 Points
14		Vest	15 Points
15		Belt	5 Points
16		Scarf or Tie	5 Points

17 b. Maternity Uniform pieces will be available as optional
18 pieces.

19 c. Optional uniform pieces will not exceed twenty five (25)
20 points unless the Company and the Union agree to an
21 exception.

22
23 4. All employees must comply with company approved
24 uniform combinations and guidelines as published in the Customer
25 Service Manual.

26
27 5. In locations where Station Agents are utilized, in addition
28 to the CSA uniform provided, Ramp Service Agent uniforms and
29 accessories will be provided, as needed, upon request, per IAMAW
30 ASA RSSA Contract – Article 18.

31
32 6. Employees may wear a Union insignia pin approved by
33 the Company. Pin placement for uniformed employees shall be
34 identified in the Customer Service Manual.

35
36 D. Employees shall notify the Company in writing of any change of
37 address or phone within ten (10) days of such change.

38
39 E. Each employee covered by this Agreement shall be issued a
40 printed copy of this Agreement. Any changes or additions from the
41 previous Agreement will be underlined. The cost of printing such
42 booklet shall be borne by the Company. The booklet shall be printed
43 and distributed within sixty (60) days of the signing of the Contract and
44 shall contain a Table of Contents and Index.

1
2 F. The Company agrees to pay employees on jury duty the
3 difference between the jury pay actually received and normal straight
4 time pay which would have been earned during the period of such
5 duty. Employees summoned for jury duty will be assigned to day shift,
6 not to exceed eight (8) hour work days, with Saturdays and Sunday
7 off unless otherwise mutually agreed upon by the supervisor and the
8 employee. On days when actual jury duty is performed, the
9 employee's shift start time will be considered the employee's court
10 report time. On days when the employee does not have to report for
11 jury duty, his/her start time will be the same as his/her report time for
12 jury duty. The weekend will commence at the beginning of the first
13 week of jury duty. Reasonable accommodation will be made prior to
14 the beginning of jury duty to ensure legal rest without loss of pay.
15 Employees agree to return to work on those days when excused from
16 jury duty prior to the midpoint of their shift with the total combination
17 of jury duty and work time will not be scheduled to exceed eight (8)
18 hours. At locations where state, county, city, borough, or local courts
19 have odd hours, irregular schedules, or where the jury duty obligation
20 is less than four (4) days a week, the Company will adjust the
21 employee's daily work schedule so that they may perform their civic
22 duties. Employees will resume their regularly scheduled shift on the
23 Saturday following their release from jury duty.

24
25 G. The Company will provide inclement weather gear, where
26 required, for use by those employees required to meet or depart
27 aircraft.

28
29 H. The Company shall provide free parking for employees under
30 this Agreement at all locations where they are employed other than
31 City Ticket Offices.

32
33 1. The Company is required to meet with a committee
34 appointed by the PDGC or his/her designee to address parking
35 concerns, issues, and solutions. This committee will meet on a
36 quarterly basis, or more often as needed.

37
38
39 I. Employees covered by this Agreement stationed at Ketchikan,
40 who must commute from the ferry terminal on Revillagigedo Island to
41 the Airport terminal on Gravina Island, will receive a ferry pass.

42
43 J. The Company may establish reasonable personal standards for
44 appearance and safety.

1 ARTICLE 19, WAGE RULES
2

3 A. The minimum hourly rates set forth on Schedule "A" attached
4 hereto and made a part of this Agreement shall prevail on and after
5 the effective date of this Agreement.
6

7 B. No employee shall suffer any reduction in hourly rate as a result
8 of this Agreement, and nothing in this Agreement shall be construed
9 to prevent increases in individual rates or classifications over and
10 above the minimum specified.
11

12 C. Employees shall be paid on alternate Fridays during their
13 regular working hours. The payment on such Fridays shall include
14 normal wages due through the preceding Friday. Swing shift
15 employees, and employees whose shifts end at 4:00 p.m. or later, who
16 have Fridays as scheduled days off, shall receive their pay at the end
17 of their shift which commences on Thursday. Every effort will be made
18 to ensure the prompt re-issue of any missing paychecks.
19

20 D. Should the regular pay day fall on a legal holiday recognized by
21 this Agreement, employees will be paid on the day preceding such
22 legal holiday.
23

24 E. Paychecks will include a statement of all wages and deductions
25 made for the pay period, compensatory time balance, and balance of
26 vacation time.
27

28 F. Employees leaving the service of the Company with proper
29 notice will be given their final check within forty-eight (48) hours after
30 final clearance at points where payroll offices are located or mailed
31 within seventy-two (72) hours at other points, or earlier when possible.
32

33 G. Where there is a shortage equal to one-half day's pay or more
34 in the pay of an employee, and such shortage is the result of a
35 Company error, a special check will be issued at the Company's
36 General Offices by the Company within five (5) accounting working
37 days after notification to the Company regarding the shortage.
38

39 H. Employees working in a higher pay grade shall receive the rate
40 of pay for that classification for all time worked in that classification
41 with a minimum of two hours.
42

1 I. When an Accounting Manager is absent, the Company may
2 optionally appoint a Lead Accounting Specialist to perform the
3 Manager's functions. If a Lead is specifically appointed to perform the
4 Manager's functions during his/her absence, s/he will be compensated
5 an additional premium equal to the appropriate Lead Specialist rate of
6 pay as outlined in Schedule A for those hours s/he performed the
7 Manager's functions.
8

9 J. When an employee is reclassified s/he will commence receiving
10 the new rate of pay beginning on the first day s/he actually begins work
11 in the new classification.
12

13 K. When moving between divisions or classifications, current step
14 will be maintained. Employees who transferred previous to this
15 agreement will be placed in the appropriate step of their highest
16 seniority upon their next transfer between classifications.
17

18 L. Lead Differential

19
20 1. Effective on // August 10, 2019, the Lead Differential will
21 be // two dollar and // twenty-five cents (// \$2.25) per hour.
22

23 2. //
24

25 M. After the May 20, 1995 signing of the agreement, current
26 employees as of that date (and new hires) who successfully bid (or
27 are hired) to the state of Alaska on or before July 4, 1995 will be
28 eligible to receive the Alaska Differential. Also, employees currently
29 receiving the Alaska Differential, who are involuntarily required to
30 relocate to the Lower 48, shall maintain their eligibility for the Alaska
31 Differential in the event they are subsequently successful in returning
32 to Alaska. Additionally, if current employees as of May 20, 1995,
33 involuntarily relocate to Alaska after July 4, 1995 due to a reduction in
34 force, they will be eligible to receive the Alaska Differential until they
35 can return to the Lower 48. The following Alaska differential rates
36 apply:
37

38 1. Employees hired prior to October 1, 1985 receive a
39 differential of one dollar and ninety cents (\$1.90) per hour.
40

41 2. Employees hired between October 1, 1985 and July 4,
42 1995 receive a differential of one dollar (\$1.00) per hour.

1 N. 1. Effective on January 1, 2014, the Trainer differential will
2 be one dollar and fifty cents (\$1.50) per hour.
3

4 2. Effective on August 10, 2019, the Departure Coordinator
5 differential will be one dollar and // fifty cents (\$1.50) per hour.
6

7 O. 1. All COPS employees at the Nome, Kotzebue, Barrow,
8 Cordova, Bethel, Wrangell, Petersburg, and Yakutat stations, shall
9 receive a location differential, which at the contractual wage start rate
10 will be // eight dollars and fifty cents (\$//8.50) per hour. This differential
11 will be reduced by .25 cents (\$.25) per hour at each step beginning at
12 step one and will be// five dollars and // fifty cents (\$//5.50) per hour at
13 the // twelfth (12th) step. When an employee transfers out of these
14 stations, s/he shall revert to the appropriate rate of pay for his/her
15 classification under this Agreement. (see chart in Schedule A)
16

17 2. All COPS employees at Oakland, San Francisco and San
18 Jose shall receive a two dollar (\$2.00) per hour location differential.
19 When an employee transfers out of these stations, s/he shall revert to
20 the appropriate rate of pay for his/her classification under this
21 Agreement.
22

23 3. All COPS employees at the Los Angeles station, shall
24 receive a location differential which at the contractual wage start rate
25 will be two dollars (\$2.00) per hour. This differential will be reduced
26 by .20 cents (\$.20) per hour at each step until it disappears into the
27 basic wage scale.
28

29 P. Any employee who has been properly trained and is responsible
30 for and required to perform a Hazwoper Spill Clean Up shall receive a
31 pay premium of four dollars (\$4.00) per hour for all time physically
32 accomplishing the clean up and related paperwork. Environmental
33 Affairs will be responsible for determining the appropriate method to
34 clean up a Hazwoper spill (i.e., in house or specialized spill
35 contractor).
36

37 Q. Employees under the COPS Agreement shall participate in the
38 Company's Performance Based Pay (PBP) Plan as outlined in the
39 approved plan.
40

41 R. Schedule A, Wage Scales, list the pay progression steps under
42 this labor agreement for all classifications. For purposes of
43 progressing onto the next pay step in Schedule A an employee will
44 reach the next pay step by reaching his anniversary date within his/her

1 classification. This wage increase anniversary date will be adjusted
2 for any periods when the employee is off payroll status for ninety (90)
3 days or longer except:

4 1. Employees on Military Leaves and Union Business Leaves
5 will not be subject to the 90 day calendar limit for purposes of wage
6 progression. __

7
8 S. 1. Effective // August 10, 2019, employees will be placed on the
9 appropriate new wage scale as listed on pages 165-170.

10
11 2. Effective // August 10, 2020, (first day of the pay period
12 closest to August 10) the pay scales will be amended as listed on
13 pages 165-170.

14
15 3. Effective // August 10, 2021, (first day of the pay period
16 closest to August 10) the pay scales will be amended as listed on
17 pages 165-170.

18
19 4. Effective // August 10, 2022, (first day of the pay period
20 closest to August 10) the pay scales will be amended as listed on
21 pages 165-170.

22
23 5. Effective // August 10, 2023, (first day of the pay period
24 closest to August 10) the pay scales will be amended as listed on
25 pages 165-170 or per Letter of Agreement (wage review), whichever
26 is greater.

1 ARTICLE 20, SAVINGS CLAUSE

2
3 Should any part of provision of this Agreement be rendered
4 invalid by reason of any existing or subsequently enacted legislation,
5 such invalidation of any part or provisions of this Agreement shall not
6 invalidate the remaining portions thereof and they shall remain in full
7 force and effect. In the event of any invalidation, either party may,
8 upon thirty (30) days notice, request negotiations for modification or
9 amendment of this Agreement.

10

1 ARTICLE 21, SHIFT DIFFERENTIAL

2
3 A. Employees covered by this Agreement shall receive a shift
4 differential as set forth below:

5
6

First Shift	None
Second Shift	\$.// <u>60</u> cents per hour
Third Shift	\$.// <u>75</u> cents per hour
// <u>Fourth Shift</u>	\$.// <u>80</u> cents per hour

7
8
9

10
11 B. For shift differential purposes, the three shifts shall be defined
12 as follows:

13
14

	Commencing Between
First Shift	0500 - 1159 Local Time
Second Shift	1200 - 2059 Local Time
Third Shift	2100 - 0459 Local Time

15
16
17
18

19 C. // Fourth Shift: An employee who works a schedule of two or
20 more shifts during a work week will be paid the // fourth shift differential
21 for all hours worked during any work week in which s/he works such a
22 schedule.

23
24 D. Shift differential is part of the wage rate and therefore will be
25 included in the computation of pay for the hours of overtime, holiday
26 hours worked, but shall not apply to sick leave, holidays not worked,
27 vacations, jury duty, etc.

1 ARTICLE 22, UNION SECURITY
2

3 A. All employees subject to this Agreement shall become members
4 of the Union within sixty (60) days after date of employment and shall
5 thereafter maintain such membership in good standing as a condition
6 of employment. The employer will, within seven (7) working days after
7 receipt of notice from the Union, give any employee a discharge notice
8 who is not in good standing in the Union as required by this provision.
9

10 B. All new employees will meet with Union representative(s) for the
11 purpose of union orientation. Membership applications and
12 authorizations for initiation fees, dues and assessments forms will be
13 available. Upon receipt by the Company of a signed authorization to
14 the Union of initiation fees, dues and assessments payable to the
15 Union, the Company will deduct from the employee's initial check each
16 month such initiation fees, dues and assessments, as are uniformly
17 required as a condition for acquiring or retaining membership. This
18 assignment shall be revocable by the employee through written notice
19 after the expiration of one (1) year, such notice to be sent in duplicate
20 by certified or registered mail to the District Secretary-Treasurer of the
21 Union, or upon the termination date of the Collective Bargaining
22 Agreement, whichever occurs sooner. Such assignment shall specify
23 the amount of the initiation fees, dues and assessments, and shall
24 provide that the amount of such deduction for membership dues or
25 assessments will be subject to change upon receipt by the Company
26 of a written certification by the President/General Chair of the District
27 Lodge that such initiation fees, dues, or assessments, have been duly
28 changed and specifying the amount thereof.
29

30 C. Deductions provided for in the preceding paragraph shall be
31 remitted to the Secretary-Treasurer, District Lodge, International
32 Association of Machinists and Aerospace Workers AFL-CIO no later
33 than the end of the month in which the deductions were made. The
34 parties agree that check-off authorization shall be in the form which
35 shall be prepared and furnished by the Union. The Company will
36 supply the Secretary Treasurer, District Lodge or his/her designee a
37 monthly list of all employees by bid location. This list will show
38 employee name, bid location, status and any dues deducted.
39

40 D. In the event that the Union requires the discharge of an
41 employee for non-membership or lack of good standing in the Union,
42 the Union may be required to supply a qualified replacement within
43 sixty (60) days. The non-Union employee shall not be discharged until
44 the replacement is available. The Union does hereby agree to

1 indemnify the Company for any and all expenses of defense and
2 judgment liability incurred by the Company by reason of the discharge
3 of an employee at the Union's request pursuant to this action.
4

5 E. The Union shall indemnify and hold the Company harmless for
6 any time or wage claims for any employees discharged by the
7 Company or for any dues deduction changes pursuant to a written
8 order by an authorized Union representative. The Company agrees
9 that the Union shall maintain the exclusive right to defend, settle,
10 mitigate damages, litigate and/or take whatever action is necessary or
11 it deems proper with respect to a person who sues the carrier under
12 the Railway Labor Act, through attorneys of its own choosing and at
13 its own discretion, but, in any event, if the carrier unilaterally
14 determines that it desires attorneys to represent it in defense of such
15 actions, it shall do so at its own cost and not at the cost of the Union.
16 It is further agreed that the carrier shall promptly notify the Union of
17 any such action when and if filed and the Union shall, at its own option,
18 defend such actions and/or settle under the circumstances above
19 described.
20

21 F. In order to provide for orderly and peaceful labor relations, the
22 Company acknowledges that Union representatives are an integral
23 part of the resolution of disputes between the Company and the Union
24 and are vital to the Company's continued success. Therefore the
25 Company recognizes the following Union Representatives.
26

27 1. Two (2) properly designated stewards in each bid location
28 on the system on each shift. Three (3) properly designated stewards,
29 on each shift, in the following locations: Seattle Counter, Seattle
30 Reservations, Portland Counter, San Francisco Counter, San Jose
31 Counter, Anchorage Counter, San Diego Counter, Los Angeles
32 Counter, Boise Reservations, Phoenix Reservations. In the absence
33 of the Shop Steward, a Union-appointed alternate may act in his/her
34 place.
35

36 2. Properly designated Chief Shop Steward(s) from within
37 the Local Lodge's representational area to cover all facilities and
38 locations in the following manner: three (3) Chief Stewards in Seattle,
39 one (1) Chief Steward in each Anchorage, Phoenix, San Francisco,
40 New York and Los Angeles.
41

42 3. The parties expressly recognize the need to have Chief
43 Shop Stewards or his/her designee regularly available. In
44 consideration of this, Chief Stewards will not be assigned to duties

1 within the operation, but rather assigned to perform Union
2 representational duties for their full weekly schedule at no cost to the
3 Union. When not performing Union representational duties, the Chief
4 Shop Steward shall perform the normal duties of his/her classification.
5

6 Definitions:
7

8 1. Shop Steward – A Shop Steward is a COPS employee
9 duly selected in accordance with official IAM procedures and vested
10 by the Union with the power to represent and to act on the behalf of
11 all COPS members in a given bid location.
12

13 2. Chief Shop Steward – A Chief Shop Steward is a COPS
14 employee duly selected in accordance with official IAM procedures
15 and vested by the Union with the powers to represent and to act on
16 the behalf of all COPS members in a combination of bid locations.
17

18 3. General Chair – An IAM employee duly selected in
19 accordance with official IAM procedures and vested by the Union with
20 the powers to represent and to act on the behalf of all IAM members
21 in an area defined by the IAM.
22

23 G. All orders or notices to an employee covered by this Agreement,
24 involving a transfer, promotion, layoff, or leave of absence, shall be
25 given in writing. In the event of the layoff of employees who have
26 completed their probationary period, two (2) weeks notice shall be
27 given by the Company, or pay in lieu thereof, and a copy of such notice
28 shall be furnished to the Union.
29

30 H. Bulletin boards, lockable if desired by the union, at least 22" X
31 32" will be provided by the Company in bid locations with fewer than
32 100 COPS employees, and bulletin boards, lockable if desired by the
33 union, at least 44" X 32" will be provided by the Company in bid
34 locations with 100 or more COPS employees for posting notices,
35 restricted to:
36

- 37 1. Notices of Union recreational and social affairs.
- 38 2. Notices of Union elections.
- 39 3. Notices of Union appointments and results of Union
40 elections.
- 41 4. Notices of Union meetings.
- 42
- 43
- 44

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5. Official Union bulletins.

