

C.O.P.S.

TABLE OF CONTENTS

<u>Article</u>	<u>Page</u>
Preamble	1
1 Purpose of Agreement	2
2 Recognition and Scope of Agreement	3
3 Status of Agreement	6
4 Classification of Work	9
5 Hours of Service	17
6 Part Time Employees	24
7 Overtime	27
8 Holidays	34
9 Seniority	37
10 Vacancies	41
11 Transfers and Moving Expenses	52
12 Leaves of Absence	53
13 Vacations	57
14 Sick Leave	60
15 Transportation	63
16 Grievance Resolution Procedure	64
17 Safety and Health	76
18 General and Miscellaneous	78
19 Wage Rules	81
20 Savings Clause	85
21 Shift Differential	86
22 Union Security	87
23 Pension Plan	91
24 Letters of Agreement	95
25 Insurance	96
26 Longevity Pay	103
27 Effective Date and Duration	104
28 Home Agent	105
29 Field Service	108
Letters of Agreement #1-18	110
Wage Scales	145
Index	155

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 everyday 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
23 and 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
28 it 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
32 representative for the COPS employee group and we do want to work
33 together to grow the company and improve the livelihoods of our
34 COPS 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
7 of operation, and the continuation of the employment under
8 conditions of reasonable hours, proper compensation, and
9 reasonable working conditions. It is recognized by this Agreement to
10 be the duty, of the Company and of the employees, to cooperate
11 fully, both individually and collectively, for the advancement of that
12 purpose.

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

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

22
23 D. Both the Company and the Union recognize and mutually
24 agree that no employee covered by this Agreement will be
25 discriminated against because of race, color, sex, sexual orientation,
26 sexual identity, religion, age, veterans, handicapped or national
27 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
6 the 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. and Letter of Agreement No. 3,
18 // management and other employees will not perform work in the
19 classifications as set forth in 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
23 intent to utilize its own facilities and equipment in performing work in
24 its own 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
27 cost exceeds the charge of a vendor. Each twelve (12) months
28 during the term of this Agreement, the Union may request a meeting
29 with the Company, in writing through Labor Relations, for the purpose
30 of reviewing the status of all stations wherein the classifications
31 covered by this agreement are not utilized. Other work, not
32 previously subcontracted and/or cost effective for the Company to
33 perform, which is included in the classifications under the Agreement,
34 shall not be subcontracted without the mutual agreement of the
35 Company and the Union.

36
37 E. Employees covered by this Agreement shall be governed by
38 the Company's General Policy and Operating Manuals, and the
39 System Regulation and Customer Service Manuals and by all other
40 applicable rules, regulations and orders issued by properly
41 designated authorities of the Company which are not in conflict with
42 the terms of this Agreement. The Company shall have the right to
43 modify these manuals, policies and System Regulations during the
44 term of the Agreement. A copy of the Company's manuals,

1 applicable rules, and regulations shall be maintained at each station,
2 and shall be made reasonably available to employees. Each
3 employee shall be responsible for knowledge of their location and
4 contents. The Company shall advise all employees of changes in
5 rules and/or regulations that could result in disciplinary action.
6

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

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

24 a. A description of the nature of the proposed
25 technological changes.
26

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

30 c. The impact on the job security of bargaining unit
31 employees.
32

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

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

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

1 3. For purposes of this Article, the terms "new equipment"
2 and/or "new technology" do not include enhancements or upgrades
3 to currently used equipment or systems. Such new equipment or
4 technology must be used by the employees covered by this
5 Agreement and must directly affect the employee's performance or
6 functioning in his/her job.

7

1 ARTICLE 3, STATUS OF AGREEMENT

2
3 A. In the event the Company opens a new station within the
4 United States or its possessions, such station shall be considered the
5 same as a new department of the Company and shall come under
6 this 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
13 the Company and Union will meet within 30 days and negotiate for
14 proper provisions for the protection of employees' seniority and
15 property rights.

16
17 C. The right to hire, promote, discharge or discipline for cause
18 and 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
31 will not cause or permit its members to cause, nor will any member of
32 the 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
40 been exhausted; and in no case where a grievance or dispute comes
41 under the jurisdiction of the System Board of Adjustment as provided
42 for herein. The Company reserves the right to discipline any
43 employee taking part in any violation of this provision of the
44 Agreement, or engaging in any willful destruction or defacing of
45 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 F. This Agreement shall be binding upon any successor, assign,
11 assignee, transferee, administrator, executor and/or trustee (a
12 "successor") of the Company resulting from any transaction that
13 involves transfer (in a single transaction or a multistep transaction) to
14 such successor of ownership and/or control of all or substantially all
15 of the equity securities and/or assets of the Company. The Company
16 agrees that it shall not consummate any transaction that involves a
17 transfer as defined herein until the Successor agrees in writing to be
18 bound by the terms of this agreement.
19

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

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

33 a. There shall be no system wide realignment of
34 Clerical, Office and Passenger Service positions, or system
35 rebid, resulting from the integration of the seniority lists or the
36 implementation of a single collective bargaining agreement that
37 results in employees on the Alaska Airlines seniority list being
38 involuntarily displaced or bumped from their station by a pre-
39 transaction employee of the Successor. This paragraph shall
40 not restrict the Successor from the furloughing of employees
41 from the integrated seniority list due to closure of a station or
42 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
7 not an air carrier or any corporate affiliate of an air carrier, the
8 Successor shall, in addition to assuming all obligations under the
9 Agreement, provide the Clerical, Office and Passenger Service with
10 Labor Protection Provisions as specified in paragraph E. above.

11 4. Any and all disputes concerning alleged violation of
12 Paragraph E. shall be resolved by final and binding arbitration. The
13 Company agrees to arbitrate any grievance filed by the Association
14 alleging violation of Paragraph E. on an expedited basis directly
15 before a neutral arbitrator. The dispute shall be heard expeditiously
16 no later than thirty (30) days following the submission to the neutral
17 arbiter and decided expeditiously no later than sixty (60) days after
18 submission. The parties agree to abide by any arbitration award that
19 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,
42 also, that employees may perform functions in lateral and lower
43 paying positions without a reduction in pay.

1 Clerical Division

2 **Lead Work Control Specialist-**

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

6 **Work Control Specialist-**

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

21 **Lead Accounting Specialist -**

22 Duties include, but are not limited to, examining and coding invoices
23 and/or vouchers and making accounting distribution and allocations,
24 account coding, account analysis, journal entries, preparation and
25 reconciliation of accounts receivable, accounts payable. May be
26 assigned the responsibility of supervising other Accounting
27 Specialists.

28 **Accounting Specialist -**

29 Responsibilities include, but are not limited to, accounting and clerical
30 tasks of a fundamental and routine nature according to prescribed
31 procedures under supervision, including accounts
32 payable/receivable, payroll, statistics, and auditing; checking and
33 verifying and correcting sales reports, cash receipt summaries,
34 verifying fare and rate charged on tickets, airbills, and excess
35 baggage receipts; balancing daily cash transactions, preparing
36 journal and voucher entries, code account distribution, make simple
37 specific analysis as directed, record cash receipts and
38 disbursements, prepare general fund checks as directed. Reviewing
39 forms, records, and reports for accuracy, completion and
40 conformance with standards. Operates standard office machines

1 and equipment incidental to efficient discharge of primary
2 assignments and responsibilities.

3

4 Records Specialist -

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

11

12 Manuals Specialist -

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

24

25 Lead Mail Specialist -

26 Duties include, but are not limited to, those of a Mail Specialist. In
27 addition, the Lead Mail Specialist shall supervise and may train Mail
28 Specialist.

29

30 Mail Specialist –

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

34

35 Crew Scheduling Specialist -

36 Duties include, but are not limited to, the preparation and filing of
37 documents and the performance of any function, including handling
38 telephone contacts in the assistance of a crew scheduler or
39 scheduling supervisor. Assistance means that the specialist will not
40 do any crew scheduler, or scheduling supervisor work except under
41 the direct supervision by a scheduler or supervisor.

1 Agent Division

2 Lead Crew Scheduler -

3 Duties include the duties of a Crew Scheduler. In addition, the Lead
4 Crew Scheduler will supervise and may train Crew Schedulers and
5 Crew Scheduling Specialists.

6 Crew Scheduler -

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

11 Lead Operations Agent -

12 Duties include the duties of an Operations Agent. In addition, the
13 Lead Operations Agent will supervise and may train Operations
14 Agents.

15 Operations Agent -

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

26 Lead Station Agent -

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

29 Station Agent -

30 Responsibilities include, but are not limited to, duties found in the job
31 descriptions for a Customer Service Agent, Operations Agent and
32 Ramp Serviceman (as defined in the Ramp Service and Stock
33 Agent// [RSSA//] contract, Article 4). Station Agents may be used at
34 the existing stations of Gustavus (GST), Wrangell (WRG) and
35 Petersburg (PSG) as well as any other current station. Station
36 Agents may be utilized at future stations served by Alaska Airlines
37 where the work might have otherwise been subcontracted. It is
38 understood that no employee under the COPS or RSSC Agreements

1 will be laid off as a result of adding the Station Agent classification.
2 Ramp Service Agents covered by the Ramp Service and Stock Clerk
3 (RSSA//) labor agreement will be able to bid all Station Agent
4 positions. The awarding of this position will be to the senior qualified
5 employee possessing the qualifications of this position for both
6 COPS and RSSA// employees. // The Station Agent classification will
7 not be utilized in the following stations: Anchorage, Seattle, Portland,
8 Juneau, Los Angeles and San Francisco.
9

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

34 Customer Service Agent -
35 Duties include, but are not limited to, performing customer relations
36 activities including conversion of passengers' tickets, meeting other
37 carriers' flights to direct passengers to Company facilities, handling
38 individual passenger's problems, assisting passengers and/or tour
39 groups at the ticket counter, gate check-in areas, and baggage
40 claiming areas; receiving inquiries regarding fares, schedules,
41 routings, and connecting flights; verifying space availability and
42 confirming reservations; controlling arrival and departure of
43 passengers; notifying passengers of delays, cancellations, or extra
44 sections; selling tickets; checking in passengers' luggage, baggage,

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

23

24 **Lead Cargo System Control Agent -**

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

28

29 **Cargo System Control Agent -**

30 Duties shall include, but are not limited to, handling telephone
31 contacts with prospective cargo customers, initiating and completing
32 cargo booking and tracking transactions, computing cargo rates,
33 responding to system cargo questions relating to policy, procedures,
34 and cargo system functionality, use of necessary office and computer
35 equipment and processing system problem reports.

36

37 **Lead Central Reservations Control Agent -**

38 Duties include the duties of a Central Reservations Control Agent. In
39 addition, the Lead Central Reservations Control Agent will supervise
40 and may train Central Reservations Control Agents.

41

42 **Central Reservations Control Agent -**

43 Duties shall include, but not be limited to, flight inventory control,
44 liaison with processor control, recommendation and establishment of

1 extra sections, control of computer repair advice, maintenance of
2 reservations quality control and may include the performance of the
3 duties of a Reservations Sales Agent.

4

5 Lead Reservations Sales Agent -

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

26

27 Reservations Sales Agent -

28 Duties shall include, but not be limited to, receiving inquiries
29 concerning travel; furnish information regarding arrivals, departures,
30 fares, schedules, routings, policies, other facilities. The inquires
31 could be in a telephone, email or fax format. The Reservations Sales
32 Agent (RSA) will determine and recommend the service which meets
33 the customer's needs, verify availability of space, confirm
34 reservations; record customer information for office records. The
35 RSA will also make appropriate changes upon receipt of ticketing,
36 cancellation and other pertinent information for the customer. They
37 will support special services which include support desk functions as
38 deemed necessary by departmental management. The RSA may
39 also initiate contact with potential/established customers to advise of
40 promotional offers or services. The RSA has use of necessary office
41 and computer equipment as required and may assist a CRC Agent in
42 the performance of his/her duties.

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

23
24 F. When a non-management training position is established to
25 train employees in the Agent/Clerical Division, such position will be
26 filled by employees in the Agent/Clerical Division. A COPS employee
27 selected as a trainer and those currently serving as trainers will
28 receive the appropriate Trainer rate of pay. Trainers will mirror a shift
29 that their seniority will allow them to hold in accordance with Article
30 10.Q. within their job classification, unless they perform only training
31 duties for their entire shift, in which case, they will be allowed to have
32 a separate shift bid. Trainers may adjust their shifts when performing
33 training duties.

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

38 //

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
12 day. The lunch period may, at the option of the Company, exceed
13 thirty (30) minutes in which case the excess over thirty (30) minutes
14 shall be paid for at straight time rates. Ten (10) consecutive hours,
15 inclusive of a meal period, shall constitute a modified work day for
16 third shift as 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
20 hours 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
30 day of work following the scheduled days off.
31

32 2. The modified Work Week may be used at a station or
33 bid location. A modified Work Week will consist of four (4)
34 consecutive ten (10) hour days worked within seven (7) consecutive
35 days. Three (3) consecutive days shall be scheduled as regular days
36 off and shall commence with the first day of work following the
37 scheduled days off in each Work Week. The modified Work Day and
38 Work Week will not be implemented or discontinued within sixty (60)
39 days of the last change unless there is a change in the Company's
40 general schedule affecting the station, or an increase or decrease in
41 employees within the work group without the mutual agreement of
42 the Company and the majority of the employees in the affected work
43 group and notification to the General Chair prior to the change.
44

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

5 4. Full time and part time relief schedule(s) may be
6 developed to augment the work force on an as needed basis (i.e., to
7 provide coverage for vacations including DAT/HAT, absences, open
8 shifts, or other operational or training needs). Employees on Relief
9 schedules will bid by classification seniority // for the shift requiring
10 coverage as follows unless the employee voluntarily agrees to less
11 notice: in locations with three (3) or more relief agents, for every
12 three (3) Relief shift employees, one (1) will have a minimum of five
13 (5) days notice and the other two (2) will have a minimum of fourteen
14 (14) days notice. For those locations with less than three (3) Relief
15 employees, all will have the minimum five (5) days notice. Lead
16 qualified relief employees may cover Lead shifts. Hours for full time
17 employees on relief schedules shall not be involuntarily reduced
18 when relieving part time employees. Part-time employees on relief
19 schedules shall be scheduled for a minimum of 20 hours and a
20 maximum of 30 hours per week. Variable work schedules resulting
21 from such relief coverage are not in violation of the labor agreement.
22 Relief employees on variable work schedules will be paid the
23 applicable shift differential as defined in Article 21, paragraph C.

24
25 a. Agents on five (5) day relief may have their shift
26 adjusted with no less than 5 days notice.

27
28 5. All employees assigned to a relief work schedule shall
29 have their work week coincide with the pay week.

30
31 C. All employees covered by this Agreement scheduled to work
32 more than five (5) hours exclusive of a meal period will be scheduled
33 to have a meal period of not less than one-half (1/2) hour nor more
34 than one (1) hour.

35
36 1. If the lunch period is one-half (1/2) hour, it will be
37 scheduled within one (1) hour before and one (1) hour after the
38 middle of the shift.

39
40 2. If the lunch period is one (1) hour, it will be scheduled
41 within one and one-half (1-1/2) hours before or one and one-half (1-
42 1/2) hours after the middle of the shift.

1 3. a. Off Schedule Lunch

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

10 b. No Lunch

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

22
23 D. All employees covered by this agreement scheduled to work an
24 eight (8) hour shift, will be granted a fifteen (15) minute rest period
25 during the first half of a work shift and a fifteen (15) minute rest
26 period during the second half of a work shift without loss of time for
27 the purpose of relaxation. The time of rest periods will be regularly
28 scheduled and posted by the Company insofar as possible. Part-
29 time employees shall be granted a fifteen (15) minute rest period
30 which will be scheduled for each four (4) hours worked. Employees
31 scheduled to work a ten (10) hour shift will be granted a fifteen (15)
32 minute rest period in addition to the two (2) rest periods received by
33 eight (8) hour shift employees.
34

35 E. No employee covered by this Agreement shall be called to
36 work or required to report for work for less than his/her normal work
37 day or pay therefore, except when the employee has been relieved
38 for the day and is recalled to work in accordance with Article 7,
39 paragraph K. of the Agreement. Full time employees of the
40 Company shall be provided with a minimum of forty (40) hours of
41 work each week.
42

1 F. Trades

2
3 1. Employees in the same classification and work group
4 may participate in the trade of days off or shifts with their manager's
5 approval forty-eight (48) hours in advance. The employee working
6 the trade shall not be credited the hours towards weekly overtime, but
7 shall be compensated at his/her regular rate of pay and shall receive
8 credit for the accruals for workers compensation, Family Medical
9 Leave, and retirement. The employee not working his/her shift shall
10 not be compensated for the shift, however, s/he shall receive the
11 accruals for step increase date, seniority, sick leave, and vacation. If
12 a trade takes place and one (1) or both of the employees is absent
13 due to illness, no sick leave shall be payable. The employee that
14 agreed to work would be considered as on a regular day off, and the
15 employee normally scheduled to work would be considered to be on
16 an authorized leave of absence for the day. Employees may use
17 compensatory time earned on a one-for-one basis for trade days off.
18 It is expressly understood that there shall be no additional accrual
19 related to the use of compensatory time.

20
21 a. When two employees trade shifts of the same length
22 on the same day that time shall be considered for calculations
23 of daily overtime.

24
25 b. Employees will be allowed up to trade up to fifty (50)
26 percent of their scheduled monthly hours.

27
28 2. Flex-time: Employees in the Clerical Division may
29 participate in "flex-time" scheduling as provided below:

30
31 a. Subject to the advance approval of management,
32 employees will be permitted to participate in this program.

33
34 b. The manager's decision to offer flex-time will be
35 based on employee requests and the operational needs of
36 the work function. Lunch and rest periods may be adjusted
37 by the manager to maintain a smooth and efficient
38 operation.

39
40 c. The employee requesting such leave shall submit
41 the request in writing to his/her immediate manager at least
42 two working days in advance of the leave date.

1 d. The date and time of the leave make-up shall be
2 mutually agreed to by the employee and the immediate
3 manager and according to the local policy.

4
5 G. In lieu of overtime payments, employees may, at their option,
6 earn compensatory time at the applicable overtime rate at which it
7 was worked up to one hundred twenty (120) hours per calendar year.
8 Such time may be used as follows:

9
10 1. Employees may take compensatory time off on a one-
11 for-one basis during the calendar year it is earned. The use of time
12 off will be awarded as long as overtime is not anticipated to be
13 required to cover the resulting shift. Awarding of time off will be
14 according to the provisions in Article 13, paragraph F.1.

15
16 2. At the time of the vacation bidding in October, the
17 employee may elect to be paid for any portion or all of the unused
18 compensatory time accrued as of the time of vacation bidding, at the
19 straight time rate.

20
21 3. Employees may elect to roll any portion or all of the
22 unused compensatory time accrued into their 401k plan. Time rolled
23 into the 401k plan will receive the appropriate Company match as
24 outlined in Article 23.

25
26 4 //.. Any unused compensatory hours as of December 31 will
27 be added to the employee's vacation accrual.

28
29 H. All employees shall receive eight (8) hours free from duty
30 commencing with their release and terminating with their reporting for
31 work or the applicable overtime rate shall apply until such rest is
32 received. The employee is required to inform his/her supervisor if
33 less than eight hours rest will be received. If his/her normal shift is
34 not subsequently adjusted as outlined above, the applicable overtime
35 rate shall apply until the rest is received. An employee may be
36 relieved from his/her normal shift, with straight time pay, to provide
37 this rest.

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

40
41 1. If the employee reports for the next shift at 7:00 a.m. the
42 overtime rate the employee was on will continue until the eight (8)
43 hours rest is obtained, provided his/her supervisor was notified as
44 outlined above.

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

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

I. Training

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

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

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

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

1 5. When new equipment is put into service by the
2 Company, all affected employees shall be given reasonable
3 instruction to become familiar with its operation.

4
5 6. After satisfactorily completing initial COPS seniority
6 requirements under this agreement single occupancy hotels will be
7 provided for employees attending training which requires an
8 overnight stay.
9

1 ARTICLE 6, PART TIME EMPLOYEES

2
3 A. 1. At least three (3) 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.

