

# LABOR AGREEMENT

-between-

SIGNATURE FLIGHT SUPPORT  
WASHINGTON-DULLES INTERNATIONAL AIRPORT

-and-

INTERNATIONAL ASSOCIATION OF MACHINISTS  
AND AEROSPACE WORKERS  
DISTRICT LODGE 1412

EFFECTIVE DATE:      SEPTEMBER 1, 20158  
TERMINATION:        AUGUST 31, 201821

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**Article I 1**  
**Purpose of Agreement**

NO FURTHER CHANGES

**Article II 2**  
**Scope of Agreement**

NO FURTHER CHANGES

**Article III 3**  
**Status of Agreement**

NO FURTHER CHANGES

**Article IV 4**  
**Work Classifications**

**B. LINE CLASSIFICATIONS:**

~~(2) **Line Service Technician** The work of a Line Technician shall consist of servicing of aircraft, which will include but are not limited to, refueling, spot, block, standing fire guard, lav and water service and wave off of aircraft. Line Technicians shall handle, clean the interior and exterior of airplanes; clean airplane parts, ramp equipment, hangars, shops, locker rooms, washrooms; loading, stowing, unloading, pick-up and delivery of passengers, crews, mail, express, baggage, freight and cargo and shall include the operation of automotive and other ramp equipment in performance of their duties for servicing aircraft and may include maintaining the ramp area, including landscaping, and equipment in a clean, presentable condition and may require building maintenance. Signature Flight Support Customer Service Agents may, in conjunction with Technicians, transport passengers and crews, including baggage, using mobile transportation. Line Technicians may be required to give on the job training and instructions.~~

(2) **Line Service Technician**

**The work of a Line Technician shall consist of servicing of aircraft, which will include but are not limited to, marshalling of aircraft, towing, refueling, lav and water service, loading,**

unloading, pick-up and delivery of passengers, crews, baggage, freight and cargo, and oil and windshield servicing. Line Technicians shall handle all aircraft movement and required functions related to aircraft movements. Qualified Line Technicians may be required to give on the job training and instructions. Signature Flight Support Air Concierge may, in conjunction with Technicians, transport passengers and crews, including baggage, using mobile transportation. Line Technicians shall perform equipment inspections, daily fuel quality control, cleaning of ramp service equipment, landscaping, and building maintenance, and cleaning.

NO FURTHER CHANGES

**Article ~~V~~ 5**  
**Hours of Service**

NO FURTHER CHANGES

**Article ~~VI~~ 6**  
**Overtime**

NO FURTHER CHANGES

**Article ~~VII~~ 7**  
**Holidays**

NO FURTHER CHANGES

**Article ~~VIII~~ 8**  
**Field Service**

NO FURTHER CHANGES

**Article ~~IX~~ 9**  
**Seniority**

(d) New employees shall be regarded as probationary employees for the first ninety (90) days of their employment and there shall be no responsibility on the part of the Company for the

reemployment of probationary employees if they are discharged or laid off during this period. If retained in service after the probationary period, the names of such employees shall then be placed on the seniority list for their respective classification in order of the date of their original hiring. The Company will furnish the ~~Local Union President and the~~ General Chairman or his designee with the names, classification, department and rate of pay of all new employees on the first of each month.

(e) Seniority lists corrected to December 1st and prepared by the Company shall be furnished to the ~~Local Union President and the~~ General Chairman or his designee and shall be posted in each office and facility January 1 of each year and shall be supplemented each six (6) months thereafter. Such lists will be subject to correction upon protests with facts in writing but if no complaint is made within thirty (30) days of posting, the list as published will be assumed to be correct. Any employee on leave at the time of posting of the list shall have a period of fifteen (15) days from the date of his return to service to file a protest. In preparing the seniority lists when it is impossible to determine the proper order by date of entering the classification or by length of service with the Company, then the names shall be listed in alphabetical order by surname.