6. There shall be no other general distribution or posting by employees of advertising or political matter, notices or any kind of literature upon the Company's property other than herein provided. At those locations where individual mailboxes are provided, unsealed Union material may be placed in employees mailboxes by recognized Union officials if it is:

a. A general distribution to all employees.

b. Meets the criteria established above for material on the bulletin boards.

c. Is reviewed and approved prior to distribution by the management supervisor or his delegate in charge of the department.

Failure to meet these requirements will result in forfeiture of this privilege to the Union for twelve months. This provision does not require the Company to either provide or continue to provide mailboxes.

I. Except in the case of unusual work loads, the following elected Union officials may, with 24 hour prior notice given to their supervisors, attend regular Union meetings which occur at their Lodge while such officials are on shift: President, Financial and Recording Secretaries, Chief Shop Steward(s), Shop Steward(s), and in periods of contract negotiations, members of the Negotiating Committee. Such attendance shall be without loss of pay for a period of up to two (2) hours.

J. The company will provide a locking file cabinet if requested by the union.

1 ARTICLE 23, // RETIREMENT PLAN

2
3 A. COPS employees hired before July 19, 2006:

4
5 COPS employees hired before July 19, 2006 will be given the
6 opportunity to choose between the following options during a
7 "Retirement Choice Program" election period offered to eligible
8 employees during 2007.

9
10 1. Remaining with (and accruing future service under)
11 the current COPS Retirement Program, including participation in the
12 Retirement Plan for COPS Employees, and the current matching
13 provisions under the COPS, MRP, Dispatch 401(k) Plan providing a
14 50% company matching contribution in cash // up to the first // 9% of
15 participant's pre-tax contributions (maximum company matching
16 contribution is // 4.5% of eligible compensation); or

17
18 2. Freezing participation in the Retirement Plan for COPS
19 Employees as of December 31, 2007 and becoming eligible for an
20 enhanced company contribution under the COPS/MRP/Dispatch 401
21 (k) plan beginning January 1, 2008 that will provide a company
22 contribution of 4% of eligible compensation in cash plus 50%
23 company matching contributions in cash of up to the first // 7% of
24 participant's pre-tax contributions (maximum company contribution,
25 including match, is // 7.5% of eligible compensation). Participants
26 who choose this option will receive no additional credited service in
27 the COPS Retirement Plan after December 31, 2007.

28
29 B. COPS Employees hired on or after July 19, 2006:

30
31 COPS Employees hired on or after July 19, 2006 will be eligible
32 to participate in the COPS/MRP/Dispatch 401 (k) Plan with the
33 enhanced company matching contribution as described in A.2. above.
34 Those employees will not be eligible to participate in any company-
35 sponsored defined pension plan.

36
37 C. In lieu of the cash out options described in Letter of Agreement
38 18 (sick leave cash out) upon retirement, employees may elect to roll
39 twenty five percent (25%) of their accrued sick leave into their 401k
40 plan with a Company match as outlined in Article 23.A.1 or 23.B.

41
42 D. Effective January 1, 1983, the existing retirement plan originally
43 instituted October 1, 1962, for Clerical, Office and Passenger Service
44 Employees shall become inactive or "frozen" and be referred to as the
45 "old plan." Upon being frozen, the Old Plan's actuary shall determine

1 the level of Company funding necessary to provide the benefits
2 accrued by participants under the Old Plan. If insufficient funds are
3 within the Old Plan's Trust, the Company shall make the appropriate
4 payments within the next five (5) years to fund the Old Plan. If excess
5 funds are within the Old Plan's Trust, the Company may withdraw such
6 funds at any time, at its discretion. The actuarial evaluation shall be
7 subject to the following conditions:

8
9 1. No participant may withdraw his/her contributions to the
10 Old Plan except in the case of termination, retirement or death.

11
12 2. Participation under the "new plan" after January 1, 1983,
13 shall apply to vesting under the Old Plan.

14
15 3. "Final Average Earnings" under the Old Plan shall include
16 those five (5) years of earnings (or less than five years if the participant
17 had less than five years credited service under the plan) prior to
18 January 1, 1983, in which the participant had his/her highest earnings.

19
20 4. Any participant contributions made to the Old Plan after
21 January 1, 1983, shall be returned to the participant within thirty (30)
22 days after the signing of this Agreement, without interest.

23
24 E. Effective January 1, 1983, a new, non-contributory career
25 average retirement plan shall be instituted for Clerical, Office and
26 Passenger Service Employees similar to the plan covering Mechanic,
27 Ramp Service and Related employees.

28
29 1. The Company shall provide a retirement plan for all
30 employees covered by this Agreement.

31
32 2. Employees shall participate after one (1) year of service
33 with the Company, retroactive to date of hire, but not prior to January
34 1, 1983.

35
36 3. There shall be no past service credit under this plan.
37 Service credit shall commence January 1, 1983 or thereafter.
38 However, for vesting purposes only, service credit earned by
39 participants under the "Old Plan" shall apply to vesting under this New
40 Plan.

41
42 4. Monthly benefits paid at retirement shall be one and three
43 tenths percent (1.3%) of the employee's basic monthly average wage,
44 multiplied by the number of years of credited service from January 1,

1 1983 to May 6, 1995, plus one and four tenths percent (1.4%) of the
2 employee's basic monthly average wage multiplied by the number of
3 years of credited service earned after May 6, 1995.
4

5 5. Effective October 29, 1999, for active plan participants
6 who are age fifty (50) and have twenty (20) years of anniversary
7 service with the Company as of July 1, 1999, benefits paid at
8 retirement age shall be as follows:
9

10 a. For service earned prior to January 1, 1999, the
11 monthly benefit shall be equal to one and eight-tenths percent
12 (1.8%) of the employee's "average pay" for the period of five (5)
13 calendar years beginning January 1, 1994 and ending
14 December 31, 1998, multiplied by "credited service" divided by
15 twelve (12). ("Average pay" for a calendar year will be the
16 Participant's "basic hourly rate" multiplied by 2080 hours.); and
17

18 b. For service earned after January 1, 1999, benefits
19 at retirement age shall be one and four-tenths percent (1.4%) of
20 the employees basic monthly average wage, multiplied by the
21 number of years of credited service earned after January 1,
22 1999.
23

24 6. a. "Basic monthly wage" shall be defined as the
25 employee's basic hourly rate of pay multiplied by 173. "Basic
26 monthly average wage" shall be defined as the average of the
27 employee's basic monthly wages during his/her active service
28 with the Company after January 1, 1983 or after January 1, 1999
29 for the group described in B.5., above.
30

31 b. "Basic hourly rate" shall be the average determined
32 by dividing the participant's straight time earnings for a plan by
33 the number of straight time hours worked by the participant
34 during such plan year.
35

36 7. Retirement age shall be:
37

38 a. Normal - 62 (no actuarial increase beyond age 62)
39

40 b. Early - 60 (actuarially reduced below 62)
41

42 c. Early with six months written notice - 55 (actuarially
43 reduced below 62)
44

1 8. A participant whose employment terminates for reasons
2 other than death or retirement shall have no benefit under this plan
3 unless s/he has completed five (5) years of vesting service, in which
4 case the employee shall be entitled to a deferred pension at retirement
5 age.
6

7 9. The full text of this plan will incorporate the basic
8 provisions herein outlined. A copy of the Plan Document will be
9 furnished to the District Lodge, IAMAW, who will also be furnished with
10 a copy of the annual actuarial report covering the plan. It is
11 understood that the District Lodge, IAMAW, shall bear no fiduciary
12 responsibility under the plan.
13

14 10. Information explaining the Plan will be made available to
15 all eligible employees.

16

1 ARTICLE 24, LETTERS OF AGREEMENT

2
3 This Agreement shall succeed and take precedence over all
4 Agreements, Supplemental Agreements, Amendments, Letters of
5 Understanding, and any similar related documents executed between
6 the Company and the Union heretofore, except the following
7 documents listed below. Any such agreements between the parties
8 signed during the term of this Agreement shall be printed in the same
9 size as the pocket-sized Agreement booklet and be issued to each
10 employee under this Agreement.

- 11
12 1. Passenger Service Coordinators and Boardroom
13 Concierge
14 2. Chemical Dependency
15 3. // Crew Scheduler Transition Scale
16 4. Military Charters
17 5. Prudhoe Bay
18 6. Bilingual letter
19 7. Station Agent Classification
20 8. PULP Paid Union Leave Program
21 9. DPASA
22 10. Contract Service Lead
23 11. Resource Planning
24 12. Work // Security
25 13. Holiday Helpers
26 14. Inactive classifications
27 15. Information Technology
28 16. Staffing Adjustment
29 17. Health and Wellness
30 18. Sick Leave Buyout
31 19. Double-Dipping
32 20. Non-DOT Random testing
33 21. GSAP
34 22. Bridge Agreement
35 23. Wage Review
36 24. LAX Transition Scale
37
38

1 ARTICLE 25, INSURANCE

2
3 A. The Company shall provide a Basic Life Insurance Benefit and
4 a Basic Accidental Death and Dismemberment Benefit for regular
5 employees in accordance with the following schedule. The Accidental
6 Death and Dismemberment Benefit shall be on a twenty-four (24) hour
7 non-occupational basis. The premium shall be fully paid by the
8 Company.
9

10		Basic Life	Basic
11	Monthly Earning	Insurance	AD & D
12			
13	Less // than <u>\$2,000</u>	\$45,000	\$45,000
14	\$2,000 but less than <u>\$2,250</u>	\$54,000	\$54,000
15	\$2,250 but less than <u>\$2,500</u>	\$60,000	\$60,000
16	\$2,500 but less than <u>\$2,750</u>	\$66,000	\$66,000
17	\$2,750 but less than <u>\$3,000</u>	\$72,000	\$72,000
18	\$3,000 but less than <u>\$3,250</u>	\$78,000	\$78,000
19	\$3,250 but less than <u>\$3,500</u>	\$84,000	\$84,000
20	\$3,500 but less than <u>\$3,750</u>	\$90,000	\$90,000
21	\$3,750 but less than <u>\$4,000</u>	\$96,000	\$96,000
22	\$4,000 but less than <u>\$4,250</u>	\$102,000	\$102,000
23	\$4,250 but less than <u>\$4,500</u>	\$108,000	\$108,000
24	\$4,500 but less than <u>\$4,750</u>	\$114,000	\$114,000
25	\$4,750 but less than <u>\$5,000</u>	\$120,000	\$120,000
26	<u>\$5,000 but less than \$5,250</u>	<u>\$126,000</u>	<u>\$126,000</u>
27	<u>\$5,250 but less than \$5,500</u>	<u>\$132,000</u>	<u>\$132,000</u>
28	<u>\$5,500 but less than \$5,750</u>	<u>\$138,000</u>	<u>\$138,000</u>
29	<u>\$5,750 but less than \$6,000</u>	<u>\$144,000</u>	<u>\$144,000</u>
30	<u>\$6,000 but less than \$6,250</u>	<u>\$150,000</u>	<u>\$150,000</u>
31	<u>\$6,250 but less than \$6,500</u>	<u>\$156,000</u>	<u>\$156,000</u>
32	<u>\$6,500 but less than \$6,750</u>	<u>\$162,000</u>	<u>\$162,000</u>
33	<u>\$6,750 but less than \$7,000</u>	<u>\$168,000</u>	<u>\$168,000</u>
34	<u>\$7,000 or over</u>	<u>\$174,000</u>	<u>\$174,000</u>
35			

36 An employee may, at his/her option, increase his/her life insurance
37 coverage by purchasing at group rates, supplemental life and AD&D
38 insurance coverage. He may also purchase life insurance coverage
39 for his spouse and children
40

41 B. Short Term Disability- Company-paid coverage will be provided
42 in the amount of forty percent (40%) of weekly basic earnings up to a
43 maximum of five hundred dollars (\$500.00) per week. The Company
44 shall offer an Optional Short-Term Disability Plan. The cost to the

1 employee of optional short-term coverage will be determined by the
2 Company and this amount may change from year to year. The
3 Optional Short-Term Disability plan will provide benefits, in addition to
4 Company-paid coverage, equal to twenty percent (20%) of the weekly
5 basic earnings up to a maximum benefit of two hundred dollars
6 (\$200.00) a week. All terms and conditions which apply to the
7 Company-paid Short-Term Disability Plan shall apply to the Optional
8 Short-Term Disability Plan.

9
10 C. Long Term Disability - In lieu of current LTD plan, the company
11 will provide for payroll deductions and onsite enrollment for an LTD
12 program. The union shall determine the design of the plan,
13 participation requirements, and will select the agent and underwriter
14 for the Plan. The cost of the plan shall be borne by the employees.
15 The union shall have the opportunity to offer an onsite enrollment
16 subject to coordination with the appropriate operational area and
17 payroll.

18
19 D. Health Care Benefits - The Company shall offer each active
20 eligible employee and his/her eligible dependents a medical,
21 prescription drug, dental and vision plan subject to employee
22 contributions. The plans and terms of coverage shall be the same as
23 the plans offered to management employees, subject to the following
24 minimum terms and benefits:

25
26 1. Participation

27
28 a. Eligibility: All active regular full time
29 employees, and active regular part-time employees, who
30 regularly work 16 or more hours per week, their spouse and
31 dependents up to age 26 or as otherwise required by law.

32
33 b. Enrollment: Effective the first day of the
34 month following one (1) month of active Company service
35 provided the employee is on active status on that date.

36
37 c. Discontinuance: Last day of month in which
38 the employee is no longer on the payroll (except for employees
39 on Workers' Compensation as stated in D.1.d below).

40
41 d. Employees on Workers' Compensation who
42 have expended all injury leave and sick leave as set forth in
43 Article 14, paragraph I., occupational injury, shall have their
44 group insurance (medical/dental/vision and life) premiums paid

1 by the Company for a period of ninety (90) days subsequent to
2 the expiration of their injury and sick leave benefits. After the
3 above coverage has been expended, the Life Insurance may be
4 converted to an individual plan within thirty (30) days and
5 Medical/Dental/Vision coverage may be continued under
6 COBRA provisions. Employees on leave of absence (including
7 medical leave) or layoff may elect to continue their Group
8 Medical/Dental/Vision benefits and Life Insurance coverage by
9 paying to the Company the monthly premium covering the cost
10 of such coverage according to COBRA but not less than a
11 period of up to three (3) months.

12
13 2. Contributions

14
15 a. // Employee monthly contributions for the PPO plan
16 will reflect //a //80%/20% //cost sharing. //

17 //

18 b. Annual increases will be no more than 10% higher
19 than the prior year's contribution.

20
21 c. The amount of employee contributions required of
22 part-time employees for the Health Plan will be as follows:

Average Number of Hours Compensated Per Week in the Prior Payroll Month	Percent of Health Care Premiums Employee Pays
16 through 20	50%
20.1 through 30	25%
30.1 or more	Same as full time employee contribution

23
24
25
26
27
28
29
30
31
32
33 d. The Company will contribute the same amount
34 towards the funding of any applicable HMO as it contributes
35 to the same tier of coverage for the PPO plan.

36
37 3. PPO Benefit Levels - Effective January 1, 2007, co-
38 pays, deductibles and other terms under the PPO health care
39 plan will be fixed at the following levels:

40
41 a. In-network physician visit co-pay \$15; Plan pays
42 remainder of the covered physician charges (no deductible).
43 Ancillary services in-network are covered at 80% (after

deductible). Plan pays 60% of reasonable and customary covered charges for out-of-network providers (after deductible).

b. Annual Deductibles:

Individual In- network:	\$250.00
Family In-network	\$500.00
Individual Out of Network:	\$350.00*
Family Out of Network	\$700.00*

* If an in-network provider is available.

c. Annual Out of Pocket Max:

Individual In- network:	\$1500.00
Family In-network	\$3000.00
Individual Out of Network	\$3000.00
Family Out of Network	\$6000.00

* If an in-network provider is available.

d. Emergency room co-pay: \$ 75 per visit.

e. Prescription Drug Co-pays:

Retail (30-day supply):

Generic – \$10

Formulary Brand Name - \$25

Non-Formulary Brand Name – 50%

(with min. \$40/ Max. \$100)

Mail Order (90-day supply):

Generic – \$20

Formulary Brand Name - \$50

Non-Formulary Brand Name – 50% (with

min. \$80/ Max. \$200)

f. Co-insurance:

In-network – 80%

Out-of-network – 60%*

* If an in-network provider is available.

g. Comprehensive Medical Maximum: unlimited.

h. // Chiropractic care shall be limited to 24 visits per person per calendar year.