6
7 2. The part time employee's work week shall not be
8 scheduled for less than twenty (20) hours or for more than thirty (30)
9 hours in any seven (7) consecutive days. Each part time employee
10 shall be scheduled to have at least two (2) consecutive days off per
11 week. The number of hours a part time employee is scheduled for in
12 a work week shall not be changed without two (2) weeks notice. If a
13 part time employee's hours are reduced five (5) or more per week, he
14 shall be eligible to exercise his/her seniority as set forth in Article
15 10.A.2.a., but shall be restricted to positions within his/her work
16 location at his/her station. This language does not apply to shift
17 realignments. Part time employees may be utilized for voluntary
18 overtime from volunteer lists based on their company seniority within
19 the classification in which the overtime work is to be performed.

20
21 3. Part time employees shall accrue seniority on the same
22 basis as full time employees. All part time employees will be
23 included in the insurance program.

24
25 4. The number of part time employees on the system will not
26 exceed forty percent (40%), considering part time employees as a
27 percentage of all employees within the bargaining unit without the
28 mutual agreement of the Company and the Union.

29
30 a. For purposes of this calculation new bid locations will
31 not be counted in the total for the first three (3) years of their
32 operation. Locations converting from oversight by a Contract
33 Service Lead will be considered new locations.

34
35 B. The following rules shall govern the establishment of part-time
36 positions consistent with Article 9 and 10:

37
38 1. Full time employees being furloughed need not accept
39 part-time positions in lieu of furlough. However, once an employee
40 takes a station furlough, that employee will not be permitted to
41 change his/her mind later and bump a junior part time employee.

42
43 2. Prior to hiring part-time employees, furloughed
44 employees with a preference bid on file must be offered the positions.

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

3
4 4. Full time employees on furlough need not accept part-
5 time openings.

6
7 5. Movement between full time and part-time positions shall
8 be by preference bid.

9
10 6. Part-time employees may accept a station lay off in lieu
11 of either bumping into a full time position or filling a full time vacancy.

12
13 C. There shall be no split shifts except for part time employees
14 assigned in accordance with the following:

15
16 1. One of an employee's split shift work periods during a
17 day will be at least three (3) hours, and the other work period will be
18 at least two (2) hours in duration.

19
20 2. The overall span of hours in which a split shift work
21 schedule may be assigned will be a minimum of eight (8) hours to a
22 maximum of twelve (12) hours.

23
24 3. No full time position will be discontinued in order to
25 create a split shift position.

26
27 4. A premium as defined in Article 21 will be paid for all
28 hours worked on a split shift.

29
30 5. Split shifts will not be utilized at Seattle, Anchorage, Los
31 Angeles, Portland, San Francisco, Oakland, Juneau, Fairbanks and
32 Ketchikan.

33
34 D. Part time employees shall not be scheduled or assigned to
35 work sequentially in lieu of a full time employee.

36
37 E. Semi-annually, on February 1 and August 1, the Company will
38 supply The District Lodge // with a list of the number of part-time
39 employees at each station as of January 1 and July 1.

40
41 F. Part time employees shall be compensated at the overtime rate
42 of time and one-half (1-1/2X) and double time (2X) rates of pay as
43 follows:

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

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

16
17 G. In the event hours are worked in excess of the work day as a
18 result of shift or days off trades or schedule bidding, F.1., and F.2.
19 above shall not apply (see Article 7, paragraph J.).

20
21 H. Part time employees working on their days off shall be paid at
22 the time and one-half (1-1/2X) rate for all hours worked in excess of
23 forty (40) regular hours within the work week. Hours worked in
24 excess of those described in F.1. and F.2. above on the sixth (6th)
25 day and all hours on the seventh (7th) day worked shall be paid at the
26 double (2X) time rate.

27
28 I. Part time employees observing the holiday shall receive the
29 straight time rate for the hours they were scheduled to work on the
30 holiday. If a holiday falls on a part time employees day off, such part-
31 time employee shall be paid holiday pay at the straight time rate for
32 the daily average number of hours the employee was scheduled to
33 work during the week. To calculate this daily average, the
34 employee's total scheduled hours during the work week will be
35 divided by five (5). Part time employees who work on a day observed
36 as a holiday will be compensated at the double time and one-half (2
37 ½X) rate for all hours 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
17 double time (2) shall be paid for all time worked in excess of A.1. or
18 A.2., above, in any one twenty-four (24) hour period commencing
19 with the scheduled starting time, either before or after the regularly
20 scheduled 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
39 the 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
43 hours worked in excess of forty (40) regular hours within the work
44 week. Hours in excess of ten (10) on the fifth day, and all hours on

1 the sixth and seventh days worked shall be paid at the double time
2 (2x) rate. Vacation time, sick leave, Union leave (when the Union
3 pays the employee's wages), training time, holidays not worked and
4 trade hours off (not worked) will be used in computing the forty (40)
5 hour week.

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

16
17 4. There shall be no pyramiding of overtime and only
18 straight time hours worked within a given day shall apply to the forty
19 (40) hour provisions in D.1., 2. and 3., above.

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

<u>Total Additional Hours Scheduled in One Day</u>	<u>Break/Breaks</u>
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

<u>Hours</u>	<u>Break/Breaks</u>
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
17 removes it. An employee may add or delete his/her name at any
18 time, except that he may not remove his/her name once the overtime

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

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

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

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

27 I. 1. An employee will not be required to work overtime
28 against his/her wishes, except that, if emergency overtime has been
29 declined by all eligible employees at the location, it may be assigned
30 in inverse order (junior assignment) of Company seniority within the
31 appropriate classification to qualified employees. In the event an
32 employee is required to work overtime against his/her wishes, the
33 Company will provide him/her the reason for such requirement, in
34 writing, should the employee so request. When junior assigning for
35 overtime, it shall be limited so that the employee so assigned will not
36 be required to work overtime against his/her wishes for the next two
37 (2) calendar days if another employee is available as set forth in F.
38 above. The two (2) calendar day period begins at the end of the
39 junior assignment. If overtime is needed during the aforementioned
40 two (2) calendar days, the next senior employee will be assigned the
41 overtime. No employee shall work more than fourteen (14) hours in
42 a single work day, except in regards to the following scenarios;
43 catastrophic situation, natural disaster, extremely severe weather
44

1 condition (i.e., snow storms in cities like SEA, extended fog, etc.) and
2 critical community support.

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

11
12 3. For the purpose of this paragraph, an emergency shall
13 be defined as follows:

14
15 a. Unforeseen peak work loads where it is impractical
16 to alter the schedules and no solution other than overtime is
17 feasible.

18
19 b. Unanticipated absence or the illness of an
20 employee(s) resulting in a work force unable to provide
21 adequate service.

22
23 c. The servicing of late flights and maintaining of
24 flight schedules when all other means of overtime coverage
25 have been exhausted.

26
27 d. Protection of Company property against the
28 weather.

29
30 e. Insufficient volunteers for overtime.

31
32 4. a. In the event an employee has exceeded his/her
33 normal scheduled work week by ten (10) hours, any additional
34 mandatory hours over the ten (10) hours will be paid at the
35 double time (2x) rate of pay. Trade hours worked will not apply
36 in this calculation.

37
38 b. The provisions of 4.a. above will not apply to
39 situations where the mandatory overtime hours worked are the
40 result of the following scenarios; catastrophic situation, natural
41 disaster, extremely severe weather conditions (i.e. snow
42 storms in cities like SEA, extended fog. Etc.) and critical
43 community support.

1 J. 1. When an employee's days off are changed by direction
2 of the Company and as a result, he works more than five (5)
3 consecutive days, he will receive the applicable overtime rate for the
4 additional days. When his/her days off are changed as a result of the
5 employee's voluntary action, including bid schedule changes, the
6 additional days worked will be paid at the straight time rate.
7

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

21 K. 1. When an employee covered by this Agreement has been
22 relieved for the day and is recalled to work, he will be paid not less
23 than four (4) hours pay at the applicable overtime rate, unless the
24 employee agrees to work less than four (4) hours.
25

26 2. When an employee covered by this Agreement works on
27 one of his/her regularly scheduled days off, he will be paid not less
28 than four (4) hours pay at the overtime rate applicable, unless the
29 employee elects to work less than four (4) hours.
30
31

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
15 consistent 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
20 holiday off and a sign up sheet for volunteers who would like to work
21 on their regularly scheduled day off (RDO). The sign up sheets will
22 remain posted for seven (7) calendar days. All volunteers shall be
23 notified at least ten (10) calendar days in advance and any
24 corrections will be re-posted within three (3) calendar days of the
25 posting of that list. Volunteers shall be selected on the basis of their
26 Company seniority within their classification and shift. If no
27 volunteers sign up for the day off, those not needed will be given the
28 day off beginning with the employee with the lowest Company
29 seniority within the classifications and shifts. For the purposes of this
30 Article, Article 5, Paragraph H. will 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
36 seniority within the classification. The volunteer will be assigned the
37 maximum 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
6 paid 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 ½X) rate for all hours worked with a minimum of eight (8)
9 hours.

10

11 2. Ten Hour Shift

12 An employee working a ten (10) hour shift shall be
13 compensated at the double time and one-half (2 ½X) rate for all
14 hours worked with a minimum of ten (10) hours except as provided in
15 G. below. An employee whose regular days off coincide with a
16 holiday and who is not required to work on that holiday, will be paid
17 eight (8) hours at his/her regular rate of pay.

18

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

23

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

28

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

36

37 E. A holiday which falls during an employee's vacation period will
38 be compensated as a holiday. The employee's vacation credits will
39 not be charged for the holiday, however, his/her vacation period will
40 not be extended because of the reduced number of vacation days
41 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

Volunteer to Work Holiday on Regular Day Off

Please Print Your Name

Full Time

SHIFT 1

SHIFT 2

SHIFT 3

Part Time

SHIFT 1

SHIFT 2

SHIFT 3

Sign-Up for Holiday Off		
Please Print Your Name		
Full Time		
SHIFT 1	SHIFT 2	SHIFT 3
Part Time		
SHIFT 1	SHIFT 2	SHIFT 3

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)
13 hours worked (including trades worked) performing job duties as
14 defined in Article 4. After successful completion of the probationary
15 period, the names of such employees shall then be placed on the
16 Seniority List for their respective classification in order of the date of
17 their original hiring. The probationary period affords the Company
18 the opportunity to evaluate the employee's qualifications and ability to
19 perform the duties assigned. Articles 16 of this Agreement shall not
20 apply to new employees terminated during their probationary period.
21 Probation will begin subsequent to successful completion of required
22 formal training. Minimum requirements for passing probation will
23 include successful completion of required formal training (classroom
24 training and/or testing). If a formal training class is not provided, on-
25 the-job training, will be provided. All hours worked during on-the-job
26 training will be 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
2 he 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
5 completion of required formal training. Minimum requirements for
6 passing probation will include successful completion of required
7 formal training (classroom training and/or testing). If a formal training
8 class is not provided, on-the-job training, will be provided. All hours
9 worked during on-the-job training will be applied toward the
10 probationary period. After the first one hundred sixty (160) hours
11 worked, but no later than 320 hours worked, the employee will be
12 given a written report and interviewed as to his/her progress, and a
13 final written review. The written report and the interview will be
14 accomplished by management, and the employee may have his/her
15 Union representative present, if s/he so requests. S/he shall accrue
16 seniority from the date of the bid award after completing his/her
17 probationary period.

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

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

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

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

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,
20 or other means shall thereafter be commenced or entertained to
21 change said date for any employee. The burden of proof to show
22 that a listing is in error shall be with the employee. The employee
23 shall provide credible written evidence that there is an error. Any
24 protest that is granted shall be effective only for purposes of
25 correcting the subsequent list. There will be no retroactive
26 adjustments. The Company will supply two (2) copies of the Seniority
27 List to each Local Shop Steward and one (1) copy to the District
28 Office.

29

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

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

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
17 under the Agreement. After completion of the aforementioned ninety
18 (90) day period, s/he shall retain former seniority for a period not to
19 exceed one (1) year on an accumulative basis. If during the
20 aforementioned one (1) year period, s/he is laid off, s/he will be
21 permitted to bid a vacancy. After the one (1) year period his/her
22 name will be removed 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,
35 will be given preference for such other available work as they are
36 able to handle.

37
38 I. An employee accepting a position and passing probation in any
39 classification within this Agreement shall retain and accrue seniority
40 in 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
6 work force at a station, it will reduce the employees in that
7 classification at the bid location with the least seniority. Upon
8 notification of furlough, the affected employee will be scheduled to
9 meet with the Manager or designee and a Union Representative.
10 S/he will discuss their options due to furlough and assist them in
11 completing the required preference bid forms. The furloughed
12 employee must // complete the Company Option Sheet indicating the
13 position they were furloughed from and their status at time of furlough
14 from either part-time or full-time. Employees // will also be required
15 to file a preference bid for all classifications in which they hold
16 seniority that are currently active at that station. Employees may file
17 additional preference bids as described in Paragraph G in this article,
18 within the COPS work group in any bid location they desire to fill.
19 Notwithstanding Art 10.G.7., furloughed employees will not be
20 required to renew such preference bids annually. The bids will
21 remain on file until either an award is made, it is withdrawn by the
22 employee, or their name is stricken from the seniority list at the end
23 of the recall period per Art 9.F.6.

24

25 Example:

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

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
10 must within seven (7) calendar days give written notice to the
11 Company and the Union exercising his/her seniority by selecting one
12 (1) of the following options or his/her name shall be stricken from all
13 Seniority 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
20 station.

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

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

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

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

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

9
10 B. If due to seniority, an employee is not able to select any option
11 in Paragraph A. 2. above and does not select an option in Paragraph
12 A. 3. above, s/he may elect to take a station furlough. The employee
13 shall continue to retain and accrue all seniority in classifications s/he
14 held at the time of furlough. S/he shall only be eligible for recall at
15 his/her station; however s/he will be allowed to bid on vacancies or
16 new positions according to the bidding procedures outlined in Article
17 10, Paragraph H. Employees who refuse a recall in any classification
18 at his/her station to which they hold seniority will be removed from the
19 seniority list and will be considered to have resigned from the
20 company .

21
22 C. Full time employees may accept a station furlough in lieu of
23 either bumping into part-time or filling a part-time vacancy. Part-time
24 employees may accept a station furlough in lieu of either bumping
25 into a full time position or filling a full time vacancy.

26
27 D. Other provisions of this Article notwithstanding, employees on
28 furlough will not be required to accept recalls to a temporary vacancy
29 as defined in Article 10, paragraph P.

30
31 E. Employees recalled to work from a furlough shall be returned
32 to the classification that their seniority entitles them to at the time of
33 recall. An employee who receives notice of furlough but exercises
34 seniority under Article 10, Paragraph A. 2. above or A. 3. above will
35 not be considered furloughed under the terms of this Article . All
36 recall notices will be sent by certified mail return receipt requested.
37 Furloughed employees will be recalled in seniority order under Art 10
38 H Vacancies.

39
40 F. 1. Employees whose jobs are eliminated by a station, or bid
41 location closure, either temporary or permanent will be afforded the
42 full entitlements of paragraph A.2. of this Article.

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

6
7 G. Vacancies
8

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

15
16 2. "Vacancy" for purposes of this Article 10 shall be defined
17 as an open position resulting from an employee leaving the work
18 group or an increase in staffing; it is not intended to mean a specific
19 shift/hours or days off.

20
21 3. All bids and awards for vacancies will be processed
22 through the centralized bidding office.

23
24 4. Preference bids do not apply during shift realignments.

25
26 5. Preference bids shall be utilized for filling vacancies as
27 follows:

28
29 a. Bidding from station to station (e.g., ANC CSA to
30 SEA CSA, PHX Res to SEA CSA);

31
32 b. Bidding within the same station between
33 classifications (e.g., SEA Res to SEA CSA);

34
35 c. Bidding between bid locations within the same
36 classifications at the same station (e.g., SEA FTO to SEA
37 CTO);

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

41
42 e. Returning from furlough.

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

5
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.
10 The procedure for withdrawal and the time limits will be the
11 same as for filing in Article 10 G. 6. Once an employee is
12 awarded a bid, all other preference bids s/he has on file will
13 become invalid. Employees with bids on file must renew them
14 between December 15 and January 15 of each year to keep
15 them valid. If an employee is awarded a preference bid and
16 wishes to reject it, s/he must reject the bid within forty-eight
17 (48) hours from the // time the employee is notified (notification
18 means the employee's verifiable receipt of award) bid award.
19 The award will be by written receipt of notification from the
20 Company and signed by the employee. Those not responding
21 within forty-eight (48) hours will be deemed to have accepted
22 the bid. If an employee rejects a preference bid award, s/he will
23 // be restricted (see Art 10.G.9) for a period of six (6) months,
24 except for movement between part time and full time within
25 their bid location. The classification seniority of the employee
26 selected to fill the vacancy shall commence with the date of the
27 award. All bid awards will have an effective date. In the event
28 an effective date is not published the effective date will be 14
29 days subsequent to the bid award.
30

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

39 8. Probationary employees may not file preference bids,
40 except between part time and full time at their bid location. If an
41 employee does move between part time and full time while on
42 probation, their probationary period will be one thousand forty (1,040)
43 hours.
44

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

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

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

14 1. // To the senior employee at the station, // holding
15 seniority in the classification where the vacancy exists. //
16

17 2. // To the senior employee on the system // holding
18 seniority in the classification where the vacancy exists. //
19

20 3. // To the senior employee on the system holding seniority
21 in the Division as defined in Article 4, Paragraph B or C. //
22

23 4. // To the senior employee on the system // holding
24 seniority in either the Clerical or Agent Division //
25

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

32 J 1. A notice will be posted at all job locations systemwide no
33 later than thirty (30) days prior to the opening of a new station.
34 Employees will be allowed to submit preference bids for the new
35 station. Preference bid awards which occur during the first ninety (90)
36 days after the notice as set forth above, shall be awarded by
37 classification seniority systemwide. If classification seniority is
38 exhausted, then Article 10 Paragraph H 1-7 applies.
39

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

1 3. When the Company initiates a classification at a bid
2 location where it has never been utilized, a notice will be posted
3 systemwide fifteen (15) days prior to awarding the position or hiring
4 from the outside. Preference bids may be filed by employees in
5 accordance with Article 10, paragraph G.6. and awarded as in Article
6 10, paragraph H .
7

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

11 K . Any employee selected to fill a vacancy at another station shall
12 not be required to report for duty until fourteen (14) calendar days
13 after being released from his/her job. For all vacancies, the Company
14 will make every reasonable effort to release the employee within
15 fifteen (15) days of the bid effective date. On those occasions where
16 this cannot be accomplished, the Company will provide the employee
17 and the Union with an explanation for the delay upon request and the
18 employee will be paid the higher rate for all hours worked beyond the
19 fifteen (15) days. An employee may, at his/her option, utilize earned
20 vacation or comp time to defer loss of pay during the fourteen (14)
21 calendar days.
22

23 L . 1. Employees awarded a bid to a classification in which
24 they hold no seniority who fail to qualify within the five hundred twenty
25 (520) hours (as defined in Article 9.C.1.) will be returned to their
26 former classification as outlined in Article 9.C.2. Said employees will
27 be restricted from submitting preference bids for a period of six (6)
28 months.
29

30 2. Employees awarded a bid to a classification in which
31 they hold no seniority who voluntarily resign a new position within five
32 hundred twenty (520) hours (as defined in Article 9.C.1. and 9.C.2.)
33 will be returned to their former classification and will be allowed to
34 displace the most junior employee in their former classification and
35 will be restricted from submitting preference bids for a period of one
36 (1) year.
37

38 M. When an employee has been transferred to fill a vacancy, s/he
39 shall not be entitled to file a bid for a one (1) year period, except for
40 movement between part time and full time within their bid location, or
41 into a Lead position. The one (1) year bid restriction will not apply to
42 new stations or bid locations.
43

1 N. Employees temporarily transferred from their regular work, to
2 work of any other classification covered under this Agreement, shall
3 receive their regular rate of pay or the equivalent progression rate of
4 the classification, whichever is higher, for performing such work.