NO FURTHER CHANGES

## **Article ~~X~~ 10** **Filling Vacancies and New Jobs**

(d) Temporary employees may be hired without the posting of job bids to perform specific jobs. Temporary employees may be utilized for vacation relief only, without the posting of such job bids, whenever the vacation relief requirements exceed the need for, and the use of, two (2) full time employees for vacation relief. No temporary vacation relief employee will be utilized until the foregoing use of two (2) full time employees has been effected. No temporary employee's term of employment may exceed ninety (90) calendar days without posting the position for bid in accordance with Paragraph (a) above. Temporary employees may be used to replace full time employees who will be absent due to long term illness or injury in excess of ten (10) days, or who have been placed on leave of absence. ~~Local Union President~~ **The General Chair** shall be notified in writing within twenty-four (24) hours after the hiring of such temporary employees, stating the reason(s) for the hiring (employee being replaced, reason for the absence, expected duration),

personnel information about the temporary employee hired. If the Union disagrees with the Company's action in hiring such temporary employees, the issue will be subject to the Grievance Procedure, beginning with Step 3. Temporary employees will not accrue seniority, but will be subject to the wage and hour provisions governing other employees covered by this Agreement and such other employee benefits as may be agreed upon at the time.

Temporary employees hired in accordance with the paragraph whose status is made permanent without any break in employment will be given credit for such time worked as a temporary employee for all purposes covered by the provisions of the contract, providing that such seniority does not supersede that of any employee having a prior permanent hiring date. In that event, the temporary/permanent employee will be placed on the seniority roster below the permanent employee. For purposes of this paragraph, a "break" in employment shall mean any period of non-employment with the Company of two (2) weeks or more.

**(e) A member or members of the Shop Steward Committee will be afforded a maximum of 30 minutes to meet with all new full-time and part-time employees of classifications governed by this Agreement. This meeting shall be scheduled within seven (7) calendar days of the new hire's start date at a time set up at management's sole discretion and shall be scheduled during the Shop Steward Committee member(s) normal work weeks.**

NO FURTHER CHANGES

**Article ~~XI~~ 11  
Leaves of Absence**

NO FURTHER CHANGES

**ARTICLE ~~XII~~ 12  
VACATION WITH PAY**

NO FURTHER CHANGES

## **Article ~~XIII~~-13**

### **Sick Leave**

NO FURTHER CHANGES

## **Article ~~XIV~~ 14**

### **Grievance Procedure**

(a) The representatives for the effective handling of grievances and disputes between the parties under this Agreement shall be:

1. The Union will be represented by properly designated shop stewards. ~~The Local Union President will designate shop stewards and their replacements~~ **Shop Stewards will be elected in accordance with Local Lodge By-laws or may be appointed by the District 142 General Chair.**
2. The Union will be further represented by the ~~Local Union President~~ **General Chair** who will deal with officials of the Company together or through an accredited representative of the Union.
3. The Company will be represented by an authorized representative who will be empowered to settle all local grievances not involving changes in Company policy or the intent and purpose of this Agreement.
4. The Union and the Company will, at all times, keep the other party advised through written notice of any change in authorized representatives.
5. The accredited representatives of the Union shall be permitted at any reasonable time to enter shops and facilities of the Company for the purpose of investigating grievances and disputes after contacting the Company official in charge and advising him of the purpose of the visit.
6. **If discipline is issued by the Company, a copy of the letter of discipline will be furnished to the employee.**
7. **All covered employees will be entitled to have Union representation present prior to any discussions, upon request, that may result in discipline.**

(b) For the presentation or adjustment of disputes or grievances that may arise, except those involving discipline to the extent of loss of pay or discharge, the procedure will be:

1. A complaint or grievance shall first be taken up orally between the aggrieved employee, steward and his immediate supervisor within five (5) calendar days after the occurrence of the event giving rise to the grievance or from the latest existence if it is continuing in nature. Employees absent thirty (30) calendar days or less due to illness, vacation or approved leave of absence shall be allowed to submit a complaint or grievance, based on an occurrence during their absence, within five (5) calendar days of their return to work. The supervisor shall give his oral disposition to the employee and shop steward within five (5) calendar days, unless an extension of time is mutually agreed upon.
2. If the oral decision rendered is not considered satisfactory in Step 1, the shop steward shall reduce the grievance to writing. The steward and grievant will sign and date the grievance and present it to the immediate supervisor within five (5) calendar days of the supervisor's oral disposition in step 1. The supervisor will give his written disposition within five (5) calendar days, unless an extension of time is mutually agreed upon in writing.
3. The District ~~141-M~~ **142 General Chair or** Representative, Grievant, Grievance Committee and the Director of Human Resources or another designee shall meet to discuss the grievance. In the event the grievance is not settled within ten (10) working days after such meeting the grievance may be taken to arbitration by either the Company or the Union upon written notice within a thirty (30) calendar day period. Failure to notify either party of their intent for arbitration within the thirty (30) day period will deem the grievance to be withdrawn.
4. All grievances and answers to grievances must be in writing to the appropriate parties at each step of the procedure (Excluding Oral Step).
5. Grievances involving discharge or suspension shall be initiated in Step two (2).
6. The Union or the Company may at any time during the grievance procedure take the dispute directly to arbitration upon notification to the other party as stated in step three (3).
7. Any grievance referred to arbitration under this Agreement will be in accordance with the FMCS rules and regulations.
8. The decision of the arbitrator shall be final and binding upon the parties hereto and all fees and expenses of the arbitrator shall be borne equally by the parties.
9. The Arbitrator shall have no power of authority to add, subtract, alter, amend or modify any of the terms of this Agreement.
10. It is understood that the General Chair ~~man or his designee of District 141~~ or his authorized representative may intervene and participate in the handling of a