1
2 i. Hearing Aid Expenses: Limited to three hundred
3 dollars (\$300) per person per two years.
4

5 j. Quality of Care/Cost Management Program:
6 Hospitalization expenses which are not pre-
7 certified, but determined to be medically necessary,
8 will be paid at 50%. Expenses for a second opinion
9 paid at 100%.
10

11 k. // A High Deductible PPO plan will be offered as an
12 option, with the same plan coverage and at the
13 same monthly employee cost, as offered to
14 management employees.
15

16 4. Dental Summary

17
18 a. Deductible: Twenty-five dollars (\$25.00) per
19 individual, fifty dollars (\$50.00) per family unit, per calendar
20 year.
21

22 b. Co-Insurance: Plan pays 80% of usual and
23 customary charges, including prosthetics and periodontal
24 procedures.
25

26 c. Maximum: Up to \$1,750 per individual per calendar
27 year.
28

29 d. // Orthodontia: Maximum of \$2,000 lifetime per
30 individual with separate \$100 lifetime deductible and 80% of
31 reasonable and customary charges paid by the Plan.
32

33 5. Vision Summary

34 //

35 a. One examination in a twelve month period; subject
36 to a copay of \$20 if provided by a VSP network provider.
37 The plan will provide reimbursement up to \$45 for an
38 exam provided by a non-network provider.
39

40 b. The plan will provide coverage for lenses and frames
41 as follows:
42

1 Lenses:

2
3 Network - One pair every 12 months, subject to \$20
4 copay.

5 Non-network - \$45 reimbursement every 12
6 months, subject to allowance (\$25 single vision,
7 \$45 bifocal, \$61 trifocal)

8
9 Contacts:

10 Network - \$75 reimbursement every 12 months

11 Non-network - \$45 reimbursement every 12 months

12 Medically necessary – network covered in full (with
13 VSP approval) once every 12 months; non-
14 network, reimbursed up to \$101

15
16 Frames:

17 Network - \$150 reimbursement every 24 months

18 Non-network - \$90 reimbursement every 24 months

19
20 6. When both // spouses work for the Company and both
21 have elected to be covered, there shall be coordination of
22 medical/dental and vision benefits for the spouses and eligible
23 dependents if they are enrolled in both employees' coverage.

24
25 E. Savings Accounts - The Company will offer the same tax
26 qualified Health Care and/or Dependent Daycare savings accounts as
27 are offered to management employees.

28
29 //

30

1 ARTICLE 26, LONGEVITY PAY

2
3 Employees covered by this Agreement shall receive a length of
4 service adjustment. This bonus is part of the wage rate and, therefore,
5 shall be included in the computation of pay for hour of overtime,
6 holidays, vacation, sick leave, etc. Longevity shall be based on two
7 cents (\$.02) per hour, per year for all years after six (6) of service to a
8 maximum of twenty cents (\$.20) per hour.
9

1 ARTICLE 27, EFFECTIVE DATE AND DURATION

2
3 Except as may otherwise be stated, all provisions of this Agreement
4 shall become effective upon signing and shall remain in full force for the period
5 ending September 27, 2024 and shall automatically be renewed under the
6 same terms and conditions for consecutive yearly periods thereafter unless
7 notice of intended change is served as provided herein. Either party desiring
8 to amend or modify any provision of this Agreement shall serve notice in
9 writing on the other party at least fourteen (14) months July 27, 2023
10 preceding September 27, 2024, or September 27, of any year thereafter;
11 specifically mentioning any amendments or modifications desired, and no
12 other provisions of this Agreement shall be affected by such notice, except to
13 the extent that other provisions must be revised to conform with the
14 amendments or modifications agreed upon. When any notice of desired
15 amendment or modification of any provisions hereof is served, the parties
16 hereto shall meet within thirty (30) days from receipt of said notice to negotiate
17 concerning such desired amendments or modifications. If an Agreement has
18 not been reached by May 27, 2024, the parties will jointly petition the National
19 Mediation Board for mediation services
20

21 IN THE WITNESS WHEREOF, the parties hereto have signed this RSSA
22 Collective Bargaining Agreement this // 27th day of September, // 2019.

23
24 WITNESS: FOR ALASKA AIRLINES, INC
25 s/Jenny Wetzel s/Shane Tackett
26 s/Wayne Newton Shane Tackett
27 s/Jeanne Davis EVP Planning & Strategy
28 s/Bob Hartnett
29 s/Rebecca Meissner
30 s/Denise Kliskey

31
32 WITNESS: FOR THE INTERNATIONAL ASSOCIATION
33 OF MACHINISTS & AEROSPACE WORKERS
34 s/Jeff Tobius s/Sito Pantoja
35 General Chairperson General Vice President – Transportation
36 s/Jason McAdoo s/Dave Supplee
37 Special Representative President – Directing General Chairperson District 142
38 s/Jesse Wilson s/Tim Klima
39 s/Joe Shultz Airline Coordinator
40 s/Nisha Chaudry s/James Carlson
41 s/Jackson Hartsfield Assistant Airline Coordinator
42 s/Linda Romaniello s/Kris Hannah
43 s/Jennifer Araujo Grand Lodge Representative
44 s/Dan Suafoa s/Brianna Gregory
45 Grand Lodge Representative
46 s/Richard Pantoja
47 Grand Lodge Representative
48

1 ARTICLE 28, HOME AGENT

2
3 COPS members in call centers and COPS members performing
4 functions in other departments when agreed upon by the company
5 and the President - Directing General Chair or their designee may
6 participate in a program whereby they work from their homes. All
7 provisions of the COPS agreement apply to those persons choosing
8 to work from home, except as noted in this article.
9

10 A. // Reservations Sales Agents and Lead Reservations Sales Agents
11 holding classification seniority on or before // May 22, 2014 may
12 become a Home Agent on a voluntary basis. Employees hired after //
13 that date // may be directed to become a Home Agent. //
14

15 B. Eligibility Criteria

16
17 1. An agent's home office must be // located in the same
18 state as their Company Designated Facility // or within the Anchorage,
19 Alaska Metropolitan area as defined by the U. S. Census Bureau. //
20 All Reservations Agents living in Anchorage will be home agents and
21 will be assigned to the same company designated facility.
22

23 //

24
25 C. Schedules

26
27 1. Home Agents will not be considered a separate bid
28 location.
29

30 2. Home Agents will bid a shift based on classification
31 seniority within their bid location.
32

33 D. Home Office Requirements

34
35 1. Supervisors, or another representative of the company,
36 and a union representative will be allowed to visit for an initial site
37 inspection, an annual privacy/security assessment and as required for
38 equipment or connectivity testing during an employee's scheduled
39 shift within twenty-four (24) hours notice prior to the visit to both the
40 employee and the Shop Steward with a positive response from each.
41 Written and photographic documentation of the employee's physical
42 environment may be made during these visits for safety and security
43 purposes.
44

1 a. A Shop Steward will be present at all visits to an
2 employee's home. Should the employee decline Union
3 Representation for such an inspection, the Union will be
4 provided documentation from the Company that the employee
5 declined representation. In the event a steward is not available
6 the company will advise the General Chair or their designee and
7 still conduct the visit.
8

9 b. The Company, in partnership with the Union, will
10 identify technical solutions and other technical enhancements to
11 communicate and engage with employees. These new
12 technologies and technical enhancements will be made
13 available for both the Union and the Company.
14

15 E. Equipment

16
17 1. The Company will provide agents with all required
18 equipment.
19

20 2. Each agent must subscribe to and pay for the installation
21 of the computer line, modem and maintenance fees for a continuous
22 high-speed internet connection such as Digital Subscriber Line (DSL),
23 broadband cable or fiber optic in the at-home office
24

25 F. Ready to Work

26
27 1. In cases of equipment or connectivity failure in the at-
28 home office- home agents will be paid for troubleshooting/travel time.
29 Travel time will be determined by Google Maps with real time traffic or
30 a program mutually agreed upon by the Company and the District
31 President/Directing General Chair or his/her designee.
32

33 2. In cases of equipment or connectivity failure in the at-home
34 office, an agent may be required to report to the company designated
35 facility to finish the remaining time of their shift.
36

37 //

38

1 ARTICLE 29, FIELD SERVICE

2
3 A. A Field Service Assignment is work covered under the craft and
4 class of this Agreement that is performed away from his/her station.
5 Field Service is intended but not limited to the following:
6

- 7 1. Emergencies as defined in Article 7.1.4.b;
- 8
- 9 2. Immediate staffing needs not adequately covered by
10 temporary or permanent bid awards; or
- 11
- 12 3. Ground Service duties associated with charter flights
13 outside of the employee's home station.
- 14

15 B. When employees covered by this Agreement are required to
16 engage in field or emergency work away from their station, they shall
17 be paid for such work on the same basis as at their bid location.
18

19 C. Upon completion of a field or emergency work assignment an
20 employee shall return to his/her bid location in accordance with the
21 orders received at the time s/he left his/her home station, or in
22 accordance with the orders s/he received from the person to whom
23 s/he was ordered to report in the field, and shall be compensated for
24 the return trip in accordance with the provisions of paragraph A.
25 above.
26

27 D. All time spent in traveling or waiting in connection with field
28 service will be paid at the applicable straight time and overtime rates
29 of pay. If such travel is interrupted or delayed for any reason and the
30 employee is released by an agent of the Company for a period of five
31 (5) consecutive hours or more, s/he shall not be paid for the time
32 released but in no event shall any employee receive less than their
33 regularly scheduled hours at straight time rates for any twenty-four
34 (24) hour period while away from his/her bid location on emergency
35 field service. When two (2) or more employees are assigned to a field
36 service trip the most senior qualified employee will be appointed as
37 lead if no lead is available at the station.
38

39 E. Each employee covered by this Agreement shall receive, when
40 away from his/her station on regular or special duty, actual and
41 reasonable expenses as defined in Systems Regulations. The
42 employee shall be entitled to draw an expense advance to be
43 accounted for in accordance with Company policy. The advance,
44 however, is not to exceed the allowance for the estimated number of

1 days s/he will be away from his/her bid location. Employees will not
2 be required to use their personal automobile for Company business.
3

4 F. When an employee is away from his/her station on a field
5 assignment he shall be paid straight time and overtime in accordance
6 with the provisions of this Agreement but in no event shall s/he receive
7 less than their regularly scheduled pay for each day; provided,
8 however, that the Company may schedule him/her to take his/her
9 regular day off without compensation except for the reasonable and
10 necessary expenses provided for in this Article.

11
12 G. An employee having completed a field assignment away from
13 his/her home station, beyond his/her regular shift, shall have at least
14 eight (8) hours rest before being required to report for work. An
15 employee having completed a field assignment shall not be paid less
16 money, exclusive of expenses, than s/he would have received had
17 s/he worked his regular shift at his/her bid location.
18

19 H. When employees are required to engage in field or emergency
20 work, luggage will be protected by the Company at a full dollar value
21 against fire, theft or damage. The Company may require the valuation
22 to be certified in advance of the employee departing.
23

24 I. Employees traveling or waiting in pay status are prohibited from
25 partaking of alcoholic beverages.
26

27 J. Any employee covered by this Agreement required by properly
28 designated Company authority to travel in connection with his/her job
29 for all hours away from his/her station shall be covered by standard
30 travel accident insurance policy with a death benefit of \$100,000 at no
31 cost to the employee. The Group Insurance beneficiary will apply
32 unless the employee designates a beneficiary in a letter to the
33 Employee Services Department.
34

35 K. The Company and Union will establish a mutually agreed upon
36 policy(s) for all classifications regarding Field Trip employee selection,
37 at stations where such a policy becomes necessary.

1 ARTICLE 30, TRAINING
2

3 A. When a non-management training position is established
4 to train employees in the Agent/Clerical Division, such position will be
5 filled by employees in the Agent/Clerical Division. A COPS employee
6 selected as a trainer and those currently serving as trainers will
7 receive the appropriate Trainer rate of pay. Trainers will mirror a shift
8 that their seniority will allow them to hold. in accordance with Article
9 10.Q. within their job classification, unless they perform only training
10 duties for their entire shift, in which case, they will be allowed to have
11 a separate shift bid. Trainers may adjust their shifts when performing
12 training duties.

13 1. Notwithstanding paragraph A, representatives of
14 the Company and the Union at a station or location may agree to an
15 alternative arrangement(s) for trainers shifts provided such
16 arrangement is approved by the Union's General Chair and the
17 Company's Vice president in charge of Labor Relations. Any such
18 arrangement shall not be a violation of the labor agreement.
19

20 B. When employees are required to attend formal
21 educational classes conducted by or for the Company at or away from
22 their station, they shall receive the applicable rate of pay for the period
23 they are in attendance and for published travel time from origin to
24 destination including scheduled connection time by the most direct
25 routing plus one (1) hour, away from their station. When employees
26 attend Company provided training as a prerequisite to meeting
27 qualifications for a classification for which they have a bid on file and
28 there is a reasonable expectation of a bid award, they shall receive
29 the applicable rate of pay for the period they are in attendance and for
30 published travel time from origin to destination including scheduled
31 connection time by the most direct routing plus one (1) hour, away
32 from their station. In either situation, employees may elect to take
33 compensatory time off in lieu of pay for travel time. No employee shall
34 receive less pay than s/he would normally receive when s/he attends
35 classes on his/her regularly scheduled work days or work week.
36

37 C. If an employee is required to attend classes on his/her day
38 off, s/he will be assured a minimum of four (4) hours pay at the
39 applicable rate of pay, or the employee may agree to adjust his/her
40 days off.
41

42 D. If training is held immediately prior to or after the
43 employee's regular shift, such time will be at the applicable rate of pay
44 unless the employee agrees to an adjusted shift. The Company may
45 change an employee's start time within a shift with five (5) days written

1 notice in order to facilitate training.

2
3 E. Employees attending classes away from their base or
4 station will have all reasonable expenses paid by the Company
5 according to System Regulation 5.150.

6
7 F. When new equipment is put into service by the Company,
8 all affected employees shall be given reasonable instruction to
9 become familiar with its operation.

10
11 G. After satisfactorily completing initial COPS
12 seniority requirements under this agreement single occupancy hotels
13 will be provided for employees attending training which requires an
14 overnight stay.

15
16 H. The Company will provide the required amount of time to
17 complete all training. Training time will be at the discretion of the
18 company, and may be adjusted for operational needs. The
19 responsibility to timely complete training remains with the employee.

20

1 P.S.C. & Boardroom Concierge

LETTER #1

2
3 October 29, 1999

4
5
6
7 Mr. Donald Welch
8 General Chairman
9 International Association of Machinists
10 and Aerospace Workers
11 District Lodge 143
12 1355 Mendota Heights Road, Ste. 300
13 Mendota Heights, MN 55120
14

15
16 Dear Mr. Welch:

17
18 This will confirm our discussion during negotiations regarding the
19 Passenger Service Coordinators and the Boardroom Concierge.

20
21 It is agreed that in accordance with Article 2, Paragraph C., of the
22 current agreement, Passenger Service Coordinators and Concierge
23 are not to perform any work covered by the Agreement except as
24 provided in Article 4.E.

25
26 It is also agreed that any advance reservations or services the
27 Passenger Service Coordinator obtains for passengers during a flight
28 should be coordinated with the Senior Agent on duty.

29
30 Very truly yours,

31
32 Alaska Airlines, Inc.

33
34
35 s/Thomas R. O'Grady
36 Staff Vice President/Labor Relations

37

2
3 Chemical dependency abuse is one of the leading health problems,
4 resulting in human tragedy and economic loss. We believe that
5 Chemical dependence is an illness, which can be successfully treated.
6 The Employee Assistance Program (EAP) will help any employee who
7 needs and accepts treatment. To accomplish this, the Employee
8 Assistance Program, in conjunction with the IAM and with the
9 cooperation of the Alaska Airlines management, offers a program to
10 diagnose and treat this disease.

11
12 YOUR JOB SECURITY WILL NOT BE JEOPARDIZED BY
13 REQUESTING
14 AND/OR ACCEPTING HELP AND TREATMENT
15

16 The benefits under our Group Hospitalization and Medical Insurance
17 Plan, as well as Alaska Airlines' Sick Leave benefits, will be provided
18 for those employees requiring treatment for a chemical dependence
19 problem.

20
21 The importance of this program to the afflicted individual cannot be
22 over-emphasized. The need for his/her cooperation in responding to
23 treatment by trained professionals also cannot be over-emphasized.
24 Guidelines for the establishment of such a program will be agreed to
25 between the representatives from the Union and representatives from
26 the Company.

27
28 THE ALTERNATIVE in failing to accept help and treatment could be
29 loss of job and, finally, life itself. Unfortunately, the problem may not
30 be obvious to the person struggling with this terrible disease. It may
31 be more evident to their family, friends and fellow employees. All
32 employees must accept a responsibility in the control of this disease
33 among their peers.

34
35 ALL INQUIRIES WILL BE HANDLED IN THE STRICTEST
36 CONFIDENCE. Should you desire assistance, please contact your
37 Employee Assistance Program Coordinator or the General Chair.
38

1 Crew Scheduler Transition Scale

Letter #3

2
3 Any COPS member hired on or before September 27, 2019 who is
4 working in or transfers to a Crew Scheduling shall follow the Crew
5 Scheduling transition pay scale per Article 19.K.