5
6 O. It shall be the policy of the Company to promote its own
7 employees; only when no valid preference bids are on file will the
8 Company vary from this policy.
9

10 P. 1. Any vacant shift may be temporarily filled for the interim
11 period required to post, bid and fill the shift as described in paragraph
12 P.5., by the Company selecting any employee holding seniority in the
13 classification at the station.
14

15 2. A vacancy of ninety (90) days or more may be
16 temporarily filled by the Company assigning any employee holding
17 seniority in the classification at the station where the vacancy exists,
18 or, if none is available, any employee covered by this Agreement at
19 the station. Such assignment shall continue until the employee
20 awarded the preference bid or new hire is available to fill the
21 assignment.
22

23 3. In the case of vacancies not expected to exceed ninety
24 (90) calendar days, the Company may select an employee to fill the
25 vacancy on a temporary basis from any employee at the station
26 holding seniority in the classification with a preference bid on file, in
27 seniority order if practical, or, if none is available, from any qualified
28 employee in any classification at the station with a preference bid on
29 file, in seniority order if practical, or if none is available, from either
30 any employee from another station with a preference bid on file, in
31 seniority order if practical, or a new hire. If the vacancy continues to
32 exist after ninety (90) days, Article 10.G.1. shall apply.
33

34 4. An employee under this agreement volunteering for a
35 temporary job under P .1., 2. or 3. above, shall upon reaching the
36 eighty-nine (89) day limit, and/or discontinuance of the temporary job,
37 be returned to his/her former job and status and exercise his/her
38 seniority in accordance with Article 10.A.4. The employee will be
39 restricted from another temporary job for sixty (60) calendar days.
40

41 5. When an employee leaves a classification and/or
42 location and a vacant shift is created; or if a new shift is created by
43 an increase in the work force at a bid location; the open shift and
44 resulting open shift will be bid upon by the existing employees on

1 other shifts including relief shift in the same
2 classification/location/station on the basis of their classification
3 seniority. The bids shall be posted for a minimum of five (5) days
4 and the bids must be canceled or awarded and posted within five (5)
5 days of bid closing. Said shift will be awarded before the vacancy is
6 filled by a preference bid or hiring from the outside. The remaining
7 shift will be awarded to the employee placed in the vacancy.

8

9 Q . Realignment:

10

11 1. Employees in the Agent Division shall realign at their bid
12 location at least three (3) times each year. Employees in the Clerical
13 Division shall realign at their bid location at least two (2) times each
14 year. For the purpose of realignment, employees shall select shifts
15 and days off in accordance with their classification seniority.
16 Realignments shall be considered an employee's voluntary action.

17

18 2. Employees awarded permanent preference bids prior to
19 a shift realignment will be allowed to participate in the bid for the shift
20 realignment.

21

22 3 . Shift realignments at times other than those provided for
23 above will be accomplished by abolishing the position(s) no longer
24 needed with a furlough notice given to the affected employee(s) in
25 accordance with this Article 10 and a bid posted for the new
26 position(s). Employee(s) affected by the furlough notice may exercise
27 their seniority in accordance with Article 10.A. or bid one of the open
28 positions. For the purposes of such shift realignments, the employee
29 shall be restricted to exercising his/her seniority within three (3) work
30 days rather than the seven (7) calendar days.

31

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

35

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

38

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

1 d. Awarded shift bids will be posted a minimum of
2 seven (7) days prior to the effective date.
3

4 5. When employees realign as set forth in Paragraph Q
5 above, the Company may block a sufficient number of shifts to
6 accommodate up to a maximum of eighty percent (80%) of the
7 probationary employees in a classification at a bid location at a
8 station. "Probationary" shall be defined as set forth in Article 9.B. and
9 C. Beginning October 29, 2000, the Company and the Union shall
10 meet at least once every six (6) months, if either party so requests, to
11 review the percentage of shifts blocked. Such meetings will be held
12 between the Labor Relations Department, or its designee, and the
13 designee of the District.
14

15 R. Special Projects
16

17 1. A Special Project is an assignment that a COPS
18 employee could hold for a maximum period of one (1) year. The
19 Special Project assignment option will only be used when the
20 assignment requires specialized skills and knowledge. Labor
21 relations and the Union must be advised of Special Project
22 assignments.
23

24 2. When a Special Project exists, the Company will post the
25 opportunity system-wide. In the posting, the skills and knowledge
26 needed for the job will be listed along with a reply date and to whom
27 to reply.
28

29 3. The only restriction prior to applying for the assignment is
30 that the employee has not been assigned to a Special Project within
31 the last six (6) months. The selection process will be as follows:
32

33 a. Where appropriate, an interview(s) will be
34 conducted in seniority order to determine which employee(s)
35 has the skills and knowledge that are needed. After the
36 interview, the final selection will be made at management's
37 discretion.
38

39 b. If an interview is not needed, the selection will be
40 made in seniority order.
41

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

9
10

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
6 Company 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
26 stations as the result of an employee failing to qualify or
27 voluntarily 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.

1 ARTICLE 12, LEAVES OF ABSENCE

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

3
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
29 maximum continuous period of five (5) years. During Military,
30 Maternity and Medical leaves, the employee shall retain and continue
31 to accrue seniority.

32
33 D. 1. Medical Leaves of Absence will be granted for
34 Maternity when a physician's letter stating the anticipate date of
35 delivery submitted to the Company. Employees will be allowed to
36 work through their seventh (7th) month and may be allowed to work
37 further with the Company's and the employee's physician's consent.
38 // Employees who are certified as unable to work during pregnancy
39 by // a healthcare provider will be considered on Medical Leave of
40 Absence. Employees who are granted Leave will be required to
41 return to work within ninety (90) days after the birth of the child or of a
42 miscarriage, unless an extension is granted or additional time is
43 required under federal or state leave laws or as a form of reasonable
44 accommodation. Said extension may not exceed an additional thirty

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

12 2. Employees who must leave work for Maternity or other
13 disability reasons will have the option of using or not using accrued
14 sick leave for all or for a portion of the disability period. Employees
15 may also use their earned vacation during this period. Regardless of
16 the usage of sick leave, employees taking a Maternity or other
17 disability Leave of Absence must apply for any State disability
18 benefits that may be available prior to the employee being eligible for
19 any disability benefits provided by the Company. Such Company
20 disability benefits (sick leave or short term disability) may be received
21 in addition to State-provided disability benefits, provided the total of
22 State and Company weekly payments do not exceed the employee's
23 regular weekly wage income immediately prior to leaving work due to
24 the disability.

25 3. For all employees who do not qualify for parental leave
26 under Federal or State regulations, a personal Leave of Absence of
27 up to ninety (90) days may be utilized for the birth or adoption of a
28 child. Such leave shall be treated as a personal leave and granted
29 upon request in conjunction with required certification.

30 E. During periods of furlough, special consideration will be given
31 to requests for Leaves of Absence from senior employees when
32 granting such Leaves will result in the retention of qualified junior
33 employees.

34 F. When more than one employee requests Leave of Absence
35 over the same period of time and the reasons for requesting the
36 Leaves are similar, company seniority within classifications shall
37 apply. Once an employee is granted a leave of absence they may
38 not be bumped by a senior employee requesting a leave for similar
39 reasons.

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

4
5 H. 1. Employees elected to positions in the service of the
6 Government of the United States or any political subdivision thereof,
7 shall be granted an indefinite Leave of Absence by the Company. An
8 employee on Leave of Absence for this purpose shall retain and
9 continue to accrue seniority but shall have no other employee
10 benefits. The employee will be compensated for any accrued
11 vacation and will retain whatever sick and occupational injury leave
12 s/he had at the time the Leave of Absence began. Thirty (30) days
13 after the expiration of his/her term of Government office, the
14 employee shall report to work or forfeit his/her seniority.

15
16 2. Employees accepting full time employment with the
17 Union as representatives of employees covered by this Agreement
18 shall be granted an indefinite Leave of Absence by the Company.
19 Any employee on Leave of Absence for this purpose shall retain and
20 continue to accrue seniority and other employee benefits as provided
21 herein.

22
23 The employee will continue to receive pass privileges, as
24 provided for all other employees covered by the Agreement.

25
26 The employee will be permitted to continue in the group
27 hospitalization, dental and life insurance programs providing the
28 employee reimburses the Company for the // active employee
29 premium cost.

30
31 The employee will retain all accrued sick and
32 occupational injury time which s/he has in accrual at the
33 commencement of the Leave of Absence.

34
35 The employee will be permitted to continue in the
36 Pension Plan and the following shall apply:

37
38 a. Seniority for vesting purposes shall continue.

39
40 b. The employee will be permitted to contribute to the
41 Plan on a yearly basis in an amount which would continue
42 his/her benefits at the same rate as if s/he were not on Leave
43 of Absence.

1 All vacation in accrual at the time the Leave of Absence
2 commences will be paid to the employee, at his/her rate of pay, on a
3 special check issued within two (2) weeks after the Leave
4 commences. Upon the employee's return to the service of the
5 Company, the employee will accrue vacation credit in accordance
6 with his/her length of service.

7
8 Thirty (30) calendar days after termination of the
9 employment with the Union, the employee shall report for work or
10 forfeit his/her seniority.

11
12 I. Employees covered by this Agreement shall, upon returning
13 from an authorized Leave of Absence or extension thereof, be
14 returned to the bid location from which they left and to the position
15 (shift and days off) they held at the time they left on Leave of
16 Absence, s/he will exercise their seniority according to Article 10 A.4.

17
18 J. Any employee covered by this Agreement who engages in
19 gainful employment while on Leave of Absence without prior written
20 permission from the Company and Union, except employees on
21 special assignments in the interests of the Company, shall be
22 deemed to have resigned from the Company's service and his/her
23 name will be stricken from the seniority roster.

24
25 K. Any employee covered by this agreement on approved Leave
26 of Absence for Union business will continue to receive and accrue all
27 employee's benefits and wages, at the same rate as if they were on
28 the job (see Letter of Agreement #8). While in negotiations or voting
29 in conjunction with negotiations such employees will be considered to
30 be on day shift with Saturday and Sunday days off and their week will
31 start and end at midnight between Friday and Saturday.

1 ARTICLE 13, VACATIONS
2

3 A. The calendar year will be used to compute vacation
4 allowances. Employees shall accrue vacation credits based on their
5 length of service with the Company under this Agreement on the
6 basis of the scale set forth in "B" below. Vacation credits shall be
7 accrued for each month of employment prorated on the basis of the
8 number of straight time hours worked, or in the case of vacation, sick
9 leave or Workmen's Compensation, paid for by the Company under
10 this Agreement, versus 173.3 hours. Accrued vacation shall be
11 available for use on January 1 each year. No vacation credits may be
12 earned in other ways except that the Company may, at its discretion,
13 approve personal leaves of absence up to eighty (80) hours per
14 month with accrual for those hours not worked. Vacation credits will
15 be compensated for at 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
27 vacation preference during the month of October according to their
28 company seniority, by classification at each bid location, at each
29 station. // In order to bid vacation under this paragraph, a full time
30 employee must have a minimum of forty (40) hours of vacation credit
31 for each week of vacation bid, and a part-time employee must, for
32 each week of vacation bid, have a minimum number of vacation
33 hours credit equal to his/her or her weekly scheduled hours at the
34 time the bid is submitted. An employee shall make his/her selection
35 in person or by proxy within two (2) calendar days, or s/he shall forfeit
36 his/her right to select in turn and shall follow the last employee who
37 has selected. It is also understood that the leads of each
38 classification will bid their vacation along with the classification they
39 lead (e.g., Lead CSA's will bid along with CSA's) subject to the
40 provisions of paragraph L. of this Article. Approved vacation
41 selections will be posted at the various stations by November 15 and
42 once posted, a senior employee will not be permitted to take a
43 vacation already assigned a junior employee.
44

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
6 two (2) or more weeks of vacation credit may split their vacation
7 weeks. Employees may bid two (2) separate periods during the first
8 (1st) round of bidding. Any remaining vacation may be bid in round
9 two (2). Only actual hours bid will be deducted from the employee's
10 vacation hours (i.e. if there is a holiday during the week that is bid,
11 those hours 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
15 shall be allowed to bid // days of their vacation on a day-at-a-time
16 (D.A.T.) basis, subject to the approval of their supervisors.
17 Employees will also be allowed to request hour-at-a-time (H.A.T.)
18 vacation, subject to the approval of their supervisors. Requests for
19 "D.A.T." or "H.A.T." vacation will be // made no more than thirty (30)
20 calendar days in advance of the day requested and will be awarded
21 according to company seniority, by classification at each bid location,
22 at each station, no more than twenty-one (21) days, nor less than
23 seven (7) days prior. //. Once granted, the time will not be rescinded
24 except in 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
35 employee upon termination, or to an employee on furlough //. Upon
36 layoff, the employee will have the option of retaining vacation accrual,
37 if s/he notifies the Company in writing at least seven (7) calendar
38 days prior to the furlough date. After one (1) year on layoff s/he will
39 be reimbursed for this vacation time.

40
41 I //. Vacation periods made available after the selection process is
42 completed (as set forth in paragraph C. of this Article) will be posted
43 for bid, with company seniority ruling. In order to bid vacation under
44 this paragraph, a full time employee must have a minimum of twenty-

1 four (24) hours of vacation credit and a part time employee must
2 have a minimum of twelve (12) hours of vacation credit. Any
3 difference between the minimum vacation credit hours and the
4 weekly schedule will be treated as a leave of absence or the
5 employee may use accumulated compensatory time. The vacation
6 period shall be posted for a minimum of seventy-two (72) hours.
7

8 J //. If a vacation period is cancelled by an employee changing jobs,
9 or if it is cancelled by the Company in writing, the employee will:
10

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

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

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

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

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
7 by 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
14 during this period and will be credited retroactively after completion of
15 their probation. Sick leave may be accrued at the rate of eight (8)
16 hours 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
23 and unable to work at least two (2) hours prior to the start of his/her
24 shift if at all possible (i.e. an employee injured on the way to work
25 would be 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
32 regular 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
42 G. On October 1, when vacation accrual is posted the amount of
43 sick leave accrued shall also be posted.

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

14
15 2. An employee will be allowed to use paid sick leave of up
16 to two (2) days in each six (6) months // due to serious illness or
17 hospitalization of his/her or her spouse/domestic partner, child or
18 domestic partner's child where such leave can be shown as
19 necessary. Serious illness shall be defined as those situations where
20 the spouse or child is medically incapacitated and shall be
21 considered to mean time for the employee to care for the spouse or
22 child. The Company may require verification in writing of such
23 incapacitation. The provisions of this paragraph // may be expanded
24 by Company policy or law. (For current information on Company
25 policy, please contact Employee Benefits-SEAHB.) Absences under
26 this paragraph will not be counted against an employee' attendance
27 record.

28
29 I. Occupational Injury Leave
30

31 1. Each employee covered by this Agreement shall, on an
32 annual non-cumulative basis, be awarded twelve (12) days of
33 occupational injury leave to be utilized in the event of absence due to
34 occupational injury or illness during each calendar year.

35
36 2. The leave shall be expended on the basis of one (1) day
37 for each day absent from work and shall compensate the individual
38 for the difference between Workers' Compensation and regular
39 straight time rate (including shift differential). After the exhaustion of
40 said leave, an employee may utilize accumulated sick leave on a
41 prorated basis.
42

1 J. If the Company, at any time at its discretion, grants additional
2 sick leave or assistance to any employee, it shall not constitute a
3 precedence requiring additional sick leave or assistance in any other
4 case.

5
6 K. Retirees may convert unused sick leave for insurance. For
7 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
4 same 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-
20 line, Company business, positive space, non-bumpable, service
21 charge waived passes as long as the flight on which they book is
22 below capacity at the time of booking //.

1 ARTICLE 16, GRIEVANCE RESOLUTION PROCEDURE

2 A. Structure

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.

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.

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.

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.

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

26 1. A Grievance Review process will be implemented
27 effective January 2000. This process will consist of three (3)
28 meetings a year, one (1) meeting occurring every four (4) months
29 which will discuss grievances filed and processed forward during the
30 preceding four (4) months. The periods will end April 30, August 31
31 and December 31 and the reviews will be held the fourth week of
32 May, September and January. To be included in the Grievance
33 Review, grievances must have had the final decision rendered and
34 appealed by the twenty-fifth (25th) day of the last month of the period.
35 The 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).

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
45 be exchanged with the Union three (3) business days after the end of
46 the month. This will be verified within five (5) business days of the list

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

- 6 a. Question or questions at issue.
- 7 b. Statement of facts.
- 8 c. Position of employee or employees and relief
9 requested.

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

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

- 16 1) Granted
- 17 2) Withdrawn
- 18 3) Settled with or without precedence
- 19 4) Scheduled for either full or expedited
20 arbitration

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

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

28 d. All arbitrations (full or expedited) scheduled will be
29 assigned a hearing date within fourteen (14) days following the
30 close of the Review Board. The parties will make every effort
31 to schedule the date prior to the next Review Board.

32 C. Contract Related Grievances

33 For the presentation and adjustment of contract related grievances
34 (not involving discipline or discharge of employees) the following
35 procedure will apply.

36 1. The Shop Steward or employee will make every
37 reasonable effort to first discuss the matter with the employee's
38 immediate supervisor and endeavor to arrive at a satisfactory
39 settlement of the matter. If a satisfactory settlement is not reached,

1 the Shop Steward may file a grievance which will be handled in
2 accordance with C.2. and C.3. below.
3

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

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

21 D. Discipline Grievances Involving Unsatisfactory Attendance
22

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

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

40 2. A copy of any discipline issued to an employee will be
41 retained in the employee's local file and a copy will be furnished to
42 the employee's local union representative or Chief Shop Steward. An
43 employee and/or his/her union representative, upon authorization by
44 the employee, will be permitted to review his/her local attendance
45 records and discipline.

1 3. The Union reserves the right to file written grievances
2 (which will be subject to the normal grievance procedures) contesting
3 the validity of the information used by the Company in issuing
4 attendance discipline.

5
6 E. Discipline Grievances not including Suspension or Discharge
7

8 In the case of any discipline not involving loss of pay (oral warning,
9 written warning and final warning), the following procedure shall
10 apply.
11

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

31 2. Initial Hearing
32

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

38 3. Secondary Hearing
39

40 If not satisfactorily settled, the General Chair or his/her
41 designee may appeal for consideration to the appropriate Company
42 officer, or his/her designee, for review within twenty (20) calendar
43 days of the date of the decision rendered in paragraph D.2. above. A
44 meeting will be held within ten (10) calendar days and a decision
45 rendered by the appropriate Company officer or his/her designee
within seven (7) calendar days. In the event the issue(s) is not

1 settled satisfactorily, the grievance may be appealed to the
2 Grievance Review Board as described in paragraph B. above.
3

4 F. Suspension and Discharge Grievances
5

6 In the case of an action involving discipline resulting in the loss of pay
7 (suspension and discharge), the following procedure shall apply.
8

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

28 2. Initial Hearing
29

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

35 3. Secondary Hearing
36

37 If not satisfactorily settled, the General Chair or his/her
38 designee may appeal for consideration to the appropriate Company
39 officer, or his/her designee, for review within twenty (20) calendar
40 days of the date of the decision rendered in paragraph F.2. above. A
41 meeting will be held within ten (10) calendar days and a decision
42 rendered by the appropriate Company officer or his/her designee
43 within seven (7) calendar days. In the event the issue(s) is not
44 settled satisfactorily, the General Chair may appeal to arbitration
45 within thirty (30) calendar days. Once Labor Relations receives the
46 appeal, the case will be scheduled for arbitration no later than twenty-
one days after receipt. The arbitration will be scheduled no earlier

1 than thirty (30) calendar days after the appeal is received, and heard
2 within one hundred twenty (120) calendar days from the date of the
3 appeal, unless no date in this time frame is available from an
4 arbitrator selected under paragraph I, below. In such instance, the
5 hearing will be scheduled at the first date available from a member of
6 the panel.

7
8 G. If, as a result of a hearing, it is found the suspension or
9 discharge was not justified, the employee shall be reinstated without
10 loss of seniority and made whole for any loss of pay and benefits s/he
11 suffered by reason of his/her suspension or discharge and his/her
12 personnel records shall be corrected and cleared of such charge. In
13 determining the amount of back wages due an employee who is
14 reinstated as a result of the procedures outlined in this Agreement,
15 the maximum liability of the Company shall be limited to the amount
16 of normal wages and benefits s/he would have earned at straight
17 time pay in the service of the Company had s/he not been discharged
18 or suspended.

19
20 H. Grievances - General Information

21
22 1. If any dispute is settled in any of the steps as outlined in
23 this Article, the Union shall so advise the Company in writing.

24
25 2. When it is mutually agreed that a stenographic report is
26 to be taken by a public stenographer of any hearing provided for in
27 this Agreement, the cost will be borne equally by both parties to the
28 dispute. When it is not mutually agreed that a stenographic report of
29 the proceedings be taken by a public stenographer, the stenographic
30 record of any such hearing may be taken by either of the parties to
31 the dispute. A copy of such stenographic record will be furnished to
32 the other party to the dispute upon request at prorate cost. The cost
33 of any additional copies requested by either party shall be borne by
34 the party requesting them whether the stenographic record is taken
35 by mutual agreement or otherwise.

36
37 3. The time limits set forth in this Article may be extended
38 by mutual written agreement.