grievance at any level of the grievance procedure.

- (c) No employee selected as a shop steward or officer of the Union will be discriminated against for lawful activity on behalf of the Union.
- (d) The Union will insure a shop steward is available for all hearings and investigations at no cost to the Company when they are properly notified of the hearing or investigation.

NO FURTHER CHANGES

**Article XV 15**  
**Arbitration**

NO FURTHER CHANGES

**Article XVI 16**  
**Safety and Health**

NO FURTHER CHANGES

**Article XVII 17**  
**General and Miscellaneous**

- (h) The Company will provide locked, glass enclosed bulletin boards where required, in each Company facility, marked I.A.M. ~~Local Lodge 1747~~. A key will be provided to the ~~Local Union President~~ **Shop Stewards** and a key will be retained by the Manager.
- (k) Employees hereunder shall be allowed ~~three (3)~~ **four (4)** calendar days off with pay (exclusive of scheduled days off) if they suffer a death in their immediate family (father, mother, brother, sister, husband, wife, child, father-in-law, mother-in-law and grandparents (employee only)). Employees shall be allowed time off without pay, upon request, for deaths not provided for herein in accordance with the needs of the service.
- (m) The group health plan will be administered by the Company's designated carrier. The

Company reserves the right to change the plan and in doing so it agrees to notify the Union. All full-time employees shall be covered by the Employer's standard plans which shall be provided by the Employer's designated carrier(s). Benefits will become effective per the summary plan description.

In the event there is a change in the law (The Affordable Health Care Act and any amendments thereto) which mandates a change to the health benefits provided for under the CBA, the parties agree, upon written request by either, to meet to negotiate regarding such changes and that no changes shall be implemented (unless mandated by law) until such time as the parties have concluded said negotiations.

All employees covered by the Company's health insurance plans as of the ratification of this Agreement will, for calendar year 2015 only, receive a lump sum payment (paid in quarterly installments and subject to applicable payroll taxes) which, before taxes, will be equal to the difference between the 2015 company premium and the premium paid by the employee under the previous agreement.

This payment shall remain in effect until the expiration of the Collective Bargaining Agreement at which time it shall terminate. The amount of the lump sum payment will remain unchanged for the life of the Collective Bargaining Agreement.

(sr) The Company agrees to allow employees to participate in the Company 401K plan. The Union agrees that employees will not be eligible for any Company match to the 401K.

(rs) ~~The Company's contribution on behalf of its employees to the I.A.M. National Pension Fund will be ninety (\$.90) cents per hour to a maximum of forty (40) hours per week effective November 1, 2007 and will increase to ninety five (\$.95) cents on November 1, 2009.~~ The Company's contribution on behalf of its employees to the I.A.M. National Pension Fund will be ninety-five (\$.95) cents per hour to a maximum of forty (40) hours per week effective November 1, 2009 and will increase to one dollar (\$1.00) on September 1, 2019.