6
7 Grade "A" Transition

8
9 Crew Scheduler

Step	8/10/2019	8/10/2020	8/10/2021	8/10/2022	8/10/2023
Start	\$25.78	\$26.67	\$27.07	\$27.48	\$27.89
1	\$25.78	\$26.67	\$27.07	\$27.48	\$27.89
2	\$25.78	\$26.67	\$27.07	\$27.48	\$27.89
3	\$25.78	\$26.67	\$27.07	\$27.48	\$27.89
4	\$25.78	\$26.67	\$27.07	\$27.48	\$27.89
5	\$25.78	\$26.67	\$27.07	\$27.48	\$27.89
6	\$25.78	\$26.67	\$27.07	\$27.48	\$27.89
7	\$26.62	\$27.54	\$27.95	\$28.37	\$28.79
8	\$29.40	\$30.41	\$30.87	\$31.33	\$31.80
9	\$29.63	\$30.65	\$31.11	\$31.58	\$32.05
10	\$30.66	\$31.72	\$32.19	\$32.67	\$33.17
11	\$31.43	\$32.51	\$33.00	\$33.50	\$34.00
12	\$32.02	\$33.13	\$33.46	\$33.96	\$34.47

11 Start to first step takes six months
12 First step to second step takes six months.
13 All other steps take one year.

14
15 IN WITNESS WHEREOF, the parties hereto have signed this Letter
16 of Agreement this 27th Day of September, 2019.

17
18 FOR THE COMPANY:

FOR THE IAM:

19
20 s/Shane Tackett
21 s/Wayne Newton

s/Dave Supplee
s/Jeff Tobius

3
4 LETTER OF AGREEMENT

5
6 between
7 ALASKA AIRLINES, INCORPORATED
8 and the
9 INTERNATIONAL ASSOCIATION OF MACHINISTS
10 AND AEROSPACE WORKERS
11 hereby agree that:
12

13 1. The employees will continue to provide required services
14 in connection with all military traffic which the Company carries for the
15 United States Government even though any or all of such employees
16 withdraw from commercial airline service because of unresolved labor
17 disputes, including disputes arising out of the contract termination
18 date.
19

20 2. Pay and other benefits for employees providing services
21 within respective classifications in connection with military traffic
22 carried for the United States Government, pursuant to Paragraph 1
23 hereof, will:
24

25 a. For any period prior to the opening date of the
26 contract between the parties be governed by the then existing contract
27 unless modified by agreement of the parties, and,
28

29 b. after the opening date of the contract be governed
30 by either the contract that existed at or prior to the said labor dispute
31 or the contract negotiated as a settlement of such dispute, whichever
32 is more beneficial to the employees.
33

34 3. To assure the movement of a particular flight under such
35 circumstances, the Union will require certification by an appropriate
36 Company operating official designated by the Company for such
37 purpose that such flight is in accordance with the specifications set
38 forth in paragraph 1. above and will be exclusively for military flights
39 deemed essential to the national defense.
40

41 4. This understanding constitutes an amendment and
42 modification of the Collective Bargaining Agreement between the
43 parties hereto and, notwithstanding, any other provisions of said
44 Collective Bargaining Agreement shall run exclusive of the
45 Agreement.
46

1 Signed this 28th day of March, 1980.

2
3 FOR THE INTERNATIONAL FOR ALASKA AIRLINES, INC.
4 ASSOCIATION OF MACHINISTS
5 AND AEROSPACE WORKERS

6
7 s/Charles D. Easley s/Robert E. Gray
8 s/JoAnne Swansen s/Donald Downs
9 s/Walter Fitzgibbon s/Reece Gilstrap
10 s/Garey Davis
11 s/Walt Goodwin
12

2
3 LETTER OF AGREEMENT

4 between

5 ALASKA AIRLINES, INC.

6 and

7 THE INTERNATIONAL ASSOCIATION OF MACHINISTS

8 AND AEROSPACE WORKERS

9 for

10 CLERICAL, OFFICE AND PASSENGER SERVICE EMPLOYEES

11 at

12 PRUDHOE BAY, ALASKA

13
14 WHEREAS, it is the Company's desire to initiate a station at
15 Prudhoe Bay, Alaska; and,

16 WHEREAS, it is the Union's desire that its members be utilized
17 to staff that station; and

18 WHEREAS, the remote location of Prudhoe and the lack of
19 normal living facilities present unique working conditions not
20 contemplated in the Labor Agreement between the parties;

21 NOW, THEREFORE, it is agreed that the provisions of the basic
22 Labor Agreement shall apply to the Prudhoe Bay Station with the
23 following modifications:

24 1. **Article 4, Classification of Work**

25 a. It is contemplated that the classifications of Lead
26 Customer Service Agent, Customer Service Agent, Security Agent
27 and Operations Agent will be utilized. The Lead CSA and CSA may
28 perform all responsibilities in the classifications listed above.

29 b. Management personnel will not normally perform
30 work in the Classifications covered by the basic Agreement except for
31 assisting employees in those instances when due to an unforeseeable
32 peak period, where time is of the essence, and no other arrangement
33 is feasible to alleviate the situation, or if there are insufficient
34 volunteers for overtime, or in the case of an emergency. It is agreed
35 that the servicing of late flights, the performance of necessary work to
36 maintain flight schedules, or the protection of Company or customer
37 property against the elements may be considered emergencies. Each
38 emergency may be explained in writing to the local Union shop
39 committee or local shop steward when there is no shop committee,
40 upon receipt by the Company of a request in writing. The Company
41 will respond in writing within forty-eight (48) hours of the written
42 request, exclusive of Saturdays and Sundays.

43 c. The Company may not subcontract work normally
44 covered by the Basic Agreement except when specific skills,
45 equipment or facilities are not present at the station, when customers

1 require the use of their own or a subcontractor's employees, and in
2 emergency situations beyond the Company's control.

3 **2. Article 5, Hours of Service**

4 a. All shifts and work periods shall be fixed and will be
5 bid according to the basic Agreement and awarded by classification
6 seniority.

7 b. There shall be no shift differential.

8 c. Part-time employees (working less than twelve (12)
9 hours per day) may be utilized but shall work a minimum of six (6)
10 hours per day.

11 d. Vacation, sick leave and Workmen's Compensation
12 absences may be covered by relief shift employees working irregular
13 tours at normal compensation.

14 **3. Article 7, Overtime**

15 a. Overtime shall apply to any work performed in
16 excess of twelve (12) hours in any work day. It shall be paid at the
17 time and one-half (1-1/2) rate.

18 b. Employees unable to leave the station at the end of
19 their fourteen (14) day tour of duty because of lack of Company
20 transportation from Prudhoe to FAI/ANC will, for pay purposes, be
21 considered to be on actual duty. If required to work, overtime at the
22 time and one-half rate shall apply. Those employees unable to return
23 to work through no fault of their own because of a lack of Company
24 transportation from FAI/ANC to Prudhoe will be considered to be on
25 actual duty and will be paid at their normal rate of pay.

26 **4. Article 8, Holidays**

27 Holidays shall not apply to the station, except that Prudhoe Bay
28 employees who work the holiday shall be compensated at the double
29 time and one-half (2½X) rate for all hours worked. Prudhoe Bay
30 employees who are not on their tour of duty shall receive holiday pay
31 which is a daily average of the number of hours the employee worked
32 during their last tour of duty.

33 **5. Article 10, Vacancies**

34 a. The bidding of vacancies shall be by "permanent"
35 or "preference" bid.

36 b. When an employee covered by this Agreement is
37 not available to fill a vacancy, after exhausting procedure set forth in
38 the basic Agreement and after the Company has first asked for
39 volunteers to fill the vacancy temporarily until a new employee is hired,
40 management employees may perform any necessary functions for
41 thirty (30) days.

42 c. If an employee is unable to cope with the
43 environment or working conditions within ninety (90) days of being
44 awarded the bid, s/he will be allowed to return to his/her former

1 position (if his/her seniority so allows) with a thirty (30) calendar day
2 written notice to the Company.

3 d. For vacancies of thirty (30) days or less the
4 Company shall have the option of the following procedures in any
5 order:

6 1) Hire a new employee on a temporary basis.
7 2) Select any volunteer at any station on the
8 system.

9 3) Offer the position to those employees who
10 have preference bids on file for the Classification and station, in
11 seniority order. If none accept, the Company shall have the right to
12 assign the junior employee with a preference bid on file.

13 e. Any employee who is absent from the Prudhoe
14 station for reasons other than vacation or approved personal LOA for
15 more than three-hundred thirty six (336) hours in a twelve month
16 period shall be considered unfit for assignment to the station and shall
17 be furloughed.

18 **6. Article 11, Transfers and Moving Expenses**

19 This section shall not apply to the Prudhoe Bay Station.

20 **7. Article 13, Vacation**

21 Vacations shall be bid in increments of one-half (1/2) a
22 tour of duty, that is, seven (7) consecutive days. It shall be paid for on
23 the basis of twelve (12) hours per day and shall be accrued on the
24 basis of the same relative accrual as set forth in the basic Agreement
25 reduced to an hourly rate.

26	Accrual Rate in Minutes per	
27	Straight Time Hour Worked	Years of Service
28	2.50	0 - 4
29	4.65	5 - 11
30	6.94	12 - 20
31	7.50	21 and over

32 One year represents 2,184 hours.

33
34 **8. Article 14, Sick Leave**

35 a. Sick Leave shall be accrued at the rate of 2.75
36 minutes for each straight time hour worked and shall be expended at
37 the rate of twelve (12) hours per day, Paragraph D. of the contract
38 shall not apply.

39 b. Employees leaving the station prior to the
40 conclusion of their tours because of illness or injury must provide the
41 company with a telephone contact. Employees who are ill and unable
42 to report for their assigned tour shall contact the Customer Service
43 Manager at least 24 hours prior to the report time.

1 **9. Article 15, Transportation**

2 a. The Company will provide "Positive Space, Service
3 Charge Waived" transportation between Prudhoe and the employees'
4 home of record on Alaska Airlines system for normal rotation of tours
5 of duty, any markets within the State of Alaska under a capacity
6 purchase agreement with Alaska Airlines.

7 b. Section 11, paragraphs A & B, shall not apply for
8 transfers to the Prudhoe Station.

9 c. The Company's Pass Policy, System Regulations
10 6.000-6.600, shall not apply to transportation to and from the Prudhoe
11 Station.

12 d. Transfer and moving expenses shall not apply to
13 the Prudhoe Bay Station.

14 **10. Article 19, General and Miscellaneous**

15 a. Parkas and gloves will be provided for all
16 employees required to work out of doors. The employee shall be
17 responsible for maintaining his/her uniform in a clean, presentable
18 condition. Cleaning facilities will be provided by the Company.

19 b. The Company may ask for volunteers for temporary
20 relief from all stations for vacation, sick leave, or other temporary
21 vacancies.

22 c. The Company shall prepare and maintain "Station
23 Rules" which shall govern the operation of the station and the conduct
24 of the employees at the station. The rules shall not discriminate nor
25 coerce the employee and shall not conflict with this Agreement or the
26 basic Agreement. Each employee shall receive and sign for a set of
27 these rules attesting his/her compliance prior to being awarded a
28 position at the station.

29 d. Room and board at Prudhoe shall be furnished to
30 employees assigned to the station at Company expense.

31
32 Signed this 29th day of October, 1999.

33
34 FOR INTERNATIONAL ASSOCIATION FOR ALASKA AIRLINES,
35 OF MACHINISTS & AEROSPACE INC.
36 WORKERS, District Lodge No. 143
37

38 s/Robert De Pace s/Thomas R. O'Grady
39 Bobby De Pace Thomas R. O'Grady
40 President/Directing General Chair Staff Vice President, Labor
41 Relations
42

43 s/Donald Welch
44 Donald Welch
45 IAM General Chair
46

2
3 LETTER OF AGREEMENT
4 BETWEEN
5 ALASKA AIRLINES, INC.
6 AND
7 THE INTERNATIONAL ASSOCIATION OF MACHINISTS
8 AND AEROSPACE WORKERS
9 FOR
10 CLERICAL, OFFICE AND PASSENGER SERVICE EMPLOYEES
11

12 The Company and the Union recognize the importance of Alaska
13 Airlines' international service and the value of providing quality
14 customer service to our non-English-speaking passengers. All
15 employees, regardless of their shift designation, are expected to assist
16 each non-English speaking customer to the best of his/her ability.
17

18 1. Shift assignments at reservations and airport locations
19 will be bid separately from among language-qualified employees at
20 the respective location.
21

22 2. a. At Reservations locations, if the Company is
23 unable to staff bilingual shift assignments using qualified
24 bidders, junior bilingual agents may be assigned as needed to
25 ensure a reasonable level of coverage to meet the needs of the
26 service.
27

28 b. At airport locations with international departures
29 the Company will not, specifically to maintain bilingual language
30 qualification, junior assign more than two (2) bilingual agents per
31 flight.
32

33 3. In the event of a reduction in force, seniority shall be used
34 in accordance with Article 10.
35

36 a. At Reservations locations should circumstances
37 indicate that a reduction in force would result in the Company
38 losing its ability to provide desired bilingual customer service,
39 the Company would advise the Union that a reasonable number
40 of bilingual agents would be retained to meet the needs of the
41 service and that the reduction in force would be handled by
42 seniority among those employees affected, subject to the
43 bilingual qualifications.

1 b. At airport locations with international destinations
2 the Company will not, specifically to maintain bilingual language
3 qualifications, furlough out of seniority order except to the extent
4 necessary to assure two (2) bilingual agents per flight.
5

6 4. Agents at airport locations and/or Reservations locations
7 who are certified by the Company in the specific bilingual language
8 skills required, and who are awarded a shift which is designated for
9 bilingual service, will be paid a differential of \$1.00 an hour for all hours
10 worked in that function. The Company will designate when and where
11 the bilingual differential will be utilized.
12

13 a. Bilingual agents who are not on a specific
14 bilingual defined schedule, but who are assigned bilingual
15 duties during the course of their work day, will receive the
16 bilingual differential pay for all time worked with a minimum of
17 two (2) hours.
18

19 b. New and existing bilingual agents covered by this
20 letter of agreement will be required to go through a certification
21 procedure prior to receiving the differential unless they are
22 currently working in that function or have worked in that function
23 in the past year.
24

25 IN WITNESS WHEREOF, the parties hereto have signed this Letter
26 of Agreement this 15th day of February, 2011.
27

28
29 FOR ALASKA AIRLINES, INC
30 s/Kelley Dobbs
31 Kelley Dobbs
32 Vice President Employee Resources & Labor Relations
33

34 INTERNATIONAL ASSOCIATION
35 OF MACHINISTS & AEROSPACE WORKERS
36 s/Tom Higginbotham
37 Tom Higginbotham
38 President - Directing General Chair
39

1 Station Agent

LETTER #7

2
3 April 17, 1994
4
5
6
7

8 Mr. Marvin E. Sandrin
9 President/Directing General Chairman
10 International Association of Machinists
11 and Aerospace Workers
12 Air Transport District Lodge 143
13 2600 Eagan Woods Drive
14 Suite 220
15 St. Paul, MN 55121
16

17 Dear Mr. Sandrin:
18

19 This will confirm the assurances I provided to you during these
20 negotiations that no employee under the COPS or MRP Agreements
21 will be laid off as a result of adding the Station Agent classification.
22 Future Station Agent classification vacancies which are established by
23 the Company at existing stations that previously were staffed by
24 Customer Service Agents (CSA) will be filled by attrition if there are no
25 incumbent qualified volunteers unless new positions are added.
26 Additionally, no current CSA will be required to lose their job if
27 physically unable to perform the requirements of the Station Agent
28 classification. Also, no CSA will be forced to become a Station Agent.
29

30 Sincerely,
31

32
33 s/ Nick McCudden
34 Nick McCudden
35 Assistant Vice President,
36 Labor Relations
37

38
39 I agree:
40

41 s/Marvin E. Sandrin
42 Marvin E. Sandrin
43

May 20, 1995
Date

2
3 LETTER OF AGREEMENT
4 between
5 ALASKA AIRLINES, INC.
6 and
7 THE INTERNATIONAL ASSOCIATION OF MACHINISTS
8 AND AEROSPACE WORKERS
9 for
10 CLERICAL, OFFICE AND PASSENGER SERVICE EMPLOYEES
11 Paid Union Leave Program (P.U.L.P.)
12
13

14 This Letter of Agreement is made and entered into in
15 accordance with the provisions of the Railway Labor Act, as amended,
16 by and between ALASKA AIRLINES, INC. (hereinafter referred to as
17 the "Company") and the INTERNATIONAL ASSOCIATION OF
18 MACHINISTS AND AEROSPACE WORKERS (hereinafter referred to
19 as the "Union").
20

21 WHEREAS, it is the desire of the Company and the Association
22 to enter into a Letter of Agreement establishing a procedure for the
23 Company to bill the Union for reimbursement in connection with the
24 release of employees from duty for authorized Union business.
25

26 NOW, THEREFORE, it is mutually agreed and understood by
27 and between the parties to this Letter of Agreement that:
28

29 1. An employee who loses time due to being released from
30 duty for authorized Union business will be paid for the time lost for
31 which they had been scheduled to work and the Company will bill the
32 Union for the time lost as a result of such release.
33

34 2. In addition to the amount of reimbursement determined in
35 Paragraph 1, above, an additional payment in the amount of thirty-six
36 point five percent (36.5%) shall be added for those fringe benefits
37 accrued by the employee while on Union leave.
38

39 3. An employee who is released for authorized Union
40 business shall accrue all sick leave and vacation benefits to which they
41 are entitled as if they had worked during such periods.
42

43 4. For purposes such as sick leave accrual, vacation
44 accrual, retirement, life/medical insurance, 401(k) and other

1 applicable benefits, as well as pass privileges, the employees covered
2 by this Letter of Agreement shall be considered active employees.
3

4 5. Authorized leaves for Union business shall only be
5 requested by the General Chair or his/her designee and a copy of the
6 Company's billing to the Union will be furnished by the Company to
7 the General Chair. The Assistant Vice President of Labor Relations
8 must be advised in writing by the General Chair of the name(s) of the
9 individual(s) who the Union has designated to act on behalf of the
10 General Chair to request Union leaves.