39
40 4. If either party fails to comply with the time limits set forth
41 in this Article, it shall result in the grievance being settled in favor of
42 the other party.

43
44 5. Stewards will be permitted, after reporting to their
45 supervisor, a reasonable and necessary amount of time during work
46 hours to investigate an issue or present grievances without loss of

1 pay. In the event it is necessary to go to another Department, they
2 will report in with the supervisor of the other Department.
3

4 6. Necessary hearings called by the Company shall, insofar
5 as possible, be conducted during regular business hours. Whenever
6 possible, all first step hearings will be conducted within the shop
7 steward's scheduled shift. All stewards, and witnesses necessary for
8 a proper hearing will be compensated at straight time rate for all time
9 spent attending such hearing.
10

11 7. Disciplinary letters not involving a suspension in an
12 employee's personnel file will be removed from the personnel file and
13 will not be utilized for the basis of further disciplinary action if there
14 have been no further discipline letters within one (1) year. All letters
15 of discipline in an employee's personnel file will become null and void
16 and removed from the personnel file if a two (2) year period has
17 passed during which the employee receives no additional disciplinary
18 letters.
19

20 8. Rejected offers made by the Company or the Union for
21 settlement of employee complaints and grievances will be of no value
22 and will be inadmissible in any grievance or System Board of
23 Adjustment hearing. Settlements of complaints and grievances will
24 not, unless expressly so stated in writing and approved by the
25 President/Directing General Chair of the District Lodge // and the
26 Company, be of any value in the interpretation of this Agreement, nor
27 will they set or be of any value as precedent for the handling of other
28 similar matters, and they will be without prejudice to either the
29 position of the Company or the Union on the issues raised.
30

31 9. Either party may withdraw or settle a grievance at any
32 time, and this shall not set a precedent on the merits of grievances
33 filed in the future on a similar matter.
34

35 10. Prior to taking any action under this Article, the Company
36 may withhold an employee from service without loss of pay.
37

38 11. If at any time during an investigation the Company
39 interviews an employee and the subject of that interview may lead to
40 discipline or discharge of that employee, s/he may request the
41 presence of the shop steward during that interview. If the shop
42 steward is not available, an appointed alternate may act in his/her
43 place.
44

1 I. System Board of Adjustment
2

3 1. In compliance with Section 204, Title 2 of the Railway
4 Labor Act, as amended, there is hereby established a System Board
5 of Adjustment, hereinafter referred to as "The Board," for the purpose
6 of adjusting and deciding disputes or grievances which may arise
7 under the terms of this Agreement, and which are properly submitted
8 to it after exhausting the procedure for settling disputes.
9

10 2. The Board shall be composed of a Company member, a
11 Union member and a neutral referee selected by the Company and
12 the Union. Unless the Company and the District Lodge // agree upon
13 a combination of cases to be presented, each case presented to the
14 Board shall be treated as a separate case. The Board shall meet
15 and consider each Grievance properly appealed to it at a time and
16 place set by mutual agreement of the parties. If either party shall
17 fail to appear, the grievance shall be deemed settled in favor of the
18 other party.

19 3. The neutral member of the Board shall preside at
20 meetings and hearings of the Three (3) Person Board. It shall be the
21 responsibility of the neutral to guide the parties in the presentation of
22 testimony, exhibits and argument at hearings to the end that a fair,
23 prompt and orderly hearing to the dispute is afforded. The Board
24 shall meet in the city where the general offices of Alaska Airlines are
25 maintained unless a different place of meeting is agreed upon by the
26 Board and the parties.
27

28 4. The Board shall have jurisdiction over disputes between
29 any employee or employees covered by this Agreement and the
30 Company growing out of grievances or out of interpretation or
31 application of any of the terms of this Agreement. The jurisdiction of
32 the Board shall not extend to proposed changes in hours of
33 employment, basic rates of compensation or working conditions
34 covered by this Agreement or any Amendment hereto.
35

36 5. The Board shall consider any dispute properly submitted
37 to it by the General Chair of the Union or his/her designee, or by the
38 Representative of the Company. Disputes introduced by the Union
39 shall have been processed in accordance with the terms provided for
40 in this Article.
41

42 6. All disputes involving suspensions and discharges
43 referred by the Union to the Board for consideration shall be filed with
44 the Company's Vice President in charge of Labor Relations by a
45 Notice of Appeal which must be postmarked within thirty (30) days
46

1 after final decision in the last step of the grievance procedure set
2 forth in this Article. A copy of the submission as defined below will be
3 included with the notice of appeal sent to the Company's Vice
4 President in charge of Labor Relations. All disputes properly referred
5 by the Company to the Board for consideration shall be filed with the
6 President/Directing General Chair of the District Lodge // by a Notice
7 of Submission which must be postmarked within thirty (30) days after
8 the Vice President in charge of Labor Relations knew or should
9 reasonably have been expected to know of the cause giving rise to
10 the dispute. Both parties will submit to the Board a statement of the
11 case which shall include:

- 12 a. Question or questions at issue.
13 b. Statement of facts.
14 c. Position of employee or employees and relief
15 requested.

16 d. Position of the parties: The Company shall submit
17 the Company's position and the Union shall submit the Union's
18 position.

19 7. Employees covered by this Agreement may be
20 represented at Board hearings by such person or persons as they
21 may choose and designate, in conformance with the constitution of
22 the Union, and the Company may be represented by such person or
23 persons as they may choose and designate. Evidence may be
24 presented either orally or in writing, or both.

25 8. A majority vote of all members of the Board shall
26 constitute a decision which shall be final and binding on the parties.
27 The decision of the Board shall be rendered within sixty (60) days of
28 the close of the hearing, or if briefs are filed, within sixty (60) days of
29 receipt of briefs.

30 9. Nothing herein shall be construed to limit, restrict or
31 abridge the rights or privileges accorded either to the employees or to
32 the Company, or to their duly accredited representatives, under the
33 provisions of the Railway Labor Act, as amended.

34 J. System Board of Adjustment Selection

35 The Company and the Union shall meet yearly, during the first
36 week of October, to agree upon the selection of neutral members to
37 sit with the Board in the consideration and disposition of pending
38 cases during the following year for both full and expedited arbitration
39 cases. A total of twenty (20) neutrals will be selected: ten (10) for full
40 arbitration cases and ten (10) for expedited arbitration cases. If the

1 number of panel members so selected does not equal a minimum of
2 ten (10), the parties shall select from the remaining names until a
3 minimum of ten (10) arbitrators have been selected. Any nominee
4 appearing on both lists will automatically be included on the list of ten
5 (10). The selection process shall be accomplished by the parties
6 alternately striking from the other parties list. The first strike shall be
7 determined by a coin flip. Upon selection of the panel, the parties will
8 contact the twenty (20) neutrals and reserve hearing dates mutually
9 agreeable for the Company, the Union and the neutral for the
10 following year. After a schedule of hearing dates is established for
11 each neutral, the Company and the Union will mutually agree during
12 the Grievance Review Board the particular case to be heard on each
13 hearing date. Said neutral shall be scheduled to hear the specific
14 case (either for a full or expedited arbitration) on his/her first available
15 date. Either party may terminate the services of a neutral by written
16 notification to that neutral with copy to the other party, except for
17 cases already scheduled before that neutral. If the number of
18 neutrals falls below twenty (20) the parties will meet to bring the total
19 number to at least twenty (20).

20

21 K. System Board of Adjustment - Miscellaneous

22

23 1. No matter shall be considered by the Board which has
24 not first been fully processed in accordance with the grievance and
25 appeal provisions of this Agreement.

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

29

30 3. Each of the parties hereto will assume the
31 compensation, travel expense and other expenses of the Board
32 members selected by it.

33

34 4. Each of the parties hereto will assume the
35 compensation, travel expense and other expenses of the witnesses
36 called or summoned by it. Witnesses who are employees of the
37 Company shall receive positive space transportation over the lines of
38 the Company from the point of duty or assignment to the point at
39 which they must appear as witnesses and return, to the extent
40 permitted by law.

41

42 5. The Company Board member and the Union Board
43 member, acting jointly, shall have the authority to call witnesses and
44 to incur such other expenses as in their judgment may be deemed
45 necessary for the proper conduct of the business of the Board, and

1 such expense shall be borne one-half (1/2) by each of the parties
2 hereto. Board members who are employees of the Company shall
3 be granted necessary leaves of absence for the performance of their
4 duties as Board members. Board members shall be furnished
5 positive space transportation over the lines of the Company for the
6 purpose of attending meetings of the Board, to the extent permitted
7 by law.

8 6. It is understood and agreed that each Board member
9 shall be free to discharge his/her duty in an independent manner,
10 without fear that his/her individual relations with the Company or with
11 the Union may be affected in any manner by any action taken by
12 him/her in good faith in his/her capacity as a Board member.
13

14 7. All time limits regarding system boards in this Article are
15 calendar days unless otherwise specified and may be extended due
16 to a substantiated emergency such as an accident, death, or serious
17 illness, or by mutual agreement in writing.
18

19 L. Expedited Arbitration
20

21 1. The Grievance Review Board will meet as outlined in
22 paragraph B. of this Article, and will identify specific cases which the
23 parties agree to arbitrate under the expedited rules contained in this
24 Article.
25

26 2. The parties shall agree to both a date(s) and a neutral to
27 hear these cases under the expedited rules.
28

29 3. No discharge or suspension case may be heard under
30 this procedure.
31

32 4. All decisions will be final and binding.
33

34 5. All decisions will be without precedent unless mutually
35 agreed to by the parties in advance.
36

37 6. Each party will be limited to a maximum of two (2) hours
38 of presentation in each case. This includes opening statement,
39 direct, cross, re-direct, re-cross, summation, etc. Each party may
40 decide how to allocate its own time. A stopwatch system will be
41 employed.
42

1 7. No transcripts will be taken except in precedent setting
2 cases.
3

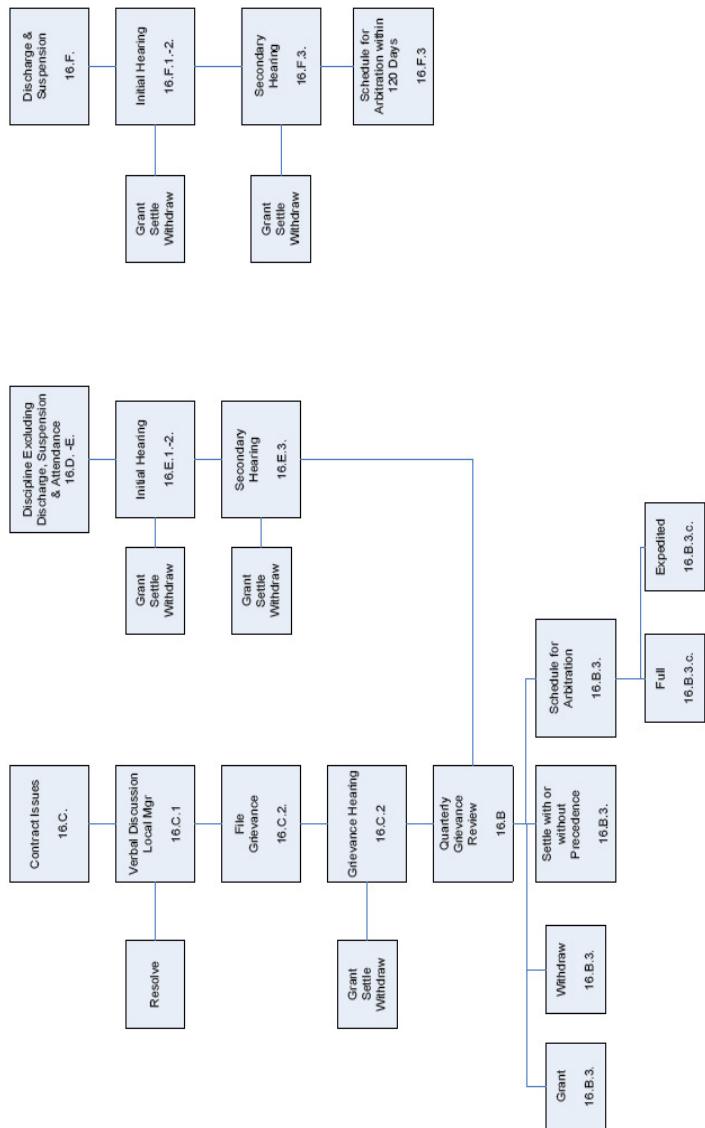
4 8. No written briefs may be filed.
5

6 9. Oral decisions will be rendered at the close of the
7 hearing day and written decisions will be rendered within three (3)
8 business days of the close of the hearing, with the exception of
9 precedent setting cases, but no longer than thirty (30) calendar days.
10

11 10. Executive sessions may be waived by mutual
12 agreement, but if conducted will be limited to thirty (30) minutes per
13 case.
14

15 11. A Company appointed Board member and a Union
16 appointed Board member will hear these cases with the neutral.
17

18 12. The parties will meet after each expedited case session
19 to discuss the mutual benefit of adding to, deleting from, or amending
20 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
9 an equal number of Union representatives and Company
10 representatives will be established at each location on the system,
11 where employees covered by this Agreement are employed. The
12 purpose of the Safety Committees shall be to hold monthly meetings
13 and to provide a forum for employees to bring forward their safety
14 and health concerns and work together toward hazard abatement,
15 compliance with regulatory requirements, the prevention of employee
16 injuries/illnesses, passenger injuries/illnesses and damage to
17 company property or environment. It shall be the duty of the
18 Company to determine if applicable State and Municipal safety and
19 sanitary regulations are complied with, and to make
20 recommendations for the maintenance of appropriate safety and
21 sanitary standards. Safety Committee 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.
35 The 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
41 held 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
3 cost. Replacements will be issued on a one-half (1/2) cost basis if
4 the old protectors are turned in. Also, the Company will make
5 available to employees a pair of ear plug type hearing protectors at
6 no cost to the 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
19 to 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
29 which result in work-related injuries to employees. Summaries of
30 those investigations and corrective actions taken (if any are
31 necessary) shall be made available to the General Chair upon
32 request.

33
34 H. The Company will make every reasonable effort to create a
35 work environment free from violence and hostility. The Company will
36 provide employee training on conflict resolution procedures as they
37 may relate to incidents of violence and hostility. The training program
38 procedures and incident reporting system will be developed by the
39 Company. The Company shall work with the Union to identify
40 possible programs and mechanisms, which will further contribute to
41 developing a safe environment for all employees. Upon prior request
42 from the 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
14 case they shall be removed from the personnel file at the same time
15 as the 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
22 pay 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
34 (1) 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
44 two hundred (200) points for the purposes of ordering the new basic
45 uniform pieces.

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

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

14 b. Maternity Uniform pieces will be available as optional
15 pieces.

16 c. Optional uniform pieces will not exceed twenty five
17 (25) points unless the Company and the Union agree to an
18 exception.

19 4. All employees must comply with company approved
20 uniform combinations and guidelines as published in the Customer
21 Service Manual.

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

26 6. Employees may wear a Union insignia pin approved by
27 the Company. Pin placement for uniformed employees shall be
28 identified in the Customer Service Manual.

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

31 E. Each employee covered by this Agreement shall be issued a
32 printed copy of this Agreement. Any changes or additions from the
33 previous Agreement will be underlined. The cost of printing such
34 booklet shall be borne by the Company. The booklet shall be printed
35 and distributed within sixty (60) days of the signing of the Contract
36 and shall contain a Table of Contents and Index.

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

23
24 G. The Company will provide inclement weather gear, where
25 required, for use by those employees required to meet or depart
26 aircraft.

27
28 H. The Company shall provide free parking for employees under
29 this Agreement at all locations where they are employed other than
30 City Ticket Offices.

31
32 I. Employees covered by this Agreement stationed at Ketchikan,
33 who must commute from the ferry terminal on Revillagigedo Island to
34 the Airport terminal on Gravina Island, will receive a ferry pass.

35
36 J. The Company may establish reasonable personal standards
37 for 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
8 result of this Agreement, and nothing in this Agreement shall be
9 construed to prevent increases in individual rates or classifications
10 over and 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,
16 who have Fridays as scheduled days off, shall receive their pay at the
17 end of their shift which commences on Thursday. Every effort will be
18 made 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
32 possible.

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

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

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
4 the Manager's functions during his/her absence, s/he will be
5 compensated an additional premium equal to the appropriate Lead
6 Specialist rate of pay as outlined in Schedule A for those hours s/he
7 performed the Manager's functions.

8
9 J. When an employee is reclassified s/he will commence
10 receiving the new rate of pay beginning on the first day s/he actually
11 begins work in the new classification.

12
13 K. // When moving between divisions or classifications, current
14 step 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 // January 1, 2014, the Lead Differential will
21 be one dollar and fifty cents (\$1.50 //) per hour.

22
23 2. Effective on // January 1, 2017, the Lead Differential will
24 be one dollar and seventy-five cents (\$1.75 //) per hour.

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

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

41
42 2. Employees hired between October 1, 1985 and July 4,
43 1995 receive a differential of one dollar (\$1.00) per hour.

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

4 2. Effective on January 1. 2014, the Departure Coordinator
5 differential will be one dollar and twenty-five cents (\$1.25) per hour.
6

7 O. 1. All COPS employees at the Nome, Kotzebue, Barrow,
8 Cordova and Yakutat stations, shall receive a location differential,
9 which at the contractual wage start rate will be five dollars and fifty
10 cents (\$5.50) per hour. This differential will be reduced by .25 cents
11 (\$.25) per hour at each step beginning at step two and will be three
12 dollars and twenty-five cents (\$3.25) per hour at the tenth (10th),
13 eleventh (11th) and twelfth (12th) steps. When an employee transfers
14 out of these stations, s/he shall revert to the appropriate rate of pay
15 for his/her classification under this Agreement. (see chart in
16 Schedule A)
17

18 2. All COPS employees at Oakland, San Francisco and
19 San Jose shall receive a two dollar (\$2.00) per hour location
20 differential. When an employee transfers out of these stations, s/he
21 shall revert to the appropriate rate of pay for his/her classification
22 under this Agreement.
23

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

32 Q. Employees under the COPS Agreement shall participate in the
33 Company's Performance Based Pay (PBP) Plan as outlined in the
34 approved plan.
35

36 R. Schedule A, Wage Scales, list the pay progression steps under
37 this labor agreement for all classifications. For purposes of
38 progressing onto the next pay step in Schedule A an employee will
39 reach the next pay step by reaching his anniversary date within
40 his/her classification. This wage increase anniversary date will be
41 adjusted for any periods when the employee is off payroll status for
42 ninety (90) days or longer except:

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

4 //
5
6

7 S. 1. Effective // January 1, 2014, employees will be placed on the
8 appropriate new wage scale as listed on pages 145-146.
9

10 2. Effective // January 1, 2015, (first day of the pay period
11 closest to January 1) the pay scales will be amended as listed on
12 pages 147-148.
13

14 3. Effective // January 1, 2016, (first day of the pay period
15 closest to January 1) the pay scales will be amended as listed on
16 page 149-150.
17

18 4. Effective // January 1, 2017, (first day of the pay period
19 closest to January 1) the pay scales will be amended as listed on
20 page 151-152.
21

22 5. Effective // January 1, 2018, (first day of the pay period
23 closest to January 1) the pay scales will be amended as listed on
24 page 153-154.
25

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:

6 First Shift	None
7 Second Shift	\$.51 cents per hour
8 Third Shift	\$.58 cents per hour
9 Relief Shift/Split Shift	\$.61 cents per hour

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

14	Commencing Between
15 First Shift	0500 - 1159 Local Time
16 Second Shift	1200 - 2059 Local Time
17 Third Shift	2100 - 0459 Local Time

18
19 C. Relief Shift: An employee who works a schedule of two or
20 more shifts during a work week will be paid the relief shift differential
21 for all hours worked during any work week in which s/he works such
22 a 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
4 members of the Union within sixty (60) days after date of employment
5 and shall thereafter maintain such membership in good standing as a
6 condition of employment. The employer will, within seven (7) working
7 days after receipt of notice from the Union, give any employee a
8 discharge notice who is not in good standing in the Union as required
9 by this provision.

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

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

41
42 D. In the event that the Union requires the discharge of an
43 employee for non-membership or lack of good standing in the Union,
44 the Union may be required to supply a qualified replacement within

1 sixty (60) days. The non-Union employee shall not be discharged
2 until the replacement is available. The Union does hereby agree to
3 indemnify the Company for any and all expenses of defense and
4 judgment liability incurred by the Company by reason of the
5 discharge of an employee at the Union's request pursuant to this
6 action.