(w) The Company will furnish 3 hard copies of the Employee Guide whenever there has been a change/amendment to the current guide. One (1) copy will be furnished in the Line Office, one (1) copy will be furnished to the Stewards Committee and one (1) copy will be furnished in Dispatch area. It is understood the Employee Guide is available in electronic format on Company websites and available for review by all

**employees.**

NO FURTHER CHANGES

**Article ~~XVIII~~ 18  
Wage Rules**

New Hire Scale effective ~~9/1/2015~~ **9/1/2018** and to remain unchanged for the life of the Agreement:

**Ground Equipment Mechanic**

**Start: \$20.92**

**1 Year: \$23.54**

**2 Years: \$26.15**

**General wage increase for those employees at the top of the scale as of 9/1/2018:**

**9/1/2018: Two and one half (2.5%) percent**

**9/1/2019: Two and one half (2.5%) percent**

**9/1/2020: Two and one half (2.5%) percent**

**Shift Differentials -.30 for second, .50 for third shift**

**Line Service Technicians**

Start: ~~\$13.00~~ **\$14.00**

90 Days ~~\$13.20~~ **\$14.20**

6 months: ~~\$13.45~~ **\$14.45**

12 months: ~~\$13.75~~ **\$14.75**

18 months: ~~\$14.00~~ **\$15.00**

24 months: ~~\$14.25~~ **\$15.25**

General wage increase for those employees at the top of the scale as of ~~9/1/2015~~ **9/1/2018**:

~~9/1/2015 8:~~ \$1.00 per hour adjustment plus Two and one half (2.5%) percent

~~9/1/2016 9:~~ Two and one half (2.5%) percent

~~9/1/2017 20:~~ Two and one half (2.5%) percent

Shift Differentials - ~~.25~~ **.30** for second, ~~.45~~ **.50** for third shift

Retroactivity: Signature Flight Support employees who are in scale will, upon ratification, move

to the next step in the scale and receive retroactivity back to 09/01/20158.

NO FURTHER CHANGES

**Article XIX 19**  
**Check-Off**

(b) Deductions shall be made on account of Union Fees and Dues after receipt of the authorization, and in accordance with the following schedule.

1. Initiation Fees (~~which shall include the Initiation Fee plus two (2) month's regular dues~~ **in accordance with Local Lodge By-Laws**), when applicable, will be withheld commencing weekly with the employee's first (1st) paycheck after receipt of the authorization. Deductions for this fee shall be made in ten (10) weekly increments. The tenth (10th) weekly deduction may be adjusted as needed. The employee will be placed on the regular monthly dues check-off list commencing with the calendar month following the tenth (10th) weekly deduction for Initiation Fees and thereafter.

2. Reinstatement Fees (~~which shall include the Reinstatement Fee plus two (2) month's regular dues~~ **in accordance with Local Lodge By-Laws**), when applicable, will be withheld commencing weekly with the employee's first (1st) paycheck after receipt of the authorization. Deductions for this fee shall be made in twelve (12) weekly increments. The twelfth (12th) weekly deduction may be adjusted as needed. The employee will be placed on the regular monthly dues check-off list commencing with the calendar month following the twelfth (12th) weekly deduction for Reinstatement Fees and thereafter.

NO FURTHER CHANGES

**Article ~~XX~~ 20**  
**Management's Rights**

NO FURTHER CHANGES

**Article ~~XXI~~ 21**  
**No Strike – No Lockout**

EXPEDITED ARBITRATION - In the event there is an alleged violation of Article ~~XXII~~ 21, either the Employer or the Union may invoke the expedited arbitration procedure provided in this Article for the resolution of same, as distinguished from the ordinary grievance arbitration procedure. Any such occurrence shall be asserted by notice in writing by U.S. Registered Mail, Return Receipt Requested, or by telegram delivery to the other party.

To initiate these proceedings, either party shall forward a copy of the aforementioned notice to either the Federal Mediation and Conciliation Service or the American Arbitration Association with a request to appoint an arbitrator to hear the matter. The arbitrator so appointed shall convene and conduct a hearing as expeditiously as possible, but in no event later than twenty-four (24) hours after being appointed. Notice of such hearing shall be sent to the Company and Union by telegram. The arbitrator shall issue a decision forthwith, and in no event later than three (3) hours after the conclusion of the hearing, unless the grieving party agrees to waive this time limitation with respect to all or part of the relief requested.

The arbitrator shall issue a decision forthwith, and in no event later than three (3) hours after the conclusion of the hearing, unless the grieving party agrees to waive this time limitation with respect to all or part of the relief requested.

No continuance of the hearing will be allowed without the consent of the party filing the claim. Absence from, or non-participation in the hearing by any party shall not prevent the issuance of an award. The sole issue of the hearing shall be whether or not the no strike no lockout provisions in Article ~~XXII~~ 21 has been violated. The arbitrator may close the hearing when, in his sole discretion, he decides that sufficient evidence has been heard to justify the issuance of an

award. in the event the arbitrator finds that