11
12 6. Either the Company or the Union may exercise their
13 independent right at any time for any reason to discontinue this
14 agreement with thirty (30) days written notice to the other party.
15

16 IN WITNESS WHEREOF, the parties hereto have signed this
17 Letter of Agreement this 29th day of October, 1999.
18

19 WITNESS: FOR ALASKA AIRLINES, INC.

20
21 s/Gail L. Neufeld s/Thomas R. O'Grady
22 s/Marcia Stock Thomas R. O'Grady
23 s/Bennie Johnson Staff Vice President, Labor
24 s/Karen Wells-Fletcher Relations
25 s/Stacie Butcher
26 s/Bob Hartnett
27

28 WITNESS: FOR THE INTERNATIONAL
29 ASSOCIATION OF MACHINISTS
30 AND AEROSPACE WORKERS
31

32 s/Joanne Robitaille s/ Robert De Pace
33 s/Lauren Lewis Robert De Pace
34 s/Don Anderson President/Directing General Chair
35 s/Jacki Belden
36 s/Marsha Cline Morgan s/Donald Welch
37 s/Bea Knott Donald Welch
38 IAM General Chair

39

2
3 LETTER OF AGREEMENT
4 BETWEEN
5 ALASKA AIRLINES, INC.
6 AND
7 THE INTERNATIONAL ASSOCIATION OF MACHINISTS
8 AND AEROSPACE WORKERS
9 FOR
10 CLERICAL, OFFICE AND PASSENGER SERVICE
11

12 This Letter of Agreement is made and entered into with the intent to
13 outline a newly proposed procedure and for developing new duties
14 and responsibilities for bargaining unit classifications which will be
15 assigned to transfer Disabled Passengers at the Seattle station.
16

17 WHEREAS Alaska Airlines (“Company”) and the International
18 Association of Machinists and Aerospace Workers (“Union”) have
19 mutually agreed to establish a procedure for Alaska Airlines to
20 interview, select, and assign employees based on the principal duties
21 and responsibilities described below, and
22

23 WHEREAS the shift assignment and selection process shall consider
24 the bidder’s qualifications and seniority in classification or with the
25 Company. The selection of candidates for the duties and
26 responsibilities described herein, will be at the discretion of the
27 Company.
28

29 NOW, THEREFORE, it is mutually agreed and understood by and
30 between the parties to this Letter of Agreement that:
31

- 32 1 Employees who are currently employed in a job classification
33 covered under the Clerical, Office, and Passenger Service
34 Employees’ Labor Agreement, at SEATR, may indicate their
35 desire to be considered as employees who shall perform duties
36 and responsibilities as a “Disabled Passenger and Aislechair
37 Service Agent” (hereinafter “DPASA”)and shall be assigned to
38 attend to the special needs of disabled passengers who are
39 traveling on Alaska Airlines.
40
- 41 2. If selected, the employee will be compensated at a \$1.25 per hour
42 premium for the entire shift worked as a DPASA.
- 43 3. All DPASAs shall attend and be certified to have successfully
44 completed training classes for lifting, Image, PAL, and

1 electronic/electric wheelchairs. Alaska Airlines shall provide or
2 make available this training on a periodic basis to employees
3 selected for the DPASA duties.
4

- 5 4. For the purposes of maintaining a pool of trained employees who
6 will provide coverage for employees absent due to vacation, sick,
7 and other leave under the labor agreement or Company policies,
8 Alaska Airlines will maintain a base list of employees that are
9 eligible to perform the DPASA duties and responsibilities.
10
- 11 5. DPASA shifts shall be bid by classification seniority.
12
- 13 6. Employees working as DPASAs shall be considered eligible for
14 overtime opportunities in their regular job classification.
15
- 16 7. Overtime may be assigned to DPASAs and must be filled with
17 trained, qualified individuals from the Company list based upon
18 seniority.
19
- 20 8. Movement of disabled passengers to and from gate areas will
21 remain the primary responsibility of the Customer Service Agents
22 (“CSAs”) who are working as DPASAs. This provision shall not
23 be construed to operate as a bar to other CSAs being assigned
24 temporary DPASA duties and responsibilities when a DPASA is
25 not available. Such duties include moving aislechair and
26 wheelchair passengers from gate to gate or down the jetway.
27 CSAs who are required to transfer or move two or more full assist
28 aislechair passengers a day will get a premium of two hours (2
29 hours @ \$1.25 = \$2.50).
30
- 31 9. The parties to this agreement will make every reasonable effort to
32 secure special training which will be designed to facilitate the
33 identification of and proper transfer of full assist passengers.
34
- 35 10. Failure to meet the responsibilities and duties described below
36 shall result in an employee’s eligibility lapsing until the employee
37 requalifies and rebids as a DPASA. DPASA principal
38 responsibilities and duties shall include but not be limited to:
39
 - 40 • Aislechair assistance and transfers.
 - 41 • Electronic/electric wheelchair breakdown, battery storage, and
42 offloading.

- 1 • Ability to operate passenger assist lifting vehicle.
2
3 • Proficiency at accessing computer generated arrival/departure
4 information pertaining to special service requests.
5
6 • A professional, caring, and empathetic attitude towards disabled
7 customers.
8
9 • Assistance, as time allows, with additional disabled, special
10 needs, and aislechair passengers on outbound flights.
11
12 • Maintenance of recurrent training schedule and occupational
13 therapy certifications as required by Alaska Airlines.
14
15 • Five hours initial training from a Community Healthcare
16 professional organization designated by Alaska Airlines and
17 maintenance of annual recurrent training as may be required.
18
19 • Any other relevant training Alaska Airlines deems necessary.
20
21 11. Alaska Airlines reserves the right to determine whether or not an
22 employee is sufficiently physically fit to perform the
23 responsibilities of a DPASA.
24
25 12. Any DPASA who determines (within 90 calendar days of his/her
26 first day of work as a DPASA) that s/he is unable to cope with the
27 working conditions and/or physically unable to do the work will be
28 required to return to their previous position by exercising seniority
29 under COPS contract Article 10 A.4 (1999 to 2002 Agreement).
30
31 13. The term of this agreement shall be for 18 months from the date
32 of the union's first signature. If the event either party wishes to
33 terminate this agreement, that party shall give the other party
34 written notice to meet and discuss the issue. The meeting shall
35 occur within fifteen (15) days' mailing of the written notice. At the
36 conclusion of the meeting, either party may terminate the
37 agreement with fifteen (15) days' written notice. Upon written
38 mutual agreement the terms herein may be extended.
39
40 14. Participation in the DPASA selection program is completely
41 voluntary.

1 IN WITNESS WHEREOF, the parties hereto have signed this Letter
2 of Agreement this 23rd day of August, 2006.

3
4

5 FOR ALASKA AIRLINES, INC
6 s/Dennis Hamel
7 Dennis Hamel
8 Vice President Employee Services

9

10 INTERNATIONAL ASSOCIATION
11 OF MACHINISTS & AEROSPACE WORKERS
12 s/Robert DePace
13 Robert DePace
14 President/Directing General Chair

15

2
3 LETTER OF AGREEMENT
4 BETWEEN
5 ALASKA AIRLINES, INC.
6 AND
7 THE INTERNATIONAL ASSOCIATION OF MACHINISTS
8 AND AEROSPACE WORKERS
9 FOR
10 CLERICAL, OFFICE AND PASSENGER SERVICE EMPLOYEES
11

12 Contract Service Lead

13
14 This Letter of Agreement is made and entered in accordance with the
15 provisions of Title II of the Railway Labor Act as amended, by and
16 between Alaska Airlines, Inc. (the "Company") and the Clerical, Office
17 and Passenger Service employees in the service of the Company (the
18 "employees") as represented by the International Association of
19 Machinists and Aerospace Workers (IAMAW).
20

21 This will serve to establish the duties, pay and protections for a
22 Contract Service Lead.
23

24 Duties include, but are not limited to the duties of a Lead Customer
25 Service Agent, the preparation and filing of documents and the
26 oversight of operational performance, examining and coding invoices
27 for payment, representing Alaska Airlines in required meetings with
28 Airport, Vendor, partner and business meetings. In addition, the
29 Contract Service Lead will act as a Customer Service Supervisor
30 responsible for supervising Customer Service, Ramp, Operations, and
31 Cargo Functions; oversee ticketing, enplaning/deplaning activities,
32 customer relations, passenger security, internal security, load
33 planning, weight/balance, baggage handling procedures, servicing
34 and implementing plans and schedules to assure the availability of
35 equipment; investigate and report delays and irregular flight activity
36 determining solutions for how to avoid such delays in the future;
37 involvement in customer relations including passenger complaints,
38 Lost and Found, and special passenger arrangements and ensure
39 company passenger service standards are maintained or exceeded,
40 and other duties as deemed appropriate (in bid locations where
41 permanent Alaska Airlines COPS members are not assigned). The
42 Contract Service Lead will not be responsible for Alaska Airlines
43 employment decisions and/or the administration of discipline.

1 The selection process shall consider the bidder's qualifications and
2 seniority in classification or with the Company, the selection and de-
3 selection of candidates for the duties and responsibilities described
4 herein will be solely at the discretion of the Company.
5

6 Any Contract Service Lead who determines (within 90 calendar days
7 of his/her first day of work as a Contract Service Lead) that s/he is
8 unable to cope with the working conditions and/or physically unable to
9 do the work will be required to return to their previous position by
10 exercising seniority under COPS contract Article 10.A.4.
11

12 Contract Service Leads who are deselected (after 90 calendar days of
13 his/her first day of work as a Contract Service Lead) will follow the
14 furlough procedures as set forth in Article 10.A.
15

16 Contract Service Leads will receive a // differential of \$6.25 //. After
17 one year in the CSL position, the differential shall increase to
18 \$8.25/hour. The Contract Service Lead differential will be paid above
19 the base classification (e.g., CSA, RSA) and will become part of the
20 Contract Service Lead's base pay for sick leave, vacation, overtime,
21 etc.
22
23
24

25 IN WITNESS WHEREOF, the parties hereto have signed this Letter
26 of Agreement this 22nd day of May, 2014.
27
28

29 FOR ALASKA AIRLINES, INC
30 s/Shane Tackett
31 Shane Tackett
32 Vice President Labor Relations
33

34 INTERNATIONAL ASSOCIATION
35 OF MACHINISTS & AEROSPACE WORKERS
36 s/Tom Higginbotham
37 Tom Higginbotham
38 President - Directing General Chair

2
3 LETTER OF AGREEMENT
4 BETWEEN
5 ALASKA AIRLINES, INC.
6 AND
7 THE INTERNATIONAL ASSOCIATION OF MACHINISTS
8 AND AEROSPACE WORKERS
9 FOR
10 CLERICAL, OFFICE AND PASSENGER SERVICE
11

12 Resource Planning:

13 The company may elect to utilize COPS members for the purposes of
14 assisting with staff planning. When it does so the following provisions
15 will apply:
16

17 For every six (6) vacancies, three (3) shall be made by the Company
18 selecting the most qualified candidate and three (3) shall be made
19 utilizing the bid processes as outlined in the COPS Contract Article 10.
20 It is further agreed that successful candidates, whether selected by
21 the Company or those to successfully bid into the department, will
22 receive three (\$3.00) per hour differential on their base classification.
23 Should the Company wish to establish additional bid locations outside
24 of the current location of Seattle and the proposed location of
25 Anchorage, 30 days' notice must be given to the District General Chair
26 in addition to the notification requirements outlined in the COPS
27 contract.
28

29 Each bid location established will have a separate list utilizing the
30 same three to three (3:3) ratio for the purposes of filling vacancies.
31

32 Should the need for a reduction in force arise in one of the bid
33 locations, COPS Article 10.A shall be utilized.
34

35 The Company will furnish a list to the District General Chair in January
36 of every year detailing each bid location's personnel. The lists will
37 include the names, seniority dates, bid or selection status, bid or
38 selection date, and contract that each person came from.
39

40 FOR ALASKA AIRLINES, INC

41
42 s/Shane Tackett
43 Shane Tackett
44 Vice President Labor Relations

1
2
3 INTERNATIONAL ASSOCIATION
4 OF MACHINISTS & AEROSPACE WORKERS
5
6 s/Tom Higginbotham
7 Tom Higginbotham
8 President - Directing General Chair

2
3 LETTER OF AGREEMENT
4 BETWEEN
5 ALASKA AIRLINES, INC.
6 AND
7 THE INTERNATIONAL ASSOCIATION OF MACHINISTS
8 AND AEROSPACE WORKERS
9 FOR
10 CLERICAL, OFFICE AND PASSENGER SERVICE EMPLOYEES
11

12 This Letter of Agreement is made and entered into in accordance with
13 the provisions of the Railway Labor Act, as amended, by and between
14 ALASKA AIRLINES, INC. (hereinafter referred to as the "Company")
15 and the INTERNATIONAL ASSOCIATION OF MACHINISTS AND
16 AEROSPACE WORKERS (hereinafter referred to as the "Union").
17

18 WHEREAS, the Union is the collective bargaining representative of
19 the Company's Clerical, Office and Passenger Service Employees
20 ("COPS") employees, and the Union and the Company are parties to
21 a collective bargaining agreement covering such employees (the
22 "COPS Agreement") and
23

24 WHEREAS, the Union has proposed, and the Company has agreed,
25 that the parties enter into a Letter of Agreement providing for work
26 security for its COPS employees; and
27

28 THEREFORE, the Company and the Union enter into this Letter of
29 Agreement, as set forth below.
30

- 31 1. The Company agrees that, for the duration of this Letter of
32 Agreement, it will not outsource or subcontract work that, as
33 of September 27 ,2019, is exclusively performed at Company
34 locations by employees within classifications covered in
35 Article 4 of the COPS Agreement.
36
- 37 2. As an exception to paragraph 1, the Company may outsource
38 or subcontract work that, as of the September 27 ,2019 of this
39 letter, is exclusively performed by employees within
40 classifications covered in Article 4 of the COPS Agreement if
41 such outsourcing or subcontracting is through an Airport
42 consortium or as a result of other regulatory requirements,
43 and if such a consortium or regulatory requirement is
44 mandatory at a particular airport. Article 10 of the COPS

1 Agreement shall apply to any employee displaced as a result
2 of outsourcing or subcontracting under this paragraph.
3

- 4 3. It is agreed the following are examples of work that is not
5 “exclusively performed” by employees within classifications
6 covered in Article 4 of the COPS Agreement as of September
7 27, 2019:
8

9 a. COPS

- 10 i. Wheelchair pushing
11 ii. Curbside
12 iii. Baggage Delivery (physical delivery of bag)
13 iv. Customer Care
14
15
16 4. This letter does not require the Company to bring in any work
17 that the Company currently outsources or subcontracts.
18
19 5. Except as specifically provided herein, this Letter of
20 Agreement does not alter either party’s rights under the COPS
21 Agreement, including but not limited to the Company’s ability
22 to introduce new equipment and technology and continue to
23 innovate as provided in Article 2.G.
24

25 This Letter of Agreement shall go into effect on September 27,
26 2019, and shall expire on September 27, 2026 Once this Letter of
27 Agreement expires, the Company’s rights and responsibilities with
28 respect to the outsourcing or subcontracting of work will be
29 governed by the COPS Agreement in effect at the time of
30 expiration. The parties do not intend to create a status quo
31 obligation as it relates to the Company’s contractual right to
32 outsource or subcontract work beyond the expiration date of this
33 Letter of Agreement.
34
35

36 IN WITNESS WHEREOF, the parties hereto have signed this Letter
37 of Agreement this 27th Day of September, 2019.
38

39 FOR THE COMPANY:

FOR THE IAM:

40 s/Shane Tackett
41 s/Wayne Newton
42

s/Dave Supplee
s/Jeff Tobius

43

1 **Holiday Helpers**

Letter #13

2
3 This will confirm our discussions during the course of Alaska COPS
4 negotiations in 2013 regarding the use of non-represented
5 (management) employees during the Holiday Season (“Holiday
6 Helpers”).

7 Prior to the Company utilizing Holiday Helpers, and with as much
8 advanced notice as feasible, the Vice President of Labor and/or the
9 Vice President of the responsible division(s) will notify the appropriate
10 General Chair of Air Transport District 142. The notification will
11 include the level of support staff that will be utilized, the approximate
12 duration of that support, and the nature of the support.

13 After the notification, the Manager of the Station that will be utilizing
14 Holiday Helpers and the Station’s Shop Steward(s) will meet to
15 discuss the proposed program and use.

16 This Memorandum of Understanding is intended to end the
17 miscommunication that has surrounded the use of Holiday Helpers. In
18 no way does this letter waive the Union’s right to seek remedy through
19 the grievance procedure if an agreement of the usage of Holiday
20 Helpers is not reached, nor does this letter waive the Company’s belief
21 that non-represented management employees may assist during
22 certain peak times. This letter is not meant to supersede either the
23 Company’s or the Union’s rights under the Collective Bargaining
24 Agreement (CBA).