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

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

29
30 1. Two (2) properly designated stewards in each bid
31 location on the system on each shift. In the absence of the Shop
32 Steward, a Union-appointed alternate may act in his/her place.

33
34 2. Properly designated Chief Shop Steward(s) from within
35 the Local Lodge's representational area to cover all facilities and
36 locations in the following manner: three (3) Chief Stewards in Seattle,
37 one (1) Chief Steward in each Anchorage, Phoenix, San Francisco
38 and Los Angeles.

39
40 3. The parties expressly recognize the need to have Chief
41 Shop Stewards or his/her designee regularly available. In
42 consideration of this, Chief Stewards will not be assigned to duties
43 within the operation, but rather assigned to perform Union
44 representational duties for their full weekly schedule at no cost to the

1 Union. When not performing Union representational duties, the Chief
2 Shop Steward shall perform the normal duties of his/her
3 classification.

4

5 Definitions:

6

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

11

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

16

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

21

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

28

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

- 34
- 35 1. Notices of Union recreational and social affairs.
- 36
- 37 2. Notices of Union elections.
- 38
- 39 3. Notices of Union appointments and results of Union
40 elections.
- 41
- 42 4. Notices of Union meetings.
- 43
- 44 5. Official Union bulletins.

1 6. There shall be no other general distribution or posting by
2 employees of advertising or political matter, notices or any kind of
3 literature upon the Company's property other than herein provided.
4 At those locations where individual mailboxes are provided, unsealed
5 Union material may be placed in employees mailboxes by recognized
6 Union officials if it is:
7

- 8 a. A general distribution to all employees.
9
10 b. Meets the criteria established above for material
11 on the bulletin boards.
12
13 c. Is reviewed and approved prior to distribution by
14 the management supervisor or his delegate in charge of the
15 department.

16
17 Failure to meet these requirements will result in forfeiture
18 of this privilege to the Union for twelve months. This provision does
19 not require the Company to either provide or continue to provide
20 mailboxes.

21 I. Except in the case of unusual work loads, the following
22 elected Union officials may, with 24 hour prior notice given to their
23 supervisors, attend regular Union meetings which occur at their
24 Lodge while such officials are on shift: President, Financial and
25 Recording Secretaries, Chief Shop Steward(s), // Shop Steward(s),
26 and in periods of contract negotiations, members of the Negotiating
27 Committee. Such attendance shall be without loss of pay for a period
28 of up to two (2) hours.
29

1 ARTICLE 23, PENSION 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) the
11 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 Alaska Air Group stock) of
15 up to the first 6% of participant's pre-tax contributions (maximum
16 company matching contribution is 3% 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 4% of
24 participant's pre-tax contributions (maximum company contribution,
25 including match, is 6% of eligible compensation). Participants who
26 choose this option will receive no additional credited service in the
27 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.
34 Those employees will not be eligible to participate in any
35 company-sponsored defined pension plan.

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

42
43 D. Effective January 1, 1983, the existing retirement plan originally
44 instituted October 1, 1962, for Clerical, Office and Passenger Service
45 Employees shall become inactive or "frozen" and be referred to as

1 the "old plan." Upon being frozen, the Old Plan's actuary shall
2 determine the level of Company funding necessary to provide the
3 benefits accrued by participants under the Old Plan. If insufficient
4 funds are within the Old Plan's Trust, the Company shall make the
5 appropriate payments within the next five (5) years to fund the Old
6 Plan. If excess funds are within the Old Plan's Trust, the Company
7 may withdraw such funds at any time, at its discretion. The actuarial
8 evaluation shall be subject to the following conditions:
9

10 1. No participant may withdraw his/her contributions to the
11 Old Plan except in the case of termination, retirement or death.
12

13 2. Participation under the "new plan" after January 1, 1983,
14 shall apply to vesting under the Old Plan.
15

16 3. "Final Average Earnings" under the Old Plan shall
17 include those five (5) years of earnings (or less than five years if the
18 participant had less than five years credited service under the plan)
19 prior to January 1, 1983, in which the participant had his/her highest
20 earnings.
21

22 4. Any participant contributions made to the Old Plan after
23 January 1, 1983, shall be returned to the participant within thirty (30)
24 days after the signing of this Agreement, without interest.
25

26 E. Effective January 1, 1983, a new, non-contributory career
27 average retirement plan shall be instituted for Clerical, Office and
28 Passenger Service Employees similar to the plan covering Mechanic,
29 Ramp Service and Related employees.
30

31 1. The Company shall provide a retirement plan for all
32 employees covered by this Agreement.
33

34 2. Employees shall participate after one (1) year of service
35 with the Company, retroactive to date of hire, but not prior to January
36 1, 1983.
37

38 3. There shall be no past service credit under this plan.
39 Service credit shall commence January 1, 1983 or thereafter.
40 However, for vesting purposes only, service credit earned by
41 participants under the "Old Plan" shall apply to vesting under this
42 New Plan.
43

1 4. Monthly benefits paid at retirement shall be one and
2 three tenths percent (1.3%) of the employee's basic monthly average
3 wage, multiplied by the number of years of credited service from
4 January 1, 1983 to May 6, 1995, plus one and four tenths percent
5 (1.4%) of the employee's basic monthly average wage multiplied by
6 the number of years of credited service earned after May 6, 1995.
7

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

12 a. For service earned prior to January 1, 1999, the
13 monthly benefit shall be equal to one and eight-tenths percent
14 (1.8%) of the employee's "average pay" for the period of five
15 (5) calendar years beginning January 1, 1994 and ending
16 December 31, 1998, multiplied by "credited service" divided by
17 twelve (12). ("Average pay" for a calendar year will be the
18 Participant's "basic hourly rate" multiplied by 2080 hours.); and
19

20 b. For service earned after January 1, 1999, benefits
21 at retirement age shall be one and four-tenths percent (1.4%)
22 of the employees basic monthly average wage, multiplied by
23 the number of years of credited service earned after January 1,
24 1999.

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

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

35 7. Retirement age shall be:

- 36 a. Normal - 62 (no actuarial increase beyond age 62)
37 b. Early - 60 (actuarially reduced below 62)

1 c. Early with six months written notice - 55 (actuarially
2 reduced below 62)

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

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

16
17 10. Information explaining the Plan will be made available to
18 all eligible employees.

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. Work by non-COPS Employees
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. Job 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

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
6 Accidental Death and Dismemberment Benefit shall be on a twenty-
7 four (24) hour non-occupational basis. The premium shall be fully
8 paid by the Company.

10 11 Monthly Earning	Basic Life Insurance	Basic AD & D
13 Less than 800	\$15,000	\$15,000
14 800 but less than 1,000	18,000	18,000
15 1,000 but less than 1,250	22,500	22,500
16 1,250 but less than 1,500	30,000	30,000
17 1,500 but less than 1,750	37,500	37,500
18 1,750 but less than 2,000	45,000	45,000
19 2,000 <u>but less than 2,249</u>	54,000	54,000
20 2,250 but less than 2,499	60,000	60,000
21 <u>2,500 but less than 2,749</u>	66,000	66,000
22 <u>2,750 but less than 2,999</u>	72,000	72,000
23 <u>3,000 but less than 3,249</u>	78,000	78,000
24 <u>3,250 but less than 3,499</u>	84,000	84,000
25 <u>3,500 but less than 3,749</u>	90,000	90,000
26 <u>3,750 but less than 3,999</u>	96,000	96,000
27 <u>4,000 but less than 4,249</u>	102,000	102,000
28 <u>4,250 but less than 4,499</u>	108,000	108,000
29 <u>4,500 but less than 4,749</u>	114,000	114,000
30 <u>4,750 and over</u>	120,000	120,000

31
32 An employee may, at his/her option, increase his/her life insurance
33 coverage by purchasing at group rates, supplemental life and AD&D
34 insurance coverage. He may also purchase life insurance coverage
35 for his spouse and children

36
37 B. Short Term Disability- Company-paid coverage will be provided
38 in the amount of forty percent (40%) of weekly basic earnings up to a
39 maximum of five hundred dollars (\$500.00) per week. The Company
40 shall offer an Optional Short-Term Disability Plan. The cost to the
41 employee of optional short-term coverage will be determined by the
42 Company and this amount may change from year to year. The
43 Optional Short-Term Disability plan will provide benefits, in addition to
44 Company-paid coverage, equal to twenty percent (20%) of the
45 weekly basic earnings up to a maximum benefit of two hundred

1 dollars (\$200.00) a week. All terms and conditions which apply to the
2 Company-paid Short-Term Disability Plan shall apply to the Optional
3 Short-Term Disability Plan.

4
5 C. Long Term Disability - In lieu of current LTD plan, the company
6 will provide for payroll deductions and onsite enrollment for an LTD
7 program. The union shall determine the design of the plan,
8 participation requirements, and will select the agent and underwriter
9 for the Plan. The cost of the plan shall be borne by the employees.
10 The union shall have the opportunity to offer an onsite enrollment
11 subject to coordination with the appropriate operational area and
12 payroll.

13
14 D. Health Care Benefits - The Company shall offer each active
15 eligible employee and his/her eligible dependents a medical,
16 prescription drug, dental and vision plan subject to employee
17 contributions. The plans and terms of coverage shall be the same as
18 the plans offered to management employees, subject to the following
19 minimum terms and benefits:

20
21 1. Participation

22
23 a. Eligibility: All active regular full time
24 employees, and active regular part-time employees, who
25 regularly work 16 or more hours per week, their spouse and
26 dependents up to age 26 or as otherwise required by law //.

27
28 b. Enrollment: Effective the first day of the
29 month following one (1) month of active Company service
30 provided the employee is on active status on that date.

31
32 c. Discontinuance: Last day of month in which
33 the employee is no longer on the payroll (except for employees
34 on Workers' Compensation as stated in D.1.d below).

35
36 d. Employees on Workers' Compensation who
37 have expended all injury leave and sick leave as set forth in
38 Article 14, paragraph I., occupational injury, shall have their
39 group insurance (medical/dental/vision and life) premiums paid
40 by the Company for a period of ninety (90) days subsequent to
41 the expiration of their injury and sick leave benefits. After the
42 above coverage has been expended, the Life Insurance may
43 be converted to an individual plan within thirty (30) days and
44 Medical/Dental/Vision coverage may be continued under

COBRA provisions. Employees on leave of absence (including medical leave) or layoff may elect to continue their Group Medical/Dental/Vision benefits and Life Insurance coverage by paying to the Company the monthly premium covering the cost of such coverage according to COBRA but not less than a period of up to three (3) months.

2. Contributions

a. For Plan Year 2014 //, employee monthly contributions for the PPO plan will reflect the same 82%/18% cost sharing as in 2013 but in no event will employee monthly contributions increase by more than 12% above 2013 employee monthly contributions.

b. For Plan Year 2015 employee contributions for the PPO plan will reflect cost sharing of 81%/19%.

c. For Plan Year 2016 employee contributions
for the PPO plan will reflect cost sharing of 80%/20%.

d. For Plan Year 2017 and extending beyond the amendable date employee contributions for the PPO plan will reflect cost sharing of 79%/21%.

e. For Plan year 2018 and extending beyond the amendable date employee contributions for the PPO plan will reflect cost sharing of 78%/22%

f. For all years the annual increase will be no more than 12% higher than the prior year's employee contributions until the 22% is achieved.

g. Upon reaching the 22% maximum, subsequent annual increases will be no more than 10% higher than the prior year's contribution.

1 h. The amount of employee contributions
2 required of part-time employees for the Health Plan will be as
3 follows:
4

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

14 i. The Company will contribute the same
15 amount towards the funding of any applicable HMO as it
16 contributes to the same tier of coverage for the PPO plan.
17

18 3. PPO Benefit Levels - Effective January 1, 2007, co-
19 pays, deductibles and other terms under the PPO health care plan
20 will be fixed at the following levels:
21

22 a. In-network physician visit co-pay \$15; Plan pays
23 remainder of the covered physician charges (no deductible).
24 Ancillary services in-network are covered at 80% (after
25 deductible). Plan pays 60% of reasonable and customary
26 covered charges for out-of-network providers (after
27 deductible).

28 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*

35 * If an in-network provider is available.

36 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

43 * If an in-network provider is available.

44 d. Emergency room co-pay: \$ 75 per visit.
45

1 e. Prescription Drug Co-pays:

2 Retail (30-day supply):

3 Generic – \$10

4 Formulary Brand Name - \$25

5 Non-Formulary Brand Name – 50%

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

7

8 Mail Order (90-day supply):

9 Generic – \$20

10 Formulary Brand Name - \$50

11 Non-Formulary Brand Name – 50% (with
12 min. \$80/ Max. \$200)

13 f. Co-insurance:

14 In-network – 80%

15 Out-of-network – 60%*

16 * If an in-network provider is available.

17 g. Comprehensive Medical Maximum: unlimited //.

18 h. Expenses for spinal manipulation shall be limited
19 to // five hundred dollars (\$500 //) per person per calendar year.

20 i. Hearing Aid Expenses: Limited to three hundred
21 dollars (\$300) per person per two years.

22 j. Inpatient and outpatient substance abuse treatment
23 expenses limited to one treatment per person per lifetime at an
24 approved treatment center, maximum benefit of seven
25 thousand five hundred dollars (\$7,500).

26 k. Quality of Care/Cost Management Program:
27 Hospitalization expenses which are not pre-certified, but
28 determined to be medically necessary, will be paid at 50%.
29 Expenses for a second opinion paid at 100%.

30 l. Effective January 1, 2007, a High Deductible PPO
31 plan will be offered as an option, with the same plan coverage
32 and at the same monthly employee cost, as offered to
33 management employees.

1 4. Dental Summary
2

3 a. Deductible: Twenty-five dollars (\$25.00) per
4 individual, fifty dollars (\$50.00) per family unit, per calendar
5 year.
6

7 b. Co-Insurance: Plan pays 80% of usual and
8 customary charges, including prosthetics and periodontal
9 procedures.
10

11 c. Maximum: Up to \$1,750 // per individual per
12 calendar year.
13

14 d. Orthodontistry: Maximum of \$2,000 lifetime per
15 individual with separate \$100 lifetime deductible and 80% of
16 reasonable and customary charges paid by the Plan.
17

18 5. Vision Summary
19

20 One (1) examination in a twelve (12) month period;
21 and one pair of lenses in a twelve (12) month
22 period; one frame in a twenty-four (24) month
23 period.
24

25 The plan is to provide up to \$45.00 per
26 examination.
27

28 Single vision	\$25.00 per pair of lenses
29 Bifocal vision	\$45.00 per pair of lenses
30 Trifocal vision	\$61.00 per pair of lenses
31 Lenticular vision	\$77.00 per pair of lenses
32 Contact (after operation for cataracts)	\$101.00 per pair of lenses
33 Contact (normal)	\$45.00 per pair of lenses
34 Frames	\$45.00

37 6. When both a husband and wife work for the Company
38 and both have elected to be covered, there shall be coordination of
39 medical/dental and vision benefits for the spouses and eligible
40 dependents if they are enrolled in both employees' coverage.
41

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

4 //

5
6 (Sick Leave cash-out offered in exchange (Article 14). Cash-out of
7 25% of accrued sick leave balance upon retirement.)

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,
5 therefore, shall be included in the computation of pay for hour of
6 overtime, holidays, vacation, sick leave, etc. Longevity shall be
7 based on two cents (\$.02) per hour, per year for all years after six (6)
8 of service to a 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
4 Agreement shall become effective upon signing and shall remain in
5 full force for the period ending January 1, 2019 and shall
6 automatically be renewed under the same terms and conditions for
7 consecutive yearly periods thereafter unless notice of intended
8 change is served as provided herein. Either party desiring to amend
9 or modify any provision of this Agreement shall serve notice in writing
10 on the other party at least nine (9) months April 1, 2018 preceding
11 January 1, 2019, or January 1, of any year thereafter; specifically
12 mentioning any amendments or modifications desired, and no other
13 provisions of this Agreement shall be affected by such notice, except
14 to the extent that other provisions must be revised to conform with
15 the amendments or modifications agreed upon. When any notice of
16 desired amendment or modification of any provisions hereof is
17 served, the parties hereto shall meet within thirty (30) days from
18 receipt of said notice to negotiate concerning such desired
19 amendments or modifications. If an Agreement has not been
20 reached by September 1, 2018, the parties will jointly petition the
21 National Mediation Board for mediation services.

22
23 IN THE WITNESS WHEREOF, the parties hereto have signed this
24 COPS Collective Bargaining Agreement this 22nd day of May, 2014

25
26 **WITNESS:** **FOR ALASKA AIRLINES, INC**

27
28 s/Bob Hartnett s/Shane Tackett
29 s/Jeff Butler Shane Tackett
30 s/Mary Avey Vice President
31 s/Molly Eastman Labor Relations

32
33
34 **WITNESS:** **FOR THE INTERNATIONAL
35 ASSOCIATION OF MACHINISTS &
36 AEROSPACE WORKERS**

37
38 s/Jeff Tobius s/Tom Higginbotham
39 s/Jackie Fay Tom Higginbotham
40 s/Bea Knott President-Directing General Chairperson
41 s/Joe Shultz IAMAW District 142
42 s/Rachael Ragno
43 s/Jesse Wilson

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. //
7 All provisions of the COPS // apply to those persons choosing to
8 working from home, // except as noted in this article.//
9

10 A. // All COPS members as of the date of signing may become a
11 Home Agent on a voluntary basis. Employees hired after the date of
12 signing may be directed to become a Home Agent. Any Home Agent
13 may elect to work from the Company Designated Facility as an in-
14 office agent on a space available basis.

15 B. Eligibility Criteria

16 1. An agent's home office must be within a // one hundred
17 (100) mile radius of their // Company Designated Facility (as
18 determined // by Google Maps or a program mutually agreed upon by
19 the Company and the District President/Directing General Chair or
20 his/her designee).

21 2. If at any point, after beginning work from a home office,
22 an agent opts out of the home agent program, the agent must return
23 to work within the agent's original office for a minimum of one (1)
24 year before being eligible to be placed on the home agent list again.

25 3. Home Agent positions will be awarded based on
26 classification seniority.

27 C. Schedules

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

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

32 D. Home Office Requirements

33 1. Supervisors, or another representative of the company,
34 and a union representative will be allowed to visit for an initial site
35 inspection, an annual privacy/security assessment and as required

1 for equipment or connectivity testing during an employee's scheduled
2 shift within twenty-four (24) hours notice prior to the visit to both the
3 employee and the Shop Steward with a positive response from each.
4 Written and photographic documentation of the employee's physical
5 environment may be made during these visits for safety and security
6 purposes.

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

15
16 b. The Company, in partnership with the Union, will
17 identify technical solutions and other technical enhancements
18 to communicate and engage with employees. These new
19 technologies and technical enhancements will be made
20 available for both the Union and the Company.

21 //

22
23 E. Equipment

24
25 1. The Company will provide agents with // all required
26 equipment.

27
28 2. Each agent must subscribe to and pay for the installation
29 of the computer line, modem and // maintenance fees for a
30 continuous high-speed internet connection such as Digital Subscriber
31 Line (DSL), broadband cable or fiber optic in the at-home office

32
33 F. Ready to Work

34
35 1. In cases of equipment or connectivity failure in the at-
36 home office, home agents will // be paid for// troubleshooting/travel
37 time. //Travel time will be determined by Google Maps with real time
38 traffic or a program mutually agreed upon by the Company and the
39 District President/Directing General Chair or his/her designee.

40
41 2. In cases of equipment or connectivity failure in the at-
42 home office, // an agent may be required to report to the //designated
43 facility to finish the remaining time // of their shift.

1 //
2

3 3.// Repeated and/or ongoing technical issues with the at-
4 home office that results in extensive down time, and/or excessive
5 calls to the Call Center Operations team or IT Help Desk, may result
6 in removal from the Home Agent program.

7

1 ARTICLE 29, FIELD SERVICE

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

6 1. Emergencies as defined in Article 7.I.4.b;

7
8 2. Immediate staffing needs not adequately covered by
9 temporary or permanent bid awards; or

10
11 3. Ground Service duties associated with charter flights
12 outside of the employee's home station.

13
14 B. When employees covered by this Agreement are required to
15 engage in field or emergency work away from their station, they shall
16 be paid for such work on the same basis as at their bid location.

17
18 C. Upon completion of a field or emergency work assignment
19 an employee shall return to his/her bid location in accordance with
20 the orders received at the time s/he left his/her home station, or in
21 accordance with the orders s/he received from the person to whom
22 s/he was ordered to report in the field, and shall be compensated for
23 the return trip in accordance with the provisions of paragraph A.
24 above.

25
26 D. All time spent in traveling or waiting in connection with field
27 service will be paid at the applicable straight time and overtime rates
28 of pay. If such travel is interrupted or delayed for any reason and the
29 employee is released by an agent of the Company for a period of five
30 (5) consecutive hours or more, s/he shall not be paid for the time
31 released but in no event shall any employee receive less than their
32 regularly scheduled hours at straight time rates for any twenty-four
33 (24) hour period while away from his/her bid location on emergency
34 field service. When two (2) or more employees are assigned to a
35 field service trip the most senior qualified employee will be appointed
36 as lead if no lead is available at the station.

37
38 E. Each employee covered by this Agreement shall receive, when
39 away from his/her station on regular or special duty, actual and
40 reasonable expenses as defined in Systems Regulations. The
41 employee shall be entitled to draw an expense advance to be
42 accounted for in accordance with Company policy. The advance,
43 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
7 receive less than their regularly scheduled pay for each day;
8 provided, however, that the Company may schedule him/her to take
9 his/her regular day off without compensation except for the
10 reasonable and necessary expenses provided for in this Article.

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

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

21 I. Employees traveling or waiting in pay status are prohibited
22 from partaking of alcoholic beverages.

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

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

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 Dear Mr. Welch:

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

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

22
23
24
25 It is also agreed that any advance reservations or services the
26 Passenger Service Coordinator obtains for passengers during a flight
27 should be coordinated with the Senior Agent on duty.

28
29 Very truly yours,

30
31 Alaska Airlines, Inc.

32
33
34
35 s/Thomas R. O'Grady
36 Staff Vice President/Labor Relations

1 Chemical Dependency

LETTER #2

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
6 treated. The Employee Assistance Program (EAP) will help any
7 employee who needs and accepts treatment. To accomplish this, the
8 Employee Assistance Program, in conjunction with the IAM and with
9 the cooperation of the Alaska Airlines management, offers a program
10 to 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
26 from 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.

1 Management Assistance

LETTER #3

2 LETTER OF AGREEMENT

3 between

4 ALASKA AIRLINES, INC.

5 and

6 THE INTERNATIONAL ASSOCIATION OF MACHINISTS
7 AND AEROSPACE WORKERS

- 8
- 9
- 10
- 11 1. Management and other employees of the Company at
12 locations other than those listed in "2" below, not covered by
13 this Agreement, will be permitted to continue to perform those
14 work functions included in the Classifications set forth in Article
15 4, which they have normally performed in the past.
- 16
- 17 2. At Seattle, Ketchikan, Juneau, Anchorage and Fairbanks,
18 Management and other employees not covered by this
19 Agreement shall not be permitted to perform the work set forth
20 in the Classifications in Article 4, except as provided in Article
21 4.E.
- 22
- 23 3. This Agreement shall become effective on the date of signing
24 the basic Agreement and shall remain in full force and effect
25 concurrent with the Agreement, unless amended or
26 discontinued at any time by mutual agreement between the
27 Company and the District Lodge.
- 28

29 Signed this 24th day of March, 1975.

30

31 WITNESS: FOR ALASKA AIRLINES, INC.

32

33 s/Reece Gilstrap s/Robert E. Gray

34

35

36 WITNESS: FOR INTERNATIONAL ASSOCIATION
37 OF MACHINISTS AND AEROSPACE
38 WORKERS

39

40 s/Gerald H. Henningsen s/Robert G. Darthez

41 s/Willis E. Nichols

42 s/Karen D. Smith

43

2
3 LETTER OF AGREEMENT
4
5 between
6 ALASKA AIRLINES, INCORPORATED
7 and the
8 INTERNATIONAL ASSOCIATION OF MACHINISTS
9 AND AEROSPACE WORKERS
10 hereby agree that:

11
12 1. The employees will continue to provide required services
13 in connection with all military traffic which the Company carries for
14 the United States Government even though any or all of such
15 employees withdraw from commercial airline service because of
16 unresolved labor disputes, including disputes arising out of the
17 contract termination date.

18
19 2. Pay and other benefits for employees providing services
20 within respective classifications in connection with military traffic
21 carried for the United States Government, pursuant to Paragraph 1
22 hereof, will:

23
24 a. For any period prior to the opening date of the
25 contract between the parties be governed by the then existing
26 contract unless modified by agreement of the parties, and,

27
28 b. after the opening date of the contract be governed
29 by either the contract that existed at or prior to the said labor dispute
30 or the contract negotiated as a settlement of such dispute, whichever
31 is more beneficial to the employees.

32
33 3. To assure the movement of a particular flight under such
34 circumstances, the Union will require certification by an appropriate
35 Company operating official designated by the Company for such
36 purpose that such flight is in accordance with the specifications set
37 forth in paragraph 1. above and will be exclusively for military flights
38 deemed essential to the national defense.

39
40 4. This understanding constitutes an amendment and
41 modification of the Collective Bargaining Agreement between the
42 parties hereto and, notwithstanding, any other provisions of said
43 Collective Bargaining Agreement shall run exclusive of the
44 Agreement.

1 Signed this 28th day of March, 1980.

2
3 FOR THE INTERNATIONAL
4 ASSOCIATION OF MACHINISTS
5 AND AEROSPACE WORKERS

FOR ALASKA AIRLINES, INC.

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 LETTER OF AGREEMENT

3 between

4 ALASKA AIRLINES, INC.

5 and

6 THE INTERNATIONAL ASSOCIATION OF MACHINISTS
7 AND AEROSPACE WORKERS

8 for

9 CLERICAL, OFFICE AND PASSENGER SERVICE EMPLOYEES

10 at

11 PRUDHOE BAY, ALASKA

12 WHEREAS, it is the Company's desire to initiate a station at
13 Prudhoe Bay, Alaska; and,14 WHEREAS, it is the Union's desire that its members be utilized
15 to staff that station; and16 WHEREAS, the remote location of Prudhoe and the lack of
17 normal living facilities present unique working conditions not
18 contemplated in the Labor Agreement between the parties;19 NOW, THEREFORE, it is agreed that the provisions of the
20 basic Labor Agreement shall apply to the Prudhoe Bay Station with
21 the following modifications:

22 1. Article 4, Classification of Work

23 a. It is contemplated that the classifications of Lead
24 Customer Service Agent, Customer Service Agent, Security Agent
25 and Operations Agent will be utilized. The Lead CSA and CSA may
26 perform all responsibilities in the classifications listed above.27 b. Management personnel will not normally perform
28 work in the Classifications covered by the basic Agreement except
29 for assisting employees in those instances when due to an
30 unforeseeable peak period, where time is of the essence, and no
31 other arrangement is feasible to alleviate the situation, or if there are
32 insufficient volunteers for overtime, or in the case of an emergency.
33 It is agreed that the servicing of late flights, the performance of
34 necessary work to maintain flight schedules, or the protection of
35 Company or customer property against the elements may be
36 considered emergencies. Each emergency may be explained in
37 writing to the local Union shop committee or local shop steward when
38 there is no shop committee, upon receipt by the Company of a
39 request in writing. The Company will respond in writing within forty-
40 eight (48) hours of the written request, exclusive of Saturdays and
41 Sundays.42 c. The Company may not subcontract work normally
43 covered by the Basic Agreement except when specific skills,
44 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
5 be bid according to the basic Agreement and awarded by
6 classification seniority.

7 b. There shall be no shift differential.

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

11 d. Vacation, sick leave and Workmen's
12 Compensation absences may be covered by relief shift employees
13 working irregular 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
19 of 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
40 hired, management employees may perform any necessary functions
41 for 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
45 position (if his/her seniority so allows) with a thirty (30) calendar day
46 written notice to the Company.

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

- 4 1) Hire a new employee on a temporary basis.
5 2) Select any volunteer at any station on the
6 system.

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

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

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

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

18 **7. Article 13, Vacation**

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

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

30 **8. Article 14, Sick Leave**

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

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

40 **9. Article 15, Transportation**

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

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

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

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

10. Article 19, General and Miscellaneous

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

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

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

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

Signed this 29th day of October, 1999.

FOR INTERNATIONAL ASSOCIATION FOR ALASKA AIRLINES,
OF MACHINISTS & AEROSPACE INC.
WORKERS District Lodge No. 143

s/Donald Welch
Donald Welch
IAM General Chair

2 LETTER OF AGREEMENT

3 BETWEEN

4 ALASKA AIRLINES, INC.

5 AND

6 THE INTERNATIONAL ASSOCIATION OF MACHINISTS

7 AND AEROSPACE WORKERS

8 FOR

9 CLERICAL, OFFICE AND PASSENGER SERVICE EMPLOYEES

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

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

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

24 b. At airport locations with international departures
25 the Company will not, specifically to maintain bilingual
26 language qualification, junior assign more than two (2) bilingual
27 agents per flight.

28 3. In the event of a reduction in force, seniority shall be
29 used in accordance with Article 10.

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

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

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
10 hours worked in that function. The Company will designate when and
11 where the bilingual differential will be utilized.

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

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

22 IN WITNESS WHEREOF, the parties hereto have signed this Letter
23 of Agreement this 15th day of February, 2011.

24 FOR ALASKA AIRLINES, INC
25 s/Kelley Dobbs
26 Kelley Dobbs
27 Vice President Employee Resources & Labor Relations

28 INTERNATIONAL ASSOCIATION
29 OF MACHINISTS & AEROSPACE WORKERS
30 s/Tom Higginbotham
31 Tom Higginbotham
32 President - Directing General Chair

1 Station Agent

LETTER #7

2 April 17, 1994

3

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 Dear Mr. Sandrin:

17

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

29

30 Sincerely,

31

32

33

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

38

39

40 I agree:

41

42 s/Marvin E. Sandrin May 20, 1995
43 Marvin E. Sandrin Date

44

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
16 amended, by and between ALASKA AIRLINES, INC. (hereinafter
17 referred to as the "Company") and the INTERNATIONAL
18 ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS
19 (hereinafter referred to as the "Union").

20
21 WHEREAS, it is the desire of the Company and the
22 Association to enter into a Letter of Agreement establishing a
23 procedure for the Company to bill the Union for reimbursement in
24 connection with the release of employees from duty for authorized
25 Union business.

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

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

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

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

43
44 4. For purposes such as sick leave accrual, vacation
45 accrual, retirement, life/medical insurance, 401(k) and other
46 applicable benefits, as well as pass privileges, the employees

1 covered by this Letter of Agreement shall be considered active
2 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 6. Either the Company or the Union may exercise their
12 independent right at any time for any reason to discontinue this
13 agreement with thirty (30) days written notice to the other party.
14

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

18 WITNESS: FOR ALASKA AIRLINES, INC.
19

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

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

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

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
42 hour premium for the entire shift worked as a DPASA.

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

- 1 • Electronic/electric wheelchair breakdown, battery storage, and
2 offloading.
- 3
- 4 • Ability to operate passenger assist lifting vehicle.
- 5
- 6 • Proficiency at accessing computer generated arrival/departure
7 information pertaining to special service requests.
- 8
- 9 • A professional, caring, and empathetic attitude towards disabled
10 customers.
- 11
- 12 • Assistance, as time allows, with additional disabled, special
13 needs, and aislechair passengers on outbound flights.
- 14
- 15 • Maintenance of recurrent training schedule and occupational
16 therapy certifications as required by Alaska Airlines.
- 17
- 18 • Five hours initial training from a Community Healthcare
19 professional organization designated by Alaska Airlines and
20 maintenance of annual recurrent training as may be required.
- 21
- 22 • Any other relevant training Alaska Airlines deems necessary.
- 23
- 24 11. Alaska Airlines reserves the right to determine whether or not an
25 employee is sufficiently physically fit to perform the
26 responsibilities of a DPASA.
- 27
- 28 12. Any DPASA who determines (within 90 calendar days of his/her
29 first day of work as a DPASA) that s/he is unable to cope with the
30 working conditions and/or physically unable to do the work will
31 be required to return to their previous position by exercising
32 seniority under COPS contract Article 10 A.4 (1999 to 2002
33 Agreement).
- 34
- 35 13. The term of this agreement shall be for 18 months from the date
36 of the union's first signature. If the event either party wishes to
37 terminate this agreement, that party shall give the other party
38 written notice to meet and discuss the issue. The meeting shall
39 occur within fifteen (15) days' mailing of the written notice. At the
40 conclusion of the meeting, either party may terminate the
41 agreement with fifteen (15) days' written notice. Upon written
42 mutual agreement the terms herein may be extended.
- 43

1 14. Participation in the DPASA selection program is completely
2 voluntary.

3
4 IN WITNESS WHEREOF, the parties hereto have signed this Letter
5 of Agreement this 23rd day of August, 2006.

6
7 FOR ALASKA AIRLINES, INC

8 s/Dennis Hamel

9 Dennis Hamel

10 Vice President Employee Services

11

12

13 INTERNATIONAL ASSOCIATION
14 OF MACHINISTS & AEROSPACE WORKERS

15 s/Robert DePace

16 Robert DePace

17 President/Directing General Chair

18

1 Contract Service Lead

Letter #10

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 Contract Service Lead

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

18 This will serve to establish the duties, pay and protections for a
19 Contract Service Lead.

20 Duties include, but are not limited to the duties of a Lead Customer
21 Service Agent, the preparation and filing of documents and the
22 oversight of operational performance, examining and coding invoices
23 for payment, representing Alaska Airlines in required meetings with
24 Airport, Vendor, partner and business meetings. In addition, the
25 Contract Service Lead will act as a Customer Service Supervisor
26 responsible for supervising Customer Service, Ramp, Operations,
27 and Cargo Functions; oversee ticketing, enplaning/deplaning
28 activities, customer relations, passenger security, internal security,
29 load planning, weight/balance, baggage handling procedures,
30 servicing and implementing plans and schedules to assure the
31 availability of equipment; investigate and report delays and irregular
32 flight activity determining solutions for how to avoid such delays in the
33 future; involvement in customer relations including passenger
34 complaints, Lost and Found, and special passenger arrangements
35 and ensure company passenger service standards are maintained or
36 exceeded, and other duties as deemed appropriate (in bid locations
37 where permanent Alaska Airlines COPS members are not assigned).
38 The Contract Service Lead will not be responsible for Alaska Airlines
39 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
9 to 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
13 of 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 premium equal to the Lead
17 differential, plus \$3.00, in addition to their current rate of pay//. The
18 Contract Service Lead differential will be paid above the base
19 classification (e.g., CSA, RSA) and will become part of the Contract
20 Service Lead's base pay for sick leave, vacation, overtime, etc.
21

22
23
24 IN WITNESS WHEREOF, the parties hereto have signed this Letter
25 of Agreement this 22nd day of May, 2014.
26
27

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

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

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
14 of assisting with staff planning. When it does so the following
15 provisions will apply:

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

27
28 Each bid location established will have a separate list utilizing the
29 same three to three (3:3) ratio for the purposes of filling vacancies.

30
31 Should the need for a reduction in force arise in one of the bid
32 locations, COPS Article 10.A shall be utilized.

33
34
35 The Company will furnish a list to the District General Chair in
36 January of every year detailing each bid location's personnel. The
37 lists will include the names, seniority dates, bid or selection status,
38 bid or selection date, and contract that each person came from.

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

1 Job Security

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

18
19 WHEREAS, it is the desire of the Company and the Union to enter
20 into a Letter of Agreement providing job security for current Union-
21 represented COPS employees,

22
23 NOW, THEREFORE, it is mutually agreed and understood by and
24 between the parties that, between the date of the signing of this
25 Letter of Agreement on May 22, 2014 and December 31, 2018, no
26 Union-represented employee who is actively employed or on an
27 approved leave of absence on the date of signing of this Letter of
28 Agreement, // will lose employment, be required to change cities, or
29 suffer a reduction in pay as a direct result of subcontracting of COPS
30 work. The Company will provide retraining and education as needed
31 to support this commitment.

32 Before engaging in any subcontracting of work covered by this
33 agreement, the Company shall provide the Union 6 months advance
34 notice of the intended subcontracting and shall upon request meet
35 and confer with the Union for the purpose of discussing alternatives
36 to subcontracting. In the event the parties fail to reach agreement on
37 an alternative to subcontracting the Company may proceed with
38 subcontracting provided there are substantial economic advantages
39 to the subcontracting. // If the Company proceeds with
40 subcontracting, it shall offer employees whose jobs are
41 subcontracted the option of:

1 1. Remaining in the employ of the Company in the
2 same city with no reduction in pay. The Company will provide
3 retraining and education as needed to support this commitment
4 or;

5 2. Severance pay equal to one (1) week times the
6 employee's years of service.

7
8 This letter shall automatically expire on December 31, 2018 at which
9 time the Company's rights and responsibilities with respect to the
10 subcontracting of work now performed by Union-represented COPS
11 employees shall be governed by the basic collective bargaining
12 agreement then in effect.

13
14 IN WITNESS WHEREOF, the parties hereto have signed this Letter
15 of Agreement this 22nd day of May, 2014.

16 FOR ALASKA AIRLINES, INC

17 s/Shane Tackett
18 Shane Tackett
19 Vice President Labor Relations

20
21 INTERNATIONAL ASSOCIATION
22 OF MACHINISTS & AEROSPACE WORKERS

23
24 s/Tom Higginbotham
25 Tom Higginbotham
26 President - Directing General Chair

Holiday Helpers

Letter #13

This will confirm our discussions during the course of Alaska COPS negotiations in 2013 regarding the use of non-represented (management) employees during the Holiday Season ("Holiday 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.

After the notification, the Manager of the Station that will be utilizing Holiday Helpers and the Station's Shop Steward(s) will meet to 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.
18 In no way does this letter waive the Union's right to seek remedy
19 through the grievance procedure if an agreement of the usage of
20 Holiday Helpers is not reached, nor does this letter waive the
21 Company's belief that non-represented management employees may
22 assist during certain peak times. This letter is not meant to
23 supersede either the Company's or the Union's rights under the
24 Collective Bargaining Agreement (CBA).

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

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

Witness:
s/Jackie Fay
General Chair
IAM District 142

34 In Agreement: Witness:
35 s/Jeff Butler s/Shane Tackett
36 Vice President Vice President
37 Customer Service and Cargo Labor Relations

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 ARTICLE 4, CLASSIFICATION OF WORK

17 B. Agent Division

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

22 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 D. Job Descriptions

32 Receptionist -

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

36 Lead Desktop Publishing Specialist -

37 Duties include, but are not limited to, those of a Desktop
38 Publishing Specialist. In addition, will coordinate project work flow,
39 supervise and direct other Desktop Publishing Specialist and may be
40 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
6 applications on both Macintosh and PC platforms. Operate and
7 maintain scanners, image setters, and film processors.

8 Computer Operator -

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

18 Lead Press/High Speed Print Operator-

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

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
39 mail and/or coordinating with common carriers. Maintain a neat and
40 safe working area; paper and chemical supplies.

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 Lead Security Agent -

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

16 Security Agent -

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

22 FOR ALASKA AIRLINES, INC

23 s/Shane Tackett
24 Shane Tackett
25 Vice President Labor Relations

26 INTERNATIONAL ASSOCIATION
27 OF MACHINISTS & AEROSPACE WORKERS

28 s/Tom Higginbotham
29 Tom Higginbotham
30 President - Directing General Chair

2 LETTER OF AGREEMENT

3 BETWEEN

4 ALASKA AIRLINES, INC.

5 AND

6 THE INTERNATIONAL ASSOCIATION OF MACHINISTS

7 AND AEROSPACE WORKERS

8 FOR

9 CLERICAL, OFFICE AND PASSENGER SERVICE EMPLOYEES

10 **Information Technology Support:**

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

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

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

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

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

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

1 Staffing Adjustment

Letter #16

2
3 Dear Mr. Butler:

4
5 This will confirm our discussions regarding the use of earned
6 vacation time as (HAT) in conjunction with an agent being awarded
7 Staffing Adjust (commonly referred to as "SA," or Day of LOA) –
8 which is unpaid leave time awarded on a scheduled working day.
9 Staffing Adjustment will be awarded by seniority within the
10 classification in a bid location in accordance with COPS Article 12.F.,
11 and RSSA Article 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
14 earned vacation time for the like time that has been awarded off.

15 The time will be considered to be unpaid unless the employee
16 indicates at the time of the award that they prefer to utilize HAT pay.
17 Seniority will not be bypassed in favor of awarding an agent time off
18 that wishes to forego pay; likewise, seniority will not be bypassed in
19 favor of awarding an agent time off that wishes to utilize earned
20 vacation. Time off will be awarded strictly based on seniority.