25
26 If there is agreement to this letter, please indicate by signing below
27 and returning to me.

28
29 In Agreement:
30 s/Jeff Tobius
31 General Chair
32 IAM District 142

Witness:
s/Jackie Fay
General Chair
IAM District 142

33
34 In Agreement:
35 s/Jeff Butler
36 Vice President
37 Customer Service and Cargo

Witness:
s/Shane Tackett
Vice President
Labor Relations

2
3 LETTER OF AGREEMENT
4 BETWEEN
5 ALASKA AIRLINES, INC.
6 AND
7 THE INTERNATIONAL ASSOCIATION OF MACHINISTS
8 AND AEROSPACE WORKERS
9 FOR
10 CLERICAL, OFFICE AND PASSENGER SERVICE EMPLOYEES
11

12 In order to preserve the work defined as covered by the COPS
13 agreement in classifications not currently in active use, the following
14 classifications will be considered to be COPS work in the event they
15 are reestablished.

16
17 ARTICLE 4, CLASSIFICATION OF WORK
18

19 B. Agent Division

- 20 5. Lead Security Agent
21 a. Security Agent
22

23 C. Clerical Division

- 24 2. Computer Operator
25 4. Lead Press/High Speed Print Operator
26 a. Press/High Speed Print Operator
27 d. Bindery/Collator Operator
28 6. Lead Desk Top Publishing Specialist
29 a. Desk Top Publishing Specialist
30 7. Receptionist
31

32 D. Job Descriptions

33
34 Receptionist -

35 Duties include, but are not limited to, receiving and directing
36 visitors. Requires routine knowledge of the organization to answer
37 inquiries. May also perform routine clerical duties.
38

39 Lead Desktop Publishing Specialist -

40 Duties include, but are not limited to, those of a Desktop
41 Publishing Specialist. In addition, will coordinate project work flow,
42 supervise and direct other Desktop Publishing Specialist and may be
43 required to train such employees when necessary.

1 Desktop Publishing Specialist -

2 Responsibilities include, but are not limited to, designing,
3 formatting, editing and proofing of company manuals, forms,
4 newsletters, brochures, flyers, posters, logos and other printed
5 materials using industry standard graphic design software applications
6 on both Macintosh and PC platforms. Operate and maintain scanners,
7 image setters, and film processors.

8
9 Computer Operator -

10 Responsibilities include, but are not limited to, operation of
11 computer as set forth in operating instructions; maintains card, tape
12 and disk file libraries and their production; keeps log and check control
13 totals, ensures completeness and accuracy of outputs prior to release,
14 coordinates with vendor concerning malfunctions. May be assigned
15 to irregular hours without penalty except for overtime as set forth in
16 Article 6. Supervisory employees may perform the above duties
17 including routine assignment to shifts in lieu of a computer operator.

18
19 Lead Press/High Speed Print Operator-

20 Duties include, but are not limited to, those of a press print
21 operator and bindery operator. In addition the lead position will
22 supervise, direct, schedule, and train employees on press, high speed
23 digital copier, and bindery areas for efficient operation of printshop.
24 Responsibilities include: scheduling all incoming jobs for presses and
25 bindery operators. Coordinating with desktop, customers, and outside
26 design firms on formatting, design, inks and papers for jobs performed
27 in the printshop. Assist with monthly printshop production reports and
28 may from time to time assist with quotes from vendors when requested
29 by his/her manager.

30
31 Press/High Speed Print Operator -

32 Responsibilities include, but are not limited to, operation of
33 multiple color offset press and digital high speed copier (including
34 digital networking, programming, and scanning), pre-press (includes,
35 camera operation, masking negatives, and burning plates) and also,
36 perform all bindery functions including, collating, cutting, drilling,
37 folding, numbering, binding, padding, perforating, laminating, shrink
38 wrapping, packaging, labeling and shipping via internal Company mail
39 and/or coordinating with common carriers. Maintain a neat and safe
40 working area; paper and chemical supplies.

41

1 Bindery/Collator Operator -

2 Responsibilities include, but are not limited to, setup, operation
3 and maintenance of a digital collator with finishing accessories,
4 specialty book binding equipment and a variety of automated folding,
5 perforating, scoring, cutting, numbering, laminating, binding, drilling,
6 shrink wrapping and padding equipment. Also included is packaging,
7 labeling and shipping of printed materials via Company mail and/or
8 coordinating with common carriers along with maintenance of a neat
9 and safe work area. Also assist Mail Room when needed with
10 handling, sorting and dispersing of Company mail.

11
12 Lead Security Agent -

13 Duties include, but are not limited to, the duties of a Security
14 Agent. In addition, the Lead Security Agent will supervise and may
15 train agents. Lead Security Agents will be utilized where mandated by
16 the FAA and at Company discretion.

17
18 Security Agent -

19 Duties include, but are not limited to, the security inspection of
20 passengers, freight and luggage, either visually or electronically;
21 direction of passengers to outbound flights; handling of Company mail;
22 checking inbound luggage tags in baggage claim area; and may
23 include assisting a CSA in baggage service.

24
25
26 FOR ALASKA AIRLINES, INC

27
28 s/Shane Tackett
29 Shane Tackett
30 Vice President Labor Relations

31
32
33 INTERNATIONAL ASSOCIATION
34 OF MACHINISTS & AEROSPACE WORKERS

35
36 s/Tom Higginbotham
37 Tom Higginbotham
38 President - Directing General Chair

2
3 LETTER OF AGREEMENT
4 BETWEEN
5 ALASKA AIRLINES, INC.
6 AND
7 THE INTERNATIONAL ASSOCIATION OF MACHINISTS
8 AND AEROSPACE WORKERS
9 FOR
10 CLERICAL, OFFICE AND PASSENGER SERVICE EMPLOYEES
11

12 **Information Technology Support:**
13

14 The company may elect to utilize COPS members for the purposes of
15 assisting and supporting the development and testing of new or
16 enhanced technologies at the direction of and as determined
17 necessary by company leadership. When it does so the following
18 provisions will apply:
19

20 Work may be performed in collaboration with other company
21 personnel, Horizon Air employees or third party vendors. Work
22 performed may include, but is not limited to, testing, quality assurance,
23 design development, requirements specification, and scoping.
24

25 For every ten (10) vacancies, seven (7) shall be made by the
26 Company selecting the most qualified candidate and three (3) shall be
27 made utilizing the bid processes as outlined in the COPS Contract
28 Article 10. It is further agreed that successful candidates, whether
29 selected by the Company or those who successfully bid into the
30 department, will receive a premium equal to the Lead differential in
31 addition to their current rate of pay. Should the Company wish to
32 establish additional stations outside of Seattle, 30 days' notice must
33 be given to the District General Chair in addition to the notification
34 requirements outlined in the COPS and contracts.
35

36 Each station established will have a separate list utilizing the same
37 seven to three (7:3) ratio for the purposes of filling vacancies.
38

39 Should the need for a reduction in force arise in one of the stations,
40 COPS Article 10.A shall be utilized.
41

1 The Company will furnish a list to the District General Chair in January
2 of every year detailing each bid location's personnel. The lists will
3 include the names, seniority dates, bid or selection status, bid or
4 selection date, and contract that each person came from.

5

6

7 FOR ALASKA AIRLINES, INC

8

9 s/Shane Tackett

10 Shane Tackett

11 Vice President Labor Relations

12

13

14 INTERNATIONAL ASSOCIATION

15 OF MACHINISTS & AEROSPACE WORKERS

16

17 s/Tom Higginbotham

18 Tom Higginbotham

19 President - Directing General Chair

20

2
3 Dear Mr. Butler:
4

5 This will confirm our discussions regarding the use of earned vacation
6 time as (HAT) in conjunction with an agent being awarded Staffing
7 Adjust (commonly referred to as "SA," or Day of LOA) – which is
8 unpaid leave time awarded on a scheduled working day. Staffing
9 Adjustment will be awarded by seniority within the classification in a
10 bid location in accordance with COPS Article 12.F., and RSSA Article
11 11.E.

12 When an agent has been awarded Staffing Adjust for a day or portion
13 of a day, it will be the individual agent’s discretion to utilize any earned
14 vacation time for the like time that has been awarded off. The time will
15 be considered to be unpaid unless the employee indicates at the time
16 of the award that they prefer to utilize HAT pay. Seniority will not be
17 bypassed in favor of awarding an agent time off that wishes to forego
18 pay; likewise, seniority will not be bypassed in favor of awarding an
19 agent time off that wishes to utilize earned vacation. Time off will be
20 awarded strictly based on seniority. However, once an agent has
21 made their determination to utilize earned vacation, or take the
22 awarded leave unpaid, and the time off has been awarded, the agent
23 may not switch their pay status (from paid to unpaid, and from unpaid
24 to paid).

25 Please indicate your agreement to this letter by countersigning and
26 returning to me at your earliest convenience.
27

28 In Agreement:
29 s/Jeff Tobius
30 General Chair
31 IAM District 142
32

Witness:
s/Jackie Fay
General Chair
IAM District 142

33 In Agreement:
34 s/Jeff Butler
35 Vice President
36 Customer Service and Cargo

Witness:
s/Shane Tackett
Vice President
Labor Relations

2
3 LETTER OF AGREEMENT
4 BETWEEN
5 ALASKA AIRLINES, INC.
6 AND
7 THE INTERNATIONAL ASSOCIATION OF MACHINISTS
8 AND AEROSPACE WORKERS
9 FOR
10 CLERICAL, OFFICE AND PASSENGER SERVICE EMPLOYEES

11
12 Health Care and Wellness
13

14 The Company and the Union will work jointly in quarterly meetings to
15 learn more about the challenges of providing a benefits plan that can
16 adapt with the market, fostering and encouraging quality care and
17 good outcomes at costs affordable to the Company and to our
18 employees.

19
20 The Company will develop and share medical plan claims data, at a
21 level that is compliant with privacy requirements, on a regular basis to
22 increase the awareness of trends and of the costs of our plan, and
23 explore specific recommendations to reduce or minimize the impact of
24 escalating health care claims costs.

25
26 We will share a willingness to explore, and if mutually agreed, test new
27 plan designs and new tools which will help incentivize informed and
28 thoughtful consumer behavior in our members' choice of medical
29 providers and discretionary treatments as well as encourage informed
30 dialog with providers. These tools should promote and incentivize
31 wellness programs to maintain and improve the health of all of our
32 members and work to reduce wasteful medical treatments and
33 procedures.

34
35 We share a commitment to work together during the term of the
36 Agreement to implement agreed upon wellness programs and
37 incentives, cost containment and "value based" benefits with
38 applicable incentives and other mutually agreed affordable health care
39 programs with demonstrated good outcomes, with flexibility on the
40 part of both parties to remove, with mutual agreement, any contractual
41 barriers which might otherwise impede a successful enhancement of
42 such programs.

1 FOR ALASKA AIRLINES, INC

2

3 s/Shane Tackett

4 Shane Tackett

5 Vice President Labor Relations

6

7

8 INTERNATIONAL ASSOCIATION

9 OF MACHINISTS & AEROSPACE WORKERS

10

11 s/Tom Higginbotham

12 Tom Higginbotham

13 President - Directing General Chair

14

2
3 LETTER OF AGREEMENT
4 BETWEEN
5 ALASKA AIRLINES, INC.
6 AND
7 THE INTERNATIONAL ASSOCIATION OF MACHINISTS
8 AND AEROSPACE WORKERS
9 FOR
10 CLERICAL, OFFICE AND PASSENGER SERVICE EMPLOYEES

11 **SICK LEAVE BUY-OUT //**

12 //

13
14
15 Alaska Airlines, Inc. ["Company"], and IAMAW as representative of the
16 COPS members employed by Alaska [the "Association"] agree as
17 follows:

18
19 //

20
21 An employee retiring directly from active service at age 55 or older
22 who has ten (10) years of vesting service or twenty (20) years of
23 Company service will be paid a lump sum equal to the Employee's
24 current rate of pay multiplied by the sum of the Employee's accrued
25 sick leave balance multiplied by 25%.

26
27 Employees covered under this letter will receive the same increase to
28 the sick leave lump sum cash payout if another Company represented
29 workgroup receives an increase after the date of signing of this letter.

30
31 -
32 All other provisions of the collective-bargaining agreement remain in
33 full force and effect. //

34 IN WITNESS WHEREOF, the parties hereto have signed this Letter
35 of Agreement this 27th Day of September, 2019.

36
37 FOR THE COMPANY:

FOR THE IAM:

38
39 s/Shane Tackett
40 s/Wayne Newton

s/Dave Supplee
s/Jeff Tobius

1 Double Dipping

Letter #19

2
3 Letter of Agreement

4 Between

5 Alaska Airlines, Inc.

6 And

7 The International Association of Machinists

8 And Aerospace Workers

9 For

10 Clerical, Office and Passenger Service

11
12 Double Dipping

13
14 This Letter of Agreement is made and entered in accordance with the
15 provisions of Title II of the Railway Labor Act as amended, by and
16 between Alaska Airlines, Inc. (the "Company") and the Clerical, Office
17 and Passenger Service employees in the service of the Company (the
18 "employees") as represented by the International Association of
19 Machinists and Aerospace Workers (IAMAW).

20
21
22 Pursuant to the "Double Dipping" letter dated February 1, 2012, this
23 letter of agreement recognizes the issue of "Double Dipping", as it
24 relates to the COPS Agreement.

25
26 The Company agrees that it will not issue an attendance occurrence
27 and withhold trade privileges due to a single trade violation. The
28 Company will have the option of issuing either an attendance
29 occurrence or restricting trade privileges due to a trade violation, as
30 outlined in the Company's trade policy.

31
32 IN WITNESS WHEREOF, the parties hereto have signed this Letter
33 of Agreement this 27th Day of September, 2019.

34
35 FOR THE COMPANY:

FOR THE IAM:

36
37 s/Shane Tackett
38 s/Wayne Newton

s/Dave Supplee
s/Jeff Tobius

1 Non-DOT Random Testing Letter #20

2
3 Letter of Agreement

4 Between

5 Alaska Airlines, Inc.

6 And

7 The International Association of Machinists

8 And Aerospace Workers

9 For

10 Clerical, Office and Passenger Service Employees

11
12 Non-DOT Random Drug Testing

13
14 This Letter of Agreement is made and entered in accordance with the
15 provisions of Title II of the Railway Labor Act, as amended, by and
16 between Alaska Airlines, Inc. (the "Company") and the International
17 Association of Machinists and Aerospace Workers (the "Union") in
18 representation of the Company's Clerical, Office and Passenger
19 Service employees (the "employees").

20
21 WHEREAS, it is the desire of the Company and the Union to enhance
22 the safety of the Company's operation through a non-DOT random
23 drug testing program ("Program").

24
25 WHEREAS, it is the desire of the Company and the Union to enter into
26 a Letter of Agreement providing for a second chance for employees
27 who fail a drug test under the Program.

28
29 NOW THEREFORE, the Company and the Union agree that the
30 following will apply to the Program and to employees covered by the
31 Program who fail a Program test and that the Company and the Union
32 agree to the following:

- 33
34 1. The Union agrees that the Company has the right to
35 implement and maintain the Program. However, the
36 Program will include a Last Chance Agreement ("LCA")
37 rehabilitation program for employees who test positive
38 under the Program and who agree to and successfully
39 complete the second-chance process. This will be a one-
40 time only option for an employee who tests positive under
41 the Program to retain his or her employment with the
42 Company under the conditional reinstatement pursuant to
43 an LCA.