21 However, once an agent has made their determination to utilize
22 earned vacation, or take the awarded leave unpaid, and the time off
23 has been awarded, the agent may not switch their pay status (from
24 paid to unpaid, and from unpaid 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: Witness:
29 s/Jeff Tobius s/Jackie Fay
30 General Chair General Chair
31 IAM District 142 IAM District 142

32
33 In Agreement: Witness:
34 s/Jeff Butler s/Shane Tackett
35 Vice President Vice President
36 Customer Service and Cargo 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
24 of escalating health care claims costs.

25
26 We will share a willingness to explore, and if mutually agreed, test
27 new plan designs and new tools which will help incentivize informed
28 and thoughtful consumer behavior in our members' choice of medical
29 providers and discretionary treatments as well as encourage
30 informed dialog with providers. These tools should promote and
31 incentivize wellness programs to maintain and improve the health of
32 all of our members and work to reduce wasteful medical treatments
33 and 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
39 care programs with demonstrated good outcomes, with flexibility on
40 the part of both parties to remove, with mutual agreement, any
41 contractual barriers which might otherwise impede a successful
42 enhancement of 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 TRANSITION**

12 WHEREAS, the Company and the Union agree, in order to
13 accommodate the transition from exchange of accrued sick leave, on
14 a one-time basis without expectation of renewal or extension that the
15 following will apply to all COPS members and run concurrent with
16 and be in force for the duration of the COPS Collective Bargaining
17 Agreement

18 THEREFORE, Alaska Airlines, Inc. ["Company"], and IAMAW as
19 representative of the COPS members employed by Alaska [the
20 "Association"] agree as follows:

21 WHEREAS, the Company and the Union desire to keep whole by
22 giving the option to employees retiring while this agreement is in
23 force who may have counted on the ability to trade accrued sick
24 leave for continued medical coverage;

25 THEREFORE, Alaska Airlines, Inc. and the IAMAW agree as follows:

26 Employees meeting the requirements listed in Option 1 or Option 2
27 below may elect (1) one of the options outlined below:

28
29 1. An employee retiring may continue participating in the Group
30 Medical Plan under this Agreement for themselves and their
31 dependents at their own expense until they are eligible for Medicare.
32 If a plan participant retires on or after age 62, he/she will be allowed
33 to use up to 50% of the value of their sick leave balance at the time
34 of their retirement to pay for 50% of their monthly retiree health care
35 premiums. Upon termination of employment, the retiree will have a
36 one-time option to elect to convert 50% of their sick leave balance
37 (hours) times their current hourly pay rate into a "bank" from which

1 the company will credit 50% of the monthly premium for the retiree's
2 (and eligible dependents') health care coverage until that "bank" is
3 exhausted, or until the retiree (or eligible dependents) are no longer
4 eligible for retiree health care, whichever comes first. If the 50% sick
5 leave "bank" is exhausted prior to the retiree (or eligible dependents)
6 reaching Medicare eligibility, the retiree may continue retiree medical
7 coverage until he or she is no longer eligible by paying the full
8 monthly premium.
9

10 2. An employee retiring directly from active service at age 55 or
11 older who has ten (10) years of vesting service or twenty (20) years
12 of Company service will be paid a lump sum equal to the Employee's
13 current rate of pay multiplied by the sum of the Employee's accrued
14 sick leave balance multiplied by 25%.

15 3. All other provisions of the collective-bargaining agreement
16 remain in full force and effect. The parties understand and agree that
17 the provisions of this Side letter of Agreement will terminate on the
18 dates stated herein, and will not be applied to any future agreements.
19

20 IN WITNESS WHEREOF, the parties hereto have signed this
21 Memorandum of Understanding this 22nd day of May, 2014.
22

23 FOR ALASKA AIRLINES, INC
24

25 s/Shane Tackett
26 Shane Tackett
27 Vice President Labor Relations
28

30 INTERNATIONAL ASSOCIATION
31 OF MACHINISTS & AEROSPACE WORKERS
32

33 s/Tom Higginbotham
34 Tom Higginbotham
35 President - Directing General Chair
36

Effective January 1, 2014

Agent Division

Grade	Start*	1st step	2nd step	3rd step	4th step	5th step	6th step	7th step	8th step	9th step	10th step	11th step	12th step
A	\$16.48	\$16.97	\$17.48	\$18.00	\$18.55	\$19.10	\$19.67	\$20.27	\$20.86	\$21.51	\$22.15	\$22.82	\$25.11
B	\$12.71	\$13.08	\$13.67	\$14.06	\$14.58	\$15.46	\$16.29	\$17.28	\$17.72	\$18.12	\$19.34	\$21.05	\$23.54
C	\$11.69	\$12.05	\$13.04	\$13.41	\$13.93	\$14.79	\$15.66	\$16.65	\$17.04	\$17.47	\$18.67	\$20.40	\$23.25
D	\$11.39	\$11.84	\$12.56	\$13.18	\$13.57	\$14.28	\$15.22	\$15.57	\$16.09	\$16.74	\$18.09	\$19.55	\$22.85

A Crew Scheduling Agent/Operations Agent

B Station Agent

C Customer Service Agent/Cargo Systems Control Agent/Central Reservations Control Agent

D Reservation Sales Agent

* Start to first step takes six months; first step to second step takes six months; Step two to step three and each step thereafter takes one year.

Effective January 1, 2014

Clerical Division													
Grade	Start*	1st step	2nd step	3rd step	4th step	5th step	6th step	7th step	8th step	9th step	10th step	11th step	12th step
A	\$ 15.24	\$ 15.77	\$ 16.32	\$ 16.91	\$ 17.49	\$ 18.11	\$ 18.73	\$ 19.40	\$ 20.08	\$ 20.79	\$ 21.51	\$ 22.26	\$ 23.99
B	\$ 13.04	\$ 13.48	\$ 13.96	\$ 14.46	\$ 14.97	\$ 15.49	\$ 16.03	\$ 16.58	\$ 17.17	\$ 17.77	\$ 18.40	\$ 19.03	\$ 20.51
C	\$ 10.43	\$ 11.02	\$ 11.65	\$ 12.32	\$ 13.04	\$ 13.79	\$ 14.57	\$ 15.42	\$ 16.52	\$ 17.12	\$ 17.71	\$ 18.32	\$ 19.73

A Work Control Specialist

B Accounting Specialist

C Manuals Specialist / Mail Specialist

* Start to first step takes six months; first step to second step takes six months; Step two to step three and each step thereafter takes one year.

Effective January 1, 2015

Agent Division													
Grade	Start*	1st step	2nd step	3rd step	4th step	5th step	6th step	7th step	8th step	9th step	10th step	11th step	12th step
A	\$16.73	\$17.22	\$17.74	\$18.27	\$18.83	\$19.38	\$19.97	\$20.57	\$21.17	\$21.83	\$22.49	\$23.16	\$25.49
B	\$12.90	\$13.28	\$13.88	\$14.27	\$14.80	\$15.69	\$16.54	\$17.54	\$17.99	\$18.39	\$19.63	\$21.36	\$23.89
C	\$11.87	\$12.23	\$13.23	\$13.61	\$14.14	\$15.01	\$15.89	\$16.90	\$17.30	\$17.73	\$18.95	\$20.71	\$23.60
D	\$11.56	\$12.02	\$12.75	\$13.38	\$13.77	\$14.49	\$15.45	\$15.81	\$16.33	\$16.99	\$18.36	\$19.84	\$23.19

- A Crew Scheduling Agent/Operations Agent
- B Station Agent
- C Customer Service Agent/Cargo Systems Control Agent/Central Reservations Control Agent
- D Reservation Sales Agent

* Start to first step takes six months; first step to second step takes six months; Step two to step three and each step thereafter takes one year.

Effective January 1, 2015

Clerical Division

Grade	Start*	1st step	2nd step	3rd step	4th step	5th step	6th step	7th step	8th step	9th step	10th step	11th step	12th step
A	\$15.47	\$16.01	\$16.57	\$17.16	\$17.75	\$18.38	\$19.01	\$19.69	\$20.38	\$21.10	\$21.83	\$22.59	\$24.35
B	\$13.23	\$13.68	\$14.16	\$14.67	\$15.19	\$15.72	\$16.27	\$16.83	\$17.43	\$18.04	\$18.67	\$19.32	\$20.81
C	\$10.59	\$11.19	\$11.83	\$12.50	\$13.23	\$14.00	\$14.79	\$15.65	\$16.77	\$17.37	\$17.98	\$18.59	\$20.03

A Work Control Specialist

B Accounting Specialist

C Manuals Specialist / Mail Specialist

* Start to first step takes six months; first step to second step takes six months; Step two to step three and each step thereafter takes one year.

Effective January 1, 2016

Agent Division

Grade	Start*	1st step	2nd step	3rd step	4th step	5th step	6th step	7th step	8th step	9th step	10th step	11th step	12th step
A	\$16.98	\$17.48	\$18.01	\$18.55	\$19.12	\$19.67	\$20.27	\$20.88	\$21.49	\$22.16	\$22.82	\$23.51	\$25.87
B	\$13.10	\$13.47	\$14.09	\$14.48	\$15.02	\$15.92	\$16.78	\$17.80	\$18.26	\$18.66	\$19.92	\$21.68	\$24.25
C	\$12.05	\$12.41	\$13.43	\$13.82	\$14.36	\$15.24	\$16.13	\$17.15	\$17.56	\$18.00	\$19.23	\$21.02	\$23.95
D	\$11.73	\$12.20	\$12.94	\$13.58	\$13.98	\$14.71	\$15.68	\$16.04	\$16.58	\$17.25	\$18.63	\$20.14	\$23.54

A Crew Scheduling Agent/Operations Agent

B Station Agent

C Customer Service Agent/Cargo Systems Control Agent/Central Reservations Control Agent

D Reservation Sales Agent

* Start to first step takes six months; first step to second step takes six months; Step two to step three and each step thereafter takes one year.

Effective January 1, 2016

Clerical Division

Grade	Start*	1st step	2nd step	3rd step	4th step	5th step	6th step	7th step	8th step	9th step	10th step	11th step	12th step
A	\$15.70	\$16.25	\$16.82	\$17.42	\$18.02	\$18.65	\$19.30	\$19.99	\$20.68	\$21.42	\$22.16	\$22.93	\$24.71
B	\$13.43	\$13.88	\$14.38	\$14.89	\$15.42	\$15.96	\$16.52	\$17.08	\$17.69	\$18.31	\$18.95	\$19.61	\$21.13
C	\$10.75	\$11.36	\$12.00	\$12.69	\$13.43	\$14.21	\$15.01	\$15.88	\$17.02	\$17.63	\$18.25	\$18.87	\$20.33

A Work Control Specialist

B Accounting Specialist

C Manuals Specialist / Mail Specialist

* Start to first step takes six months; first step to second step takes six months; Step two to step three and each step thereafter takes one year.

Effective January 1, 2017

Agent Division													
Grade	Start*	1st step	2nd step	3rd step	4th step	5th step	6th step	7th step	8th step	9th step	10th step	11th step	12th step
A	\$17.57	\$18.09	\$18.64	\$19.20	\$19.78	\$20.36	\$20.97	\$21.61	\$22.24	\$22.93	\$23.62	\$24.33	\$26.78
B	\$13.56	\$13.95	\$14.58	\$14.99	\$15.55	\$16.48	\$17.37	\$18.43	\$18.90	\$19.32	\$20.62	\$22.44	\$25.10
C	\$12.47	\$12.85	\$13.90	\$14.30	\$14.86	\$15.77	\$16.69	\$17.75	\$18.17	\$18.63	\$19.91	\$21.75	\$24.79
D	\$12.14	\$12.62	\$13.39	\$14.06	\$14.47	\$15.23	\$16.23	\$16.60	\$17.16	\$17.85	\$19.28	\$20.84	\$24.37

- A Crew Scheduling Agent/Operations Agent
- B Station Agent
- C Customer Service Agent/Cargo Systems Control Agent/Central Reservations Control Agent
- D Reservation Sales Agent

* Start to first step takes six months; first step to second step takes six months; Step two to step three and each step thereafter takes one year.

Effective January 1, 2017

Clerical Division													
Grade	Start*	1st step	2nd step	3rd step	4th step	5th step	6th step	7th step	8th step	9th step	10th step	11th step	12th step
A	\$16.25	\$16.82	\$17.40	\$18.03	\$18.65	\$19.31	\$19.97	\$20.69	\$21.41	\$22.16	\$22.93	\$23.73	\$25.58
B	\$13.90	\$14.37	\$14.88	\$15.41	\$15.96	\$16.52	\$17.09	\$17.68	\$18.31	\$18.95	\$19.62	\$20.30	\$21.86
C	\$11.12	\$11.76	\$12.42	\$13.13	\$13.90	\$14.70	\$15.54	\$16.44	\$17.62	\$18.25	\$18.88	\$19.53	\$21.04

A Work Control Specialist

B Accounting Specialist

C Manuals Specialist / Mail Specialist

* Start to first step takes six months; first step to second step takes six months; Step two to step three and each step thereafter takes one year.

Effective January 1, 2018

Agent Division													
Grade	Start*	1st step	2nd step	3rd step	4th step	5th step	6th step	7th step	8th step	9th step	10th step	11th step	12th step
A	\$17.84	\$18.37	\$18.92	\$19.48	\$20.08	\$20.67	\$21.29	\$21.93	\$22.58	\$23.28	\$23.98	\$24.70	\$27.18
B	\$13.76	\$14.16	\$14.80	\$15.22	\$15.78	\$16.73	\$17.63	\$18.70	\$19.18	\$19.61	\$20.93	\$22.78	\$25.48
C	\$12.65	\$13.04	\$14.11	\$14.52	\$15.08	\$16.01	\$16.94	\$18.02	\$18.44	\$18.91	\$20.21	\$22.08	\$25.16
D	\$12.33	\$12.81	\$13.59	\$14.27	\$14.69	\$15.45	\$16.47	\$16.85	\$17.42	\$18.12	\$19.57	\$21.15	\$24.73

- A Crew Scheduling Agent/Operations Agent
- B Station Agent
- C Customer Service Agent/Cargo Systems Control Agent/Central Reservations Control Agent
- D Reservation Sales Agent

* Start to first step takes six months; first step to second step takes six months; Step two to step three and each step thereafter takes one year.

Effective January 1, 2018

Clerical Division													
Grade	Start*	1st step	2nd step	3rd step	4th step	5th step	6th step	7th step	8th step	9th step	10th step	11th step	12th step
A	\$16.49	\$17.07	\$17.67	\$18.30	\$18.93	\$19.60	\$20.27	\$21.00	\$21.73	\$22.50	\$23.28	\$24.09	\$25.96
B	\$14.11	\$14.58	\$15.10	\$15.65	\$16.20	\$16.76	\$17.35	\$17.95	\$18.58	\$19.24	\$19.91	\$20.60	\$22.19
C	\$11.29	\$11.93	\$12.61	\$13.33	\$14.11	\$14.92	\$15.77	\$16.68	\$17.88	\$18.52	\$19.17	\$19.82	\$21.36

- A Work Control Specialist
- B Accounting Specialist
- C Manuals Specialist / Mail Specialist

* Start to first step takes six months; first step to second step takes six months; Step two to step three and each step thereafter takes one year.

1 **INDEX**

	<u>Article</u>	<u>Par.</u>	<u>Page</u>
2	A		
3	Accidents	17	A 77
4	Accounting Specialist	4	D 10
5	Address notification		
6	laid off employees	9	G 40
7	change of address	18	D 79
8	Age		
9	discrimination	1	D 2
10	seniority	9	D 39
11	faithful service	9	H 40
12	retirement	23	E.7-8 92
13	dependent/insurance	25	D 97
14	Alcoholism Letter	Ltr #2	- 111
15	Allegheny-Mohawk	3	F 7
16	Anniversary Date	19	R 83
17	Annual Physical	14	D 60
18	Arbitration	16	I 71
19	Awarding Vacancies	10	H 46
20	written notification	10	G.7.a. 45
21	requirements	10	H 46
22			
23	B		
24	Bidding	4	A 9
25	part-timers	10	G.5.d 44
26	vacancy	10	H 46
27	while on lay off	10	G.5.e 44
28	preference form	10	G.1 44
29	use of preference	10	G.5 44
30	withdrawal	10	G.7 45
31	one year freeze	10	M 47
32	during realignment	10	G.4 44
33	Bilingual Letter	Ltr #6	- 119
34	Breaks	5	D 19
35	Bulletin Boards	22	H 89
36			
37	C		
38	Call out minimum	7	K.1 33
39	Cargo System Control Agent	4	D 14
40	Central Reservations Control Agent	4	D 14
41			
42			

1 **INDEX**

	<u>Article</u>	<u>Par.</u>	<u>Page</u>
3 Change of Address			
4 laid off employees	9	G	40
5 notification within 10 days	18	D	79
6 Chemical Dependency Letter	Ltr #2	-	111
7 Classifications of Work			
8 Agent Division	4	B	9
9 Clerical Division	4	C	9
10 job description	4	D	9
11 job bidding	4	A	9
12 management performing work	4	E	16
13 non-management trainers	4	F	16
14 Committees			
15 attend lodge meetings	22	I	90
16 copy of layoffs	10	A.2	42
17 discipline representation	16	D.2	66
18		E.1	67
19		F.1	68
20 negotiating	12	K	56
21 pass travel	15	C	63
22 safety	17	A	76
23 uniform	18	C.2	78
24 Compensatory Time	5	G	21
25 formal training program	5	I.1	22
26 Contract booklet	18	E	79
27 Contract Service Lead	Ltr #10	-	128
28 Crew Scheduling Specialist	4	D	11
29 Crew Scheduler	4	D	12
30 Cross Utilization	4	G	16
31 Customer Service Agent	4	D	13
32			
33 D			
34 DAT vacation	13	F.1	58
35 Days off			
36 changing	7	J.1	33
37 during negotiations	12	K	56
38 during vacation	13	F.1	58
39 holiday on	8	C.1	35
40 on pay day	19	C	81
41			

1 **INDEX**

	<u>Article</u>	<u>Par.</u>	<u>Page</u>
3 part-time	6	A.2	24
4 standard work week	5	B.1	17
5 ten hour shift	8	B.2	34
6 trading	5	F	20
7 flex-time	5	F.2	20
8 working on	7	K.2	33
9 Defacing property	3	D	6
10 Dental Plan			
11 union leave of absence	12	H.2	55
12 while on injury leave	25	D.1.d	97
13 plan coverage	25	D	97
14 Destruction of property	3	D	6
15 Differential			
16 Workers' Compensation	14	I.2	61
17 shift amount	21	A	86
18 Alaska	19	M	82
19 Arctic	19	O.1	83
20 Bay Area	19	O.2	83
21 Hazwoper	19	P	83
22 Discharge			
23 appeal to system board	16	I.6	71
24 exoneration from	16	G	69
25 failure to pay union dues	22	D	87
26 management right	3	C	6
27 notice of	16	F.1	68
28 seniority list	9	F.2	39
29 Discipline			
30 management right	3	C-D	6
31 notification of	16	E.1	67
32	16	F.1	68
33 one year limitation	16	H.7	70
34 unsafe conditions	17	A	76
35 Discrimination	1	B	2
36 Disputes			
37 appeal to Board	16	I	71
38 Board jurisdiction	16	I.4-5	71
39 grievance procedure	16	A	64
40 peaceful settlement	3	D	6
41 System Board of Adjustment	16	I	61

1 **INDEX**

2 **Article**

3 **Par.**

4 **Page**

3	Double time			
4	bypassing volunteers	7	F.2	31
5	holidays/8 hour shift	8	C.1	35
6	holidays/10 hour shift	8	C.2	35
7	in excess of work day	7	B.1-2	27
8	in excess of work week	7	I.4	32
9	Drug Dependence			
10	Letter	Ltr #2	-	111
11	testing	17	D	77
12	Dues			
13	authorization	22	B	87
14	union dues	22	A	87
15	Duration	27	-	104
16				
17	E			
18	Education	5	I	22
19	Efficiency			
20	of operations	1	A	2
21	of employees	3	C	6
22	Eight hours of rest	5	H	21
23	Emergencies	4	E	16
24	Emergency			
25	emergency room deductible	25	D.3.d	99
26	extending time limits	16	K.7	74
27	leave of absence	12	B	53
28	national war	10	A.2	42
29	overtime	7	I.1	31
30	vacation accrual	13	G	58
31	Equipment			
32	Company rights	3	C	6
33	new technology	2	F-G	4
34	subcontracting	2	D	3
35		Ltr #12	-	132
36	training on new equip.	5	I.5	23
37		2	F	4
38	Expenses			
39	customary medical	25	D.3.a	99
40	exclusion	11	A.2.c	52
41	medical	25	D	97
42	relating to System Boards	16	K	73
43	transfers	11	A	52
44	while attending classes	5	I.4.	22