- 1
2 2. An employee who executes a LCA may not test positive for
3 drugs or alcohol for the remainder of his or her career at the
4 Company and will agree to be subject to “no-notice” testing
5 at the direction of the Company under the terms of the LCA.
6 If the employee fails to comply with the provisions of the
7 LCA, he or she will be subject to immediate discharge. The
8 employee may challenge the discipline in the grievance
9 procedure, but only as to the question of whether the
10 charged offense occurred, and not the extent of the penalty.
11
12 3. An employee who does not execute an LCA will be subject
13 to immediate discharge under the Program. In this case,
14 the Union and employee will have the right to challenge
15 whether the Company had cause for the discharge under
16 the applicable labor agreement, but will not have a right to
17 challenge whether the Company violated the applicable
18 labor agreement by implementing the Program as approved
19 by the Arbitration award.
20
21 4. This Letter of Agreement and the second-chance process
22 called for under it is precedential for the Program only. This
23 Letter of Agreement is non-precedential with respect to any
24 other Company drug-testing program. For example, the
25 Alaska Airlines post-accident, reasonable suspicion, and
26 DOT drug and alcohol-testing programs are not covered by
27 this Letter of Agreement. The Company’s right to discharge
28 for an offense under those programs is maintained by the
29 Company, and the right of the Union and the employee to
30 grieve discipline or discharge under those programs is
31 maintained by the Union.
32

33 IN WITNESS WHEREOF, the parties hereto have signed this Letter
34 of Agreement this 27th Day of September, 2019.
35

36 FOR THE COMPANY:

FOR THE IAM:

37
38 s/Shane Tackett
39 s/Wayne Newton

s/Dave Supplee
s/Jeff Tobius

1 Ground Safety Action Program (GSAP) for Ground Employees
2 LETTER #21
3

4 LETTER OF AGREEMENT
5 BETWEEN
6 ALASKA AIRLINES, INC.
7 AND
8 THE INTERNATIONAL ASSOCIATION OF MACHINISTS
9 AND AEROSPACE WORKERS
10 FOR
11 CLERICAL, OFFICE AND PASSENGER SERVICE EMPLOYEES
12

13 This Letter of Agreement is made and entered into in accordance with
14 the provisions of the Railway Labor Act, as amended, by and between
15 ALASKA AIRLINES, INC. (hereinafter referred to as the "Company")
16 and the INTERNATIONAL ASSOCIATION OF MACHINISTS AND
17 AEROSPACE WORKERS (hereinafter referred to as the "Union").
18

19 The Company and the Union enter into this Letter of Agreement to
20 incorporate the Alaska Airlines Ground Safety Program (GSAP)
21 Memorandum of Understanding and Commitment to a Continuously
22 Improving Safety Culture, dated February 1, 2018, signed by Dave
23 Supplee, President/General Chair, IAM District 142; Tom Nunn, VP
24 Safety; and Wayne Newton, VP Airport Operations and Customer
25 Service (AOCS).
26

27 **GSAP-Commitment to a Continuously Improving Safety Culture**
28

29 The Ground Safety Awareness Program (GSAP) is designed to foster
30 transparency and accountability by openly identifying issues that
31 impact the safety of our aircraft, customers, and employees. The goal
32 of this program is to gather information that otherwise might not be
33 available. Since GSAP was started in November of 2012, over 2,000
34 reports have been filed. These reports will provide us with data that
35 allows us to see trends and implement corrective actions to
36 continuously enhance the safety of our airline.

37 As we move forward, the GSAP program will be non-punitive in a
38 majority of cases. The Company will not take disciplinary action
39 against you for involvement in an incident or accident if you file a timely
40 GSAP report, which is subsequently accepted by the Event Review
41 Committee (ERC) as long as the following are not involved: 1)
42 intentional/willful disregard for safety, 2) repeat cases of reckless
43 behavior.

1 This is intended to ensure a fair and balanced safety culture, in which
2 we make improvements from lessons learned, and there is an
3 appropriate place for discipline. In cases where the ERC cannot come
4 to consensus on report acceptance, the Safety Division will conduct
5 an investigation in order to provide a neutral perspective regarding the
6 employee intentions, actions, and system factors. Per the MOU, if
7 willful or intentional disregard for safety is determined by the ERC, the
8 report will not be accepted, and company disciplinary action may be
9 involved. The same holds true for repeat cases of reckless behavior.
10 If the company determines the employee has a history of reckless
11 behavior, the employee may be disciplined regardless of whether a
12 GSAP was accepted. In either case, the content of the GSAP report
13 remains confidential and will not be used to initiate or support
14 company discipline, consistent with the terms of the MOU.

15 To follow the intent of our GSAP program, it is critical that you provide
16 detailed information on how and why the event occurred, that you
17 respond to requests for information as requested by the ERC, and that
18 you offer ideas regarding future prevention. Additionally, it is important
19 that anyone who has filed a report reply to phone and email requests
20 from an ERC member in a timely manner. In all reports accepted by
21 the ERC, constructive tools will be considered, such as coaching,
22 sharing of lessons learned, and refresher training. Employees who
23 report through the GSAP program are required to participate in these
24 constructive tools, per the MOU. It is also important to remember that
25 filing a GSAP does not replace the requirement to file an Irregularity
26 report.

27 The GSAP program and its voluntary nature have been a key element
28 in fostering the safest period in history for commercial airline
29 operations. Both management and the IAMAW remain fully committed
30 to the program's success.

1 ALASKA AIRLINES
2 GROUND SAFETY ACTION PROGRAM (GSAP) FOR
3 GROUND EMPLOYEES

4
5 MEMORANDUM OF UNDERSTANDING

- 6
7 1. GENERAL. Alaska Airlines (AS) is a Title 14 of the Code of
8 Federal Regulations (14 CFR), air carrier operating under Part
9 121 engaged in Passenger and Cargo Air Transportation within
10 North and South America. AS operates approximately 218
11 aircraft, and employs approximately 5081 ground employees.
12 The ground employees are represented by the International
13 Association of Machinists and Aerospace Workers (IAMAW),
14 hereinafter referred to as "ground employees".
15
16 2. PURPOSE. AS and the IAMAW are committed to improving
17 safety. Each party has determined that safety would be enhanced
18 if there were a systematic approach for ground employees to
19 promptly identify and correct potential safety hazards. The
20 primary purpose of the AS Ground Safety Action Program
21 (GSAP) is to identify safety events, and to implement corrective
22 measures that reduce the opportunity for safety to be
23 compromised. In order to facilitate flight safety analysis and
24 corrective action, AS joins the IAMAW in voluntarily implementing
25 this GSAP for ground employees, which is intended to improve
26 safety through ground employee self-reporting, cooperative
27 follow-up, and appropriate corrective action. This Memorandum
28 of Understanding (MOU) describes the provisions of the program.

29 ¹ Ground employees include customer service, cargo,
30 ramp, operations, stores, crew scheduling, reservations,
31 accounting and records specialist agents.
32

- 33 3. BENEFITS. The program will foster a voluntary, cooperative,
34 nonpunitive environment for the open reporting of safety
35 concerns. Through such reporting, all parties will have access to
36 valuable safety information that may not otherwise be obtainable.
37 This information will be analyzed in order to develop corrective
38 action to help solve safety issues and possibly eliminate
39 deviations from Company Policy.

1
2 4. APPLICABILITY. The AS GSAP applies to all ground employees
3 of AS and only to events that occur while acting in that capacity.
4 Reports of events involving apparent noncompliance with
5 Company Policy that is not inadvertent or that appears to involve
6 an intentional disregard for safety, criminal activity, substance
7 abuse, controlled substances, alcohol, or intentional falsification
8 are excluded from the program.
9

- 10 a. Events involving possible noncompliance with 14 CFR by
11 AS that are discovered under this program may be
12 handled under the Voluntary Disclosure Policy, provided
13 that AS voluntarily reports the possible noncompliance to
14 the FAA and that the other elements of that policy are
15 met. (See the current version of AC 00-58, Voluntary
16 Disclosure Reporting Program and FAA Order 2150.3B,
17 Compliance and Enforcement Program, Chapter 5).
18 b. Any modifications of this MOU must be accepted by all
19 parties to the agreement.
20

21 5. PROGRAM DURATION. This is a Continuing program and may
22 be terminated at any time for any reason by AS or the IAMAW.
23 The termination or modification of a program will not adversely
24 affect anyone who acted in reliance on the terms of a program in
25 effect at the time of that action; i.e., when a program is
26 terminated, all reports and investigations that were in progress
27 will be handled under the provisions of the program until they are
28 completed. Failure of any party to follow the terms of the program
29 ordinarily will result in termination of the program.
30

31 6. REPORTING PROCEDURES. When a ground employee
32 observes a safety problem or experiences a safety-related event,
33 he or she should note the problem or event and describe it in
34 enough detail so that it can be evaluated by a third party.
35

- 36 a. GSAP Report Form. At an appropriate time during the
37 workday (e.g. after the shift has ended for the day), the
38 employee should complete GSAP Report (electronic
39 form) for each safety problem or event and submit it
40 electronically. If the electronic reporting system is not
41 available to the ground employee at the time he or she

1 needs to file a report, the employee may contact the
2 ASAP Hotline (877-897-2727).

- 3 b. Time Limit. Reports will generally be accepted under the
4 GSAP, regardless of the timeframe within which they are
5 submitted, provided they otherwise meet the acceptance
6 criteria of paragraph 4 of this MOU.
- 7 c. Non-reporting employees covered under this GSAP
8 MOU. If a GSAP report identifies another covered ground
9 employee in an event involving possible noncompliance
10 with Company Policy and that employee has not
11 submitted a separate report, and the original report
12 otherwise qualifies for inclusion under GSAP, the ERC
13 may offer the non-reporting employee the opportunity to
14 submit his/her own GSAP report.
- 15 d. Non-reporting employees not covered under this GSAP
16 MOU. If a GSAP report identifies another AS employee
17 who is not covered under this MOU, and the report
18 indicates that employee may have been involved in
19 possible noncompliance with 14 CFR, the ERC will
20 determine on a case-by-case basis whether it would be
21 appropriate to offer that employee the opportunity to
22 submit a GSAP report. If the ERC determines that it is
23 appropriate, the ERC will provide that employee with
24 information about GSAP and invite the employee to
25 submit a GSAP report.

26
27 7. POINTS OF CONTACT. The ERC will be comprised of one
28 representative from AS management; one representative from
29 the IAMAW; and one representative from the Safety Division; or
30 their designated alternates in their absence. In addition, AS will
31 designate one person who will serve as the ASAP/GSAP
32 manager. The ASAP/GSAP manager (or designee) will be
33 responsible for program administration, and will not serve as a
34 voting member of the ERC.

35
36 8. ASAP/GSAP MANAGER. When the ASAP/GSAP Manager
37 receives the report, he or she will record the date and time of any
38 event described in the report and the date and time the report
39 was submitted through the electronic reporting system. The
40 ASAP/GSAP Manager will enter the report, along with all
41 supporting data, on the agenda for the next ERC meeting.
42 Reports should be provided to all ERC members prior to the

1 scheduled ERC meeting in accordance with guidance contained
2 in Advisory Circular 120-66, as amended. The ERC will determine
3 whether a report is submitted in a timely manner or whether
4 extraordinary circumstances precluded timely submission. To
5 confirm that a report has been received, the ASAP/GSAP
6 Manager will send a written receipt through the electronic
7 reporting system to each employee who submits a report. The
8 ASAP/GSAP Manager will serve as the focal point for information
9 about, and inquiries concerning the status of, GSAP reports, and
10 for the coordination and tracking of ERC recommendations.

11
12 9. EVENT REVIEW COMMITTEE (ERC). The ERC will review and
13 analyze reports submitted by the ground employees under the
14 program, identify actual or potential safety problems from the
15 information contained in the reports, and propose solutions for
16 those problems. The ERC will provide feedback to the individual
17 who submitted the report.

- 18
19 a. The ASAP/GSAP Manager will maintain a database that
20 continually tracks each event and the analysis of those
21 events. The ERC will conduct a 12-month review of the
22 GSAP database with emphasis on determining whether
23 corrective actions have been effective in preventing or
24 reducing the recurrence of safety-related events of a
25 similar nature. That review will include
26 recommendations for corrective action for recurring
27 events indicative of adverse safety trends.

28
29 10. ERC PROCESS.

- 30 a. The ERC will meet as necessary to review and analyze
31 reports that will be listed on an agenda submitted by the
32 ASAP/GSAP Manager. The ERC will determine the time
33 and place of the meeting. The ERC will meet at least
34 once a month, or the frequency of meetings will be
35 determined by the number of reports that have
36 accumulated or the need to acquire time-critical
37 information.
- 38 b. The ERC will make its decisions involving GSAP issues
39 based on consensus. Under the AS GSAP, consensus of
40 the ERC means the voluntary agreement of all
41 representatives of the ERC. It does not require that all
42 members believe that a particular decision or

1 recommendation is the most desirable solution, but that
2 the result falls within each member's range of acceptable
3 solutions for that event in the best interest of safety. In
4 order for this concept to work effectively, each ERC
5 representative shall be empowered to make decisions
6 within the context of the ERC discussions on a given
7 report. The ERC representatives will strive to reach
8 consensus on whether a reported event is covered under
9 the program, how that event should be addressed, and
10 the corrective action or any enforcement action that
11 should be taken as a result of the report. For example,
12 the ERC should strive to reach a consensus on the
13 recommended corrective action to address a safety
14 problem such as an operating deficiency or airworthiness
15 discrepancy reported under GSAP. The corrective action
16 process would include working the safety issue(s) with
17 the appropriate departments at the airline that have the
18 expertise and responsibility for the safety area of
19 concern. In the event there is not a consensus of the
20 ERC, the AS Director, Airports Operations and Customer
21 Service Safety will decide how the report should be
22 handled.

- 23 c. It is anticipated that three types of reports will be
24 submitted to the ERC: safety-related reports that appear
25 to involve a possible noncompliance with Company
26 Policy, reports that are of a general safety concern, but
27 do not appear to involve possible noncompliance with
28 Company Policy, and any other reports: e.g., involving
29 catering and passenger ticketing issues. All safety-
30 related reports shall be fully evaluated and, to the extent
31 appropriate, investigated.
- 32 d. The ERC will forward de-identified non-safety reports to
33 the appropriate AS department head for his/her
34 information and, if possible, internal (AS) resolution. For
35 reports related to safety, including reports involving
36 possible noncompliance with Company policy, the ERC
37 will analyze the report, conduct interviews of reporting
38 ground employees, and gather additional information
39 concerning the matter described in the report, as
40 necessary.
- 41 e. The ERC should also make recommendations to AS for
42 corrective actions for systemic issues. For example, such

1 corrective action might include changes to AS operations
2 procedures, aircraft maintenance procedures, or
3 modifications to the training curriculum for ground
4 employees. Any recommended changes that affect AS
5 will be forwarded through the ASAP/GSAP Manager to
6 the appropriate department head for consideration and
7 comment, and, if appropriate, implementation. The
8 ASAP/GSAP Manager will track the implementation of
9 the recommended corrective action and report on
10 associated progress as part of the regular ERC
11 meetings. Any recommended corrective action that is not
12 implemented should be recorded along with the reason it
13 was not implemented.

14 f. RESERVED

15 g. Any corrective action recommended by the ERC for a
16 report accepted under GSAP must be completed to the
17 satisfaction of all members of the ERC, or the GSAP
18 report will be excluded from the program, and the event
19 will be referred to the appropriate department for further
20 action, as appropriate.

21 h. Use of the AS GSAP Report: Neither the written GSAP
22 report nor the content of the written GSAP report will be
23 used to initiate or support any Company disciplinary
24 action, or as evidence for any purpose in an FAA
25 enforcement action. The Company may conduct an
26 independent investigation of an event disclosed in a
27 report.

28 29 11. COMPANY ENFORCEMENT.

30 a. Criteria for Acceptance. See paragraph 4.

31 b. Informal Action. Possible noncompliance with Company
32 policy disclosed in GSAP report that is covered under the
33 program and supported by sufficient evidence may be
34 addressed with informal action (i.e., oral or written
35 counseling) by the ERC.

36 c. Reports Involving Qualification Issues. AS GSAP reports
37 covered under the program that demonstrate a lack, or
38 raise a question of a lack, of qualification of a ground
39 employee will be addressed with corrective action, if such
40 action is appropriate and recommended by the ERC. If
41 an employee fails to complete the corrective action in a
42 manner satisfactory to all members of the ERC, the

1 GSAP event will be referred to an appropriate
2 department within the Company for any additional
3 investigation and reexamination and/or enforcement
4 action, as appropriate. An ERC recommended corrective
5 action cannot be used to initiate or support Company
6 discipline.

- 7 d. Excluded from GSAP. Reported events involving
8 possible noncompliance with Company Policy that are
9 excluded from GSAP (see paragraph 4) will be referred
10 by the ERC to an appropriate department within the
11 Company for any additional investigation and re-
12 examination and/or enforcement action, as appropriate.
- 13 e. Corrective Action. Employees initially covered under a
14 GSAP event will be excluded from the program if they fail
15 to complete the recommended corrective action(s) in a
16 manner satisfactory to all members of the ERC. Failure
17 of an employee to complete the ERC recommended
18 corrective action(s) in a manner satisfactory to all
19 members of the ERC may result in the reopening of the
20 case and referral of the matter for appropriate action.
- 21 f. Repeated Instances of Noncompliance with Company
22 policy involving the same or similar possible
23 noncompliance with the policies that were previously
24 addressed with informal action under GSAP will be
25 accepted into the program, provided they otherwise
26 satisfy the acceptance criteria in paragraph 4 above. The
27 ERC will consider on a case-by-case basis the corrective
28 action that is appropriate for such reports.
- 29 g. Closed Cases. A closed GSAP case involving a violation
30 which no action has been taken, may be reopened and
31 appropriate enforcement action taken if evidence later is
32 discovered that establishes that the violation should have
33 been excluded from the program.

- 34
- 35 12. EMPLOYEE FEEDBACK. The GSAP program will publish a
36 synopsis of the reports received, as well as pertinent data and
37 trend information derived from the ground employee reports, in
38 the GSAP Monthly Review publication. Specific event summaries
39 contained in the synopsis will not include employee names or
40 identify stations. Any employee who submitted a report may also
41 contact the ASAP/GSAP Manager to inquire about the status of
42 his/her report. In addition, each employee who submits a report

1 accepted under GSAP will receive individual feedback on the final
2 disposition of the report.
3

4 13. INFORMATION AND TRAINING. The details of the GSAP
5 Program will be made available to all ground employees and their
6 supervisors by publication in the AS Customer Service Manual.
7 AS ground employees, supervisors and managers will receive
8 instruction concerning the program during regularly scheduled
9 recurrent training. All new-hire ground employees will receive
10 training on the program during initial training.
11

12 14. REVISION CONTROL. Revisions to this MOU shall be
13 documented using standard revision control methodology.
14

15 15. RECORDKEEPING. All documents and records regarding this
16 program will be kept by the AS ASAP/GSAP Manager and made
17 available to the other parties of this agreement at their request.
18 All records and documents relating to this program will be
19 appropriately kept in a manner that ensures compliance with
20 Company policy and all applicable law. IAMAW and the Company
21 will maintain whatever records they deem necessary to meet their
22 needs.
23

24 16. SIGNATORIES. All parties to this GSAP are entering into this
25 agreement voluntarily.