1 **INDEX**

2 Article Par. Page

3 **F**

4 Facilities

5 Company rights 3 C 6
6 subcontracting 2 D 3

7 Ltr #12 - 132

8 Ferry Passes 18 I 80

9 Field Service 29 - 108

10 File, personnel

11 discipline letters 16 H.7 70

12 all employees 18 A 78

13 Forfeiting seniority

14 removed from list 9 F 39

15 reporting after Government off. 12 H.1 55

16 reporting after union leave 12 H.2 55

17 station lay off 10 B 43

18 Furlough

19 accrued vacation pay 13 I 58

20 leaves of absence 12 E 54

21 medical insurance 25 D 97

22 other jobs within company 10 F.1 43

23 part-time positions 6 B 24

24 preference bids 10 G.5.e 44

25 recalls of less than 90 days 10 D 43

26 shift realignments 10 Q.3 49

27 station furlough 10 C 43

28 transfer to avoid furlough 11 A.2.b 52

29

30 **G**

31 Gender references 1 C 2

32 General and Miscellaneous

33 address/phone number 18 D 79

34 appearance 18 J 80

35 Contract booklet 18 E 79

36 ferry passes 18 I 80

37 jury duty 18 F 80

38 parking 18 H 80

39 personnel file 18 A 78

40 references 18 B 78

41 safety 18 J 80

42 uniforms 18 C 78

43 weather gear 18 G 80

1 **INDEX**

	<u>Article</u>	<u>Par.</u>	<u>Page</u>
3	Grievance Resolution Procedure		
4	Attendance	16	D 66
5	Chief shop steward	22	F 88
6	discharge/suspension	16	F 68
7	disciplinary letters	16	H.7 70
8	general procedures	16	A 64
9	grievance review board	16	B 64
10	hearing schedules	16	H.7 70
11	investigating grievances	16	H.5 69
12	notification of settlement	16	H.1 69
13	regular grievances	16	C 65
14	rejected offers	16	H.8 70
15	shop steward	22	F 88
16	stenographic reports	16	H.2 69
17	time limits		
18	extensions	16	H.3 69
19	failure to meet	16	H.4 69
20	Grievances outside the Agreement	3	D 6
21	Guiding Principles	-	1
22			
23	H		
24	Hangars	3	C 6
25	HAT vacation	13	F 58
26	Health & Wellness	Ltr #17	- 141
27	Hiring from outside		
28	new classification at station	10	J.3 47
29	Holiday Helpers	Ltr #13	- 134
30	Holidays		
31	banking options	8	C.4 35
32	call out	8	G 36
33	days observed	8	A 34
34	during vacation	8	E 35
35	eight hour shifts	8	C.1 35
36	falling in a vacation period	8	E 35
37	falling on a day off	8	D 35
38	hours restriction	8	H 36
39	modified work week	8	C.3 35
40	part-time	6	I 26
41	regular day off volunteers	8	B.2 34
42	selection of volunteers	8	B 34
43	ten hour shifts	8	C.2 35
44	volunteer sheets	8	- 36a-b

1 **INDEX**

		<u>Article</u>	<u>Par.</u>	<u>Page</u>
2	Home Agents	28	-	105
3	Hours of Service			
5	compensatory time	5	G	21
6	eight hour shifts	5	A.1	17
7	hourly periods	5	A.4	17
8	meal periods	5	C	18
9	minimum hour guarantee	5	E	19
10	minimum rest	5	H	21
11	modified work week	5	B.2	17
12	relief shift	5	B.3	18
13	rest periods	5	D	19
14	shift starting times	5	B.3	18
15	standard work week	5	B.1	17
16	ten hour shifts	5	A.2	17
17	trading shifts	5	F	20
18				
19	I			
20	Inactive Classifications	Ltr #14	-	135
21	Inclement weather gear	18	G	80
22	Information Technology	Ltr #15	-	138
23	Injury			
24	leave of absence	12	C	53
25	occupational leave	14	I	61
26	Insurance	25		96
27	coordination of benefits	25	D.6	101
28	dental	25	D.4	101
29	H.M.O. coverage	25	D	97
30	life insurance	25	A	96
31	medical	25	D	97
32	part time	25	D	97
33	retirement coverage	Ltr #18	-	143
34	vision	25	D.5	101
35				
36	J			
37	Job descriptions	4	D	9
38	Junior assigning	7	I	31
39	Jury duty	18	F	80
40				
41	K			
42	Ketchikan Ferry passes	18	I	80
43				

1 **INDEX**

2 **Article**

3 **Par.**

4 **Page**

5 **L**

6 Lay off

7 awarding vacancy	10	H.1	46
8 notice	10	A.2	41
9 part-time employee	6	B.6	25
10 preference bid	10	A.1	41
11 seniority list	9	F.6	40
12 sick leave retention	14	B	60

13 Lead Accounting Specialist	4	D	10
14 Lead Cargo System Control Agent	4	D	14
15 Lead Central Reservations Control Agent	4	D	14
16 Lead Crew Scheduler	4	D	12
17 Lead Customer Service Agent	4	D	13
18 Lead Mail Specialist	4	D	11
19 Lead Operations Agent	4	D	12

20 Lead Pay			
21 differential	19	L	82
22 managers functions	19	I	82
23 non-management trainer	4	F	16
24 Lead Reservations Agent	4	D	15
25 Lead Station Agent	4	D	12
26 Lead vacation allotment	13	L	59
27 Lead vacation bidding	13	C	57
28 Lead Work Control Specialist	4	D	10

29 Leaves of Absence			
30 accruing seniority	12	C	53
31 awarding	12	B	53
32 duration	12	C	53
33 during furlough periods	12	E	54
34 gainful employment during	12	J	56
35 government employment	12	H	55
36 maternity	12	D.1	53
37 vacancy during	12	D.1	53
38 medical	12	C	53
39 negotiating committee	12	K	56
40 parental leave	12	D.3	54
41 pay	12	A	53
42 requesting	12	B	53
43 return from	12	I	56
44 Selective Service Act	12	G	55
45 union employment	12	H.2	55

1 **INDEX**

	<u>Article</u>	<u>Par.</u>	<u>Page</u>
3 Letters of Agreement			
4 Bilingual agents	Ltr #6	-	119
5 Chemical dependency	Ltr #2	-	111
6 Contract Service Lead	Ltr #10	-	128
7 DPASA	Ltr #9	-	124
8 Health and Wellness	Ltr #17	-	141
9 Holiday Helpers	Ltr #13	-	134
10 Information Technology	Ltr #15	-	138
11 Inactive Classification	Ltr #14	-	135
12 Job Security	Ltr #12	-	132
13 Military charters	Ltr #4	-	113
14 Prudhoe Bay	Ltr #5	-	115
15 PSC's and Boardroom Concierge	Ltr #1	-	110
16 Resource Planning	Ltr #11	-	130
17 Sick Leave Buyout	Ltr #18	-	143
18 Staffing Adjustment	Ltr #16	-	140
19 Station Agent classification	Ltr #7	-	121
20 Union Business	Ltr #8	-	122
21 Work by non-COPS employees	Ltr #3	-	112
22 Letters of Agreement List	24	-	95
23 Lock Out	3	D	6
24 Long and faithful service	9	H	40
25 Long Term Disability	25	C	97
26 Longevity pay	26	-	103
27 Lunch period			
28 during overtime	7	E	29
29 graveyard/third shift	5	A	17
30 no lunch pay	5	C.3.b	19
31 off schedule pay	5	C.3.a	19
32 scheduling	5	C	18
33 ten hour day	5	A.2	17
34			
35 M			
36 Mail Specialist	4	D	11
37 Management performing work			
38 exceptions	2	C	3
39 routinely	4	E	16
40 Management performing work	Ltr #3	-	112
41 Management Rights Clause	3	C	6
42 Mandatory overtime			
43 assignment	7	I	31
44 in excess of a work week	7	I.4	32

1 **INDEX**

	<u>Article</u>	<u>Par.</u>	<u>Page</u>
2	2	E	3
3	Manuals		
4	Maternity		
5	leave of absence	12	C 53
6	Meal Period (s)	5	C 18
7	off schedule lunch	5	C.3.a 19
8	no lunch	5	C.3.b 20
9	Military Charters Letter	Ltr #4	- 113
10	Military Leave	12	C 53
11	Minimum		
12	higher rate of pay	19	H 81
13	holiday call out	8	G 36
14	holiday hours	8	B 34
15	hourly rates	19	A-B 81
16	hours per week	5	E 19
17	realignment posting	10	Q 49
18	split shift hours	6	C 25
19	subsequent vac. hours.-bidding	13	J 59
20	training on days off	5	I.2 22
21	vacancy posting	10	P.5 48
22	vacation hours - bidding	13	C 57
23	Minimum rest	5	H 21
24	Modified work week	5	B.2 17
25	Moving expenses	11	- 52

26 **N**

27	Negotiating Committee		
28	accruing benefits	12	K 56
29	union meetings	22	I 90
30	passes	15	C 63
31	New employee	9	B 37
32	No strike clause	3	D 6
33	Non-management trainers	4	F 16

34 **O**

35	Occupational injury leave	14	I 61
36	Operations Agent	4	D 12
37	Orders and notices	22	G 89
38	Overtime		
39	advance notice	7	H 31
40	at end of shift	7	G 31

1 **INDEX**

	<u>Article</u>	<u>Par.</u>	<u>Page</u>
3 call back minimum	7	K.1	33
4 call out minimum	7	K.2	33
5 double time	7	B	27
6 emergency definition	7	I.3	32
7 junior assigning	7	I	31
8 mandatory assignment	7	I	31
9 part-time	6	F	25
10 premium for work on days off	7	D	27
11 schedule change	7	J	33
12 short paycheck	7	J	33
13 sick leave	7	D	27
14 time and one-half	7	A	27
15 trade days	7	C	27
16 volunteers	7	F.1	30
17			
18 P			
19 Parental Leave	12	D.3	54
20 Part-time employees			
21 benefits	6	A.3	24
22 bidding to full time	10	G.5.d	44
23 establishment of positions	6	B	24
24 insurance	6	A.3	24
25	25	D	97
26 limitation	6	A.4	24
27 lists of union	6	E	25
28 percentage	6	A.4	24
29 seniority	6	A.3	24
30 split shifts	6	C	25
31 work day	6	A.1	24
32 work week	6	A.2	24
33 Pass privileges	15	-	63
34 Pay dates	19	C	81
35 during holiday	19	D	81
36 Pay shortage	19	G	81
37 Pension Plan			
38 401(K)	23	A-B	91
39 age 50 with 20 years service	23	E	93
40 existing plan	23	E	92
41 retirement age	23	E.7	93
42 Performance Based Pay	19	Q	83
43 Personnel file	18	A	78

1 **INDEX**

	<u>Article</u>	<u>Par.</u>	<u>Page</u>
3 Physicals	17	C	77
4 Preamble	-	-	1
5 Preference bids			
6 awarding	10	H	46
7 restriction	10	L	47
8 shift realignment	10	Q	49
9 vacancies	10	G	44
10 Pregnancy	12	D	53
11 Cathode Ray Tubes	17	E	77
12 Prescription Drug card	25	D.3.e	100
13 Probation			
14 additional classification	9	C.1	37
15 new employees	9	B.1	37
16 purpose of	9	B.1	37
17 Promotion adjustments	19	K	82
18 Prudhoe Bay Letter	Ltr #5	-	115
19 PSCs and Boardroom Hostess Letter	Ltr #1	-	110
20 Purpose of Agreement			
21 coercion of employees	1	B	2
22 discrimination	1	D	2
23 gender references	1	C	2
24 mutual interest	1	A	2
25			
26 R			
27 Railway Labor Act			
28 privileges under	16	I	71
29 System Board of Adjustment	16	I	71
30 Realignment	10	Q	49
31 Recall from furlough			
32 minimum recall	10	D	43
33 physical examination	17	D	77
34 preference bid filing	10	G	44
35 recall to laid off station	10	A.1	41
36 time limit	9	F.6	40
37 Recognition and Scope of Agreement			
38 jurisdiction of work	2	B	3
39 management working	2	C	3
40 policies & manuals	2	E	3
41 recognition of bargaining agent	2	A	3
42 subcontracting	2	D	3
43 Records Specialist	4	D	11
44			

1 **INDEX**

	<u>Article</u>	<u>Par.</u>	<u>Page</u>
3 Regular days off	5	B	18
4 Relief shift differential	21	A	86
5 Relief shift starting times	5	B.3	18
6 Representation	2	A	3
7 Reservations Sales Agent	4	D	15
8 Rest - Insufficient	5	H	21
9 Rest Period(s)			
10 15 minutes	5	D	19
11 during overtime	7	E	29
12 Resource Planning	Ltr #11	-	130
13 Right of allotment	13	L	59
14 Routes	3	C	6
15			
16 S			
17 Safety and Health			
18 hearing protectors	17	C	77
19 safety committee	17	A	76
20 Savings clause	20	-	88
21 Schedule change			
22 change of days off	7	J	33
23 Scheduled days off	7	J	33
24 Seniority			
25 definition	9	A	37
26 faithful service	9	H	40
27 forfeiting seniority			
28 accepting recall	10	E	43
29 leaves position voluntarily	10	L.2	47
30 leave position involuntarily	10	L.1	47
31 outside agreement	9	F.7	40
32 preference bid/lay off	10	C	43
33 refuse recall	10	B	43
34 seniority in another class.	9	C.4	38
35 station lay off	10	B	43
36 time limits	9	F.7	40
37 in another classification	9	C	38
38 lists	9	E	39
39 position by age	9	D	39
40 probation			
41 new classification	9	C.5	38
42 new employees	9	B	37
43 protest	9	E	39
44			

1 **INDEX**

	<u>Article</u>	<u>Par.</u>	<u>Page</u>
3 recall rules, loss of	9	F.6	40
4 recall rules, bid awards	10	H	46
5 reduction in force	10	A	41
6 removing names	10	A.2	42
7 sending notices	10	G.7	45
8 station closures	10	F	43
9 Service Charges			
10 employee union obligation	22	B	87
11 authorization	22	B	87
12 Settlement of disputes	3	D	6
13 Shift bids	10	Q	49
14 Shift differential			
15 computation	21	D	86
16 rates	21	A	86
17 relief shift	21	C	86
18 times	21	B	86
19 Shop Steward	22	F	88
20 Steward definition	22	F	88
21 Chief Steward definition	22	F	88
22 Short term disability	25	B	96
23 Sick Leave			
24 abuse	14	F	60
25 accrual	14	A	60
26 additional sick leave	14	J	62
27 annual physical	14	D	60
28 chemical dependency Letter	Ltr #2	-	111
29 chemical dependency sick leave	14	F	60
30 death in the family	14	H.1	61
31 leaves of absence	12	D.2	54
32 occupational injury leave	14	I	61
33 overtime	7	D	27
34 posting accrual	14	G	60
35 rate	14	A	60
36 sick leave buyout	Ltr #18	-	143
37 spouse/child	14	H.2	61
38 trades	5	F	20
39 Sit-Down	3	D	6
40 Slowdown	3	D	6
41 Special checks	19	G	81
42 Special Project	10	R	50

1 **INDEX**

	<u>Article</u>	<u>Par.</u>	<u>Page</u>
3 Split Shifts	6	C.5	25
4 pay/differential	21	A	86
5 locations	6	C.5	25
6 Staffing Adjustment	Ltr #16	-	140
7 Station Agent	4	D	12
8 Station Closure	10	F	43
9 Status of Agreement			
10 management rights	3	C	6
11 new stations	3	A	6
12 settlement of disputes	3	D	6
13 successors or assigns	3	B	6
14 Stay-In	3	D	6
15 Stenographic reports	16	H.2	69
16 Stoppage	3	D	6
17 Strike clause	3	D	6
18 Subcontracting	2	D	3
19 Job Security	Ltr #12	-	132
20 Suspension			
21 grievance procedure	16	F	68
22 System Board of Adjustment			
23 appointments	16	J	72
24 compliance of RLA	16	I.1	71
25 composition of board	16	I.2	71
26 discharge	16	I.6	71
27 disputes for consideration	16	I.5	71
28 employee representation	16	I.7	72
29 expenses	16	K	73
30 extensions	16	K.7	74
31 jurisdiction	16	K.6	74
32 neutral member	16	I.2	71
33 records	16	H.2	69
34 rights	16	I.9	72
35 rights of members	16	I.9	72
36 submissions	16	I.6	71
37 voting	16	I.8	72
38 System Regulations			
39 attending classes	5	I.4	22
40 drug testing	17	E	77
41 expenses away from base	11	B	52
42 modification during agreement	2	E	3
43 moving expenses	11	A.1	52
44			

1 **INDEX**

2 **Article** **Par.** **Page**

3 **T**

4 Telephone	18	D	79
5 Temporary vacancies	10	P.1	48
6 Ten hour shifts			
7 holidays	8	C.2	35
8 overtime	7	A.2	27
9 overtime on days off	7	D.2	27
10 work day	5	A.2	17
11 work week	5	B.2	17

12 Termination

13 during probation	9	B	37
14 grievance procedure	16	F	68
15 insurance	25	D	97
16 pension plan	23		91
17 vacation pay	13	I	58
18 Trades and overtime	7	C	27
19 Trading shifts	5	F	20
20 Flex-time	5	F.2	20
21 Trainers	4	F	16

22 Training

23 away from station	5	I.1	22
24 before or after work	5	I.3	22
25 expenses	5	I.4	22
26 on days off	5	I.2	22
27 on new equipment	5	I.5	23
28 Overnight accommodations	5	I.6	23

29 Transfers and Moving Expenses

30 Transfers and Moving Expenses	11	-	52
31 Transportation			
32 allotment/service charge	15	A	63
33 General Chair	15	C	63
34 moving	11	A.2.c	52
35 negotiating committee	15	C	63
36 Prudhoe Bay Letter	Ltr #5		115
37 System Boards	16	K	73
38 transfers	11	A	52

39 **U**

40 Uniforms	18	C	78
41 Union dues	22	B	87
42 membership	22	A	87
43 non-membership	22	D	87

1 **INDEX**

	<u>Article</u>	<u>Par.</u>	<u>Page</u>
3 Union or Government employment	12	H	55
4 Union meeting attendance	22	I	90
5 Union membership	22	A	87
6 Union pin	18	C.6	79
7 Union Security	22	-	87
8 Union Shop			
9 assignment of duties	22	B	87
10 furnishing replacements	22	D	87
11 indemnification	22	E	88
12 new employees	22	B	87
13 remitting dues	22	C	87
14			
15 V			
16 Vacancies			
17 awarding	10	H	46
18 bidding procedure	10	G.5	44
19 central bidding procedure	10	G.3	44
20 from lay-off/furlough	10	G.5	44
21 preference bid awards	10	H	46
22 probationary period	10	G.8	45
23 temporary	10	P.3	48
24 transfer period	10	M	47
25 Vacations			
26 accrual	13	B	57
27 bidding	13	C	57
28 canceling	13	L	59
29 commencement	13	F	58
30 computing allowances	13	A	57
31 day-at-a-time	13	F	58
32 holiday during	8	E	35
33 if canceled	13	K	59
34 odd days	13	F	58
35 pay advance	13	G	58
36 retirement or death	13	I	58
37 right of allotment	13	L	59
38 sick leave	13	H	58
39 vacation relief	5	B.4	18
40			

1 **INDEX**

2 **Article** **Par.** **Page**

3 **W**

4 Wage Rules

5 specialist as manager	19	I	82
6 higher pay grade minimum	19	H	81
7 minimum rates	19	A	81
8 pay dates	19	C	81
9 pay day on holiday	19	D	81
10 pay stub statements	19	E	81
11 preventing increases	19	B	81
12 reclassification	19	J	82
13 special checks	19	G	81
14 termination	19	F	81
15 Wage Scale	19	R	83
16 Wage rate charts			145-154
17 Waived Passes	15	C	63
18 Work by non-COPS Employees	Ltr. #3	-	112
19 Work Control Specialist	4	D	10
20 Work Day	5	A	17
21 Work stoppage	3	D	6
22 Work week	5	B	17
23 Workers' compensation	14	I	61