26 IN WITNESS WHEREOF, the parties hereto have signed this Letter
27 of Agreement this 27th Day of September, 2019.
28

29 FOR THE COMPANY:

FOR THE IAM:

30
31 s/Shane Tackett
32 s/Wayne Newton
33

s/Dave Supplee
s/Jeff Tobius

2
3 LETTER OF AGREEMENT
4 BETWEEN
5 ALASKA AIRLINES, INC.
6 AND
7 THE INTERNATIONAL ASSOCIATION OF MACHINISTS
8 AND AEROSPACE WORKERS
9 FOR
10 CLERICAL, OFFICE AND PASSENGER SERVICE EMPLOYEES
11 AND
12 RAMPS AND STORES EMPLOYEES

13
14 This Letter of Agreement is made and entered into in accordance with
15 the provisions of the Railway Labor Act, as amended, by and between
16 ALASKA AIRLINES, INC. (hereinafter referred to as the "Company")
17 and the INTERNATIONAL ASSOCIATION OF MACHINISTS AND
18 AEROSPACE WORKERS (hereinafter referred to as the "Union").

19
20 WHEREAS, the Union is the collective bargaining representative of
21 the Company's Clerical, Office and Passenger Service ("COPS")
22 employees, and of the Company's Ramp and Stores ("RSSA")
23 employees; and

24
25 WHEREAS, the Union has proposed, and the Company has agreed,
26 that the parties enter into a Letter of Agreement to address the
27 circumstance when a COPS employee is hired into an RSSA position
28 (or vice versa);

29
30 THEREFORE, the Company and the Union enter into this Letter of
31 Agreement to establish the terms that apply when a Company COPS
32 employee is hired into an RSSA position (or vice versa), as set forth
33 below.

34
35 If a COPS employee is hired into an RSSA position (or vice versa), the
36 following provisions apply:

- 37
38 1. A COPS employee hired into an RSSA position will retain the
39 seniority that the employee had accrued under the COPS
40 Agreement, and shall continue to accrue seniority in the previous
41 position as if employed under the COPS Agreement for as long
42 as the employee holds a position covered under the RSSA
43 Agreement. Likewise, an RSSA employee hired into a COPS
44 position will retain the seniority that the employee had accrued

1 under the RSSA Agreement, and shall continue to accrue
2 seniority in the previous position as if employed under the RSSA
3 Agreement for as long as the employee holds a position covered
4 under the COPS Agreement.

- 5 2. The employee seeking to move from a COPS position to an
6 RSSA position (or vice versa) will be subject to the normal hiring
7 standards and process as set forth by the Company. If hired into
8 a new position, the employee shall be subject to initial probation
9 as set forth in COPS and RSSA Articles 9.
- 10 3. In addition to seniority, the employee would retain steps for pay,
11 their annual step increase date, and their existing vacation
12 accrual years of service. The employee's accrual of vacation and
13 sick leave will be governed by the collective bargaining
14 agreement under which the employee is working. The
15 employee's current vacation (earned and accrued) and sick
16 balances will transfer with the employee to the new position.
- 17 4. Retirement plan participation and eligibility in the Company
18 pension plan and/or 401(k) plan are governed by the
19 requirements and provisions set forth in the respective plan
20 documents. A COPS employee who is considering being hired
21 into an RSSA position (or vice versa) should contact the
22 Retirement Benefits to understand the consequences of such
23 move on his or her Company retirement benefits.
- 24 5. If an RSSA employee is hired into the COPS agreement, the
25 employee will not be subject to the language in RSSA Article
26 9.L.1.
- 27 6. If a COPS employee is hired into the RSSA agreement, the
28 employee will not be subject to the language in COPS Article
29 9.F.7.
- 30 7. In order for the employee to return to the other Agreement, a
31 vacancy must exist and the employee would be subject to the
32 normal bidding process under the collective bargaining
33 agreement under which they will be working after the employee's
34 return.
- 35 8. If furloughed, the employee can exercise his/her furlough rights
36 into any classification where the employee holds seniority in the
37 agreement under which the employee is working at the time of
38 the furlough. In the event the employee cannot exercise seniority
39 under that agreement, the employee can then exercise furlough
40 rights into any classification where they hold seniority under the
41 other agreement.

42 Should any unanticipated or unintended issues arise between the
43 parties as the provisions of this letter are implemented, the Company
44 and Union agree to meet and discuss those issues and, if necessary,

1 amend this Letter of Agreement to clarify and mitigate them. At the
2 minimum, the parties will meet to discuss the status of this letter once
3 a year.

4
5
6 IN WITNESS WHEREOF, the parties hereto have signed this Letter
7 of Agreement this 27th Day of September, 2019.

8
9 FOR THE COMPANY:

FOR THE IAM:

10
11 s/Shane Tackett
12 s/Wayne Newton

s/Dave Supplee
s/Jeff Tobius

2
3
4
5 LETTER OF AGREEMENT
6 between
7 ALASKA AIRLINES, INC.
8 and the
9 INTERNATIONAL ASSOCIATION OF MACHINISTS
10 AND AEROSPACE WORKERS
11 August 10, 2023 Wage Review
12

13 This Letter of Agreement is made and entered in accordance
14 with the provisions of Title II of the Railway Labor Act, as amended,
15 by and between Alaska Airlines, Inc. (the “Company”) and the Clerical,
16 Office and Passenger Service Employees in service of the Company
17 (the “employees”) as represented by the International Association of
18 Machinists and Aerospace Workers (the “Union”).
19

20 To ensure Alaska employees are competitively compensated
21 relative to their industry peers, the company and the IAM agree that
22 on August 10, 2023 there will be an annual increase of 1.5% to all
23 wage steps or adjusted per the below, whichever is greater.
24

25 At least 30 days prior to the fourth anniversary of the
26 agreement, the Company and the Union will meet for the purpose of
27 reviewing base CSA wage rates at the major U.S. based passenger
28 air carriers (American, Delta, United, Southwest, JetBlue, Spirit and
29 Frontier) and establishing the appropriate adjustment for base scales
30 in Schedule A.
31

32 The formula to determine the appropriate adjustment will be
33 as follows:

- 34 1. Calculate the Comparison Wage
35 a. Identify the four highest Customer Service Agent or
36 equivalent classification TOS pay rates of the major
37 carriers.
38 b. Add the four wage rates from #1 together and divide
39 by four to arrive at an Average Wage.
40 c. Multiply the Average Wage by 0.90 to arrive at the
41 Comparison Wage.
42
43 2. Calculate the Normal Downline Wage

- 1 a. Multiply the current Alaska TOS CSA base wage rate
- 2 by 1.015.
- 3
- 4 3. Compare Comparison Wage to Normal Downline Wage
- 5 a. The new TOS CSA wage will be the higher of the
- 6 Comparison Wage or the Normal Downline Wage.
- 7
- 8 4. Create Scale Adjustment Percentage
- 9 a. If the higher rate is the Normal Downline Wage rate,
- 10 all scales in Schedule A will be adjusted by 1.5%
- 11 (1.015) from their current rates.
- 12 b. If the higher rate is the Comparison Rate, divide the
- 13 Comparison Rate by the current TOS wage rate and
- 14 subtract 1 and all scales in Schedule A will be
- 15 adjusted by this resulting percentage.
- 16

17 Differentials and other pay variables will not be considered in these

18 base wage rate calculations.

19

20 This letter will automatically expire following the August 10, 2023

21 review

22

23

24

25 Example:

26

27 TOS CSA wage rate

28 Alaska Airline wage rate \$18.00

29

30 OAL TOS CSA Wage Rate

31 American Airlines \$21.00

32 United Airlines \$23.00

33 Delta Airlines \$20.00

34 Southwest Airlines \$22.00

35

36 Total \$86.00

37

38 divided by the number of carriers (4)

39 Average TOS rate \$21.50

40 Times .9 = 19.35

41

42

43 Scheduled increase 1.5% \$18.00 + .27 = \$18.27

1 Wage averaged increase $\$18.00 + \$1.35 = \$19.35$ or a
2 7.5% increase

3
4 In this scenario the wage review yielded the higher percentage
5 increase, 7.5% and that is used to calculate all of the wage scales and
6 step increases.

7
8 IN WITNESS WHEREOF, the parties hereto have signed this Letter
9 of Agreement this 27th Day of September, 2019.

10
11
12
13
14

FOR THE COMPANY:	FOR THE IAM:
s/Shane Tackett	s/Dave Supplee
s/Wayne Newton	s/Jeff Tobius

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LAX Transition Scale

Letter # 24

Any COPS member hired on or before April 15, 2017 who is either currently working at LAX or who transfers to LAX shall receive the following differential.

LAX Transition Differential

Start	\$2.00
Step 1	\$2.00
Step 2	\$2.00
Step 3	\$2.00
Step 4	\$1.80
Step 5	\$1.60
Step 6	\$1.40
Step 7	\$1.20
Step 8	\$1.00
Step 9	\$0.80
Step 10	\$0.00
Step 11	\$0.00
Step 12	\$0.00

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15

IN WITNESS WHEREOF, the parties hereto have signed this Letter of Agreement this 27th Day of September, 2019.

FOR THE COMPANY:

FOR THE IAM:

s/Shane Tackett
s/Wayne Newton

s/Dave Supplee
s/Jeff Tobius

Agent: Grade A

Crew Scheduler/Operations Agent

Step	8/10/2019	8/10/2020	8/10/2021	8/10/2022	8/10/2023
Start	\$19.62	\$20.29	\$20.60	\$20.91	\$21.22
1	\$20.20	\$20.89	\$21.21	\$21.53	\$21.85
2	\$20.81	\$21.53	\$21.85	\$22.18	\$22.51
3	\$21.44	\$22.18	\$22.51	\$22.85	\$23.19
4	\$22.08	\$22.85	\$23.19	\$23.54	\$23.89
5	\$22.73	\$23.52	\$23.87	\$24.23	\$24.59
6	\$25.78	\$26.67	\$27.07	\$27.48	\$27.89
7	\$26.62	\$27.54	\$27.95	\$28.37	\$28.79
8	\$29.40	\$30.41	\$30.87	\$31.33	\$31.80
9	\$29.63	\$30.65	\$31.11	\$31.58	\$32.05
10	\$30.66	\$31.72	\$32.19	\$32.67	\$33.17
11	\$31.43	\$32.51	\$33.00	\$33.50	\$34.00
12	\$32.02	\$33.13	\$33.46	\$33.96	\$34.47

- 1 Start to first step takes six months
- 2 First step to second step takes six months.
- 3 All other steps take one year.

**Agent: Grade B
Station Agent**

Step	8/10/2019	8/10/2020	8/10/2021	8/10/2022	8/10/2023
Start	\$16.00	\$16.55	\$16.80	\$17.05	\$17.31
1	\$16.40	\$16.97	\$17.22	\$17.48	\$17.74
2	\$17.00	\$17.59	\$17.85	\$18.12	\$18.39
3	\$17.25	\$17.84	\$18.11	\$18.38	\$18.66
4	\$17.36	\$17.96	\$18.23	\$18.50	\$18.78
5	\$18.40	\$19.03	\$19.32	\$19.61	\$19.90
6	\$19.39	\$20.06	\$20.36	\$20.67	\$20.98
7	\$20.58	\$21.29	\$21.61	\$21.93	\$22.26
8	\$21.10	\$21.83	\$22.16	\$22.49	\$22.83
9	\$21.57	\$22.31	\$22.65	\$22.99	\$23.33
10	\$23.02	\$23.82	\$24.17	\$24.54	\$24.90
11	\$25.05	\$25.92	\$26.31	\$26.70	\$27.10
12	\$30.00	\$31.03	\$31.34	\$31.82	\$32.29

- 1 Start to first step takes six months
- 2 First step to second step takes six months.
- 3 All other steps take one year.

Agent: Grade C

Customer Service/ Reservations

Step	8/10/2019	8/10/2020	8/10/2021	8/10/2022	8/10/2023
Start	\$15.00	\$15.52	\$15.75	\$15.99	\$16.23
1	\$15.40	\$15.93	\$16.17	\$16.41	\$16.66
2	\$16.00	\$16.55	\$16.80	\$17.05	\$17.31
3	\$16.25	\$16.81	\$17.06	\$17.32	\$17.58
4	\$16.59	\$17.16	\$17.42	\$17.68	\$17.94
5	\$17.61	\$18.22	\$18.49	\$18.77	\$19.05
6	\$18.63	\$19.28	\$19.57	\$19.86	\$20.16
7	\$19.82	\$20.51	\$20.81	\$21.13	\$21.44
8	\$20.28	\$20.98	\$21.30	\$21.62	\$21.94
9	\$20.80	\$21.52	\$21.84	\$22.17	\$22.50
10	\$22.23	\$23.00	\$23.34	\$23.69	\$24.05
11	\$24.29	\$25.13	\$25.50	\$25.88	\$26.27
12	\$29.00	\$30.00	\$30.30	\$30.75	\$31.22

- 1 Start to first step takes six months
- 2 First step to second step takes six months.
- 3 All other steps take one year.

Clerical: Grade A
 Work Control Specialist

Step	8/10/2019	8/10/2020	8/10/2021	8/10/2022	8/10/2023
Start	\$18.14	\$18.77	\$19.05	\$19.34	\$19.63
1	\$18.78	\$19.43	\$19.72	\$20.01	\$20.31
2	\$19.43	\$20.10	\$20.40	\$20.70	\$21.01
3	\$20.13	\$20.82	\$21.14	\$21.45	\$21.78
4	\$20.82	\$21.54	\$21.86	\$22.19	\$22.52
5	\$21.56	\$22.30	\$22.64	\$22.98	\$23.32
6	\$22.30	\$23.07	\$23.41	\$23.76	\$24.12
7	\$23.10	\$23.90	\$24.26	\$24.62	\$24.99
8	\$23.90	\$24.73	\$25.10	\$25.48	\$25.86
9	\$24.74	\$25.59	\$25.98	\$26.37	\$26.76
10	\$25.60	\$26.48	\$26.88	\$27.28	\$27.69
11	\$26.49	\$27.41	\$27.82	\$28.24	\$28.66
12	\$28.56	\$29.54	\$29.84	\$30.29	\$30.74

- 1 Start to first step takes six months
- 2 First step to second step takes six months.
- 3 All other steps take one year.

**Clerical: Grade B Accounting
Specialist**

Step	8/10/2019	8/10/2020	8/10/2021	8/10/2022	8/10/2023
Start	\$15.52	\$16.05	\$16.30	\$16.54	\$16.79
1	\$16.04	\$16.60	\$16.85	\$17.10	\$17.36
2	\$16.61	\$17.19	\$17.44	\$17.71	\$17.97
3	\$17.21	\$17.80	\$18.07	\$18.34	\$18.61
4	\$17.82	\$18.43	\$18.71	\$18.99	\$19.28
5	\$18.44	\$19.08	\$19.37	\$19.66	\$19.95
6	\$19.08	\$19.74	\$20.04	\$20.34	\$20.64
7	\$19.74	\$20.42	\$20.73	\$21.04	\$21.35
8	\$20.44	\$21.15	\$21.47	\$21.79	\$22.11
9	\$21.16	\$21.89	\$22.22	\$22.55	\$22.89
10	\$21.91	\$22.66	\$23.00	\$23.35	\$23.70
11	\$22.66	\$23.45	\$23.80	\$24.16	\$24.52
12	\$24.41	\$25.25	\$25.50	\$25.88	\$26.27

- 1 Start to first step takes six months
- 2 First step to second step takes six months.
- 3 All other steps take one year.

**Clerical: Grade C Mail/Manuals
Specialist**

Step	8/10/2019	8/10/2020	8/10/2021	8/10/2022	8/10/2023
Start	\$12.42	\$12.84	\$13.04	\$13.23	\$13.43
1	\$13.13	\$13.58	\$13.79	\$13.99	\$14.20
2	\$13.87	\$14.35	\$14.56	\$14.78	\$15.00
3	\$14.66	\$15.17	\$15.39	\$15.62	\$15.86
4	\$15.52	\$16.05	\$16.30	\$16.54	\$16.79
5	\$16.41	\$16.98	\$17.23	\$17.49	\$17.75
6	\$17.35	\$17.95	\$18.22	\$18.49	\$18.77
7	\$18.36	\$18.99	\$19.27	\$19.56	\$19.86
8	\$19.67	\$20.35	\$20.66	\$20.97	\$21.28
9	\$20.38	\$21.08	\$21.39	\$21.72	\$22.04
10	\$21.08	\$21.81	\$22.13	\$22.47	\$22.80
11	\$21.81	\$22.56	\$22.90	\$23.24	\$23.59
12	\$23.50	\$24.31	\$24.55	\$24.92	\$25.30

- 1 Start to first step takes six months
- 2 First step to second step takes six months.
- 3 All other steps take one year.
- 4 .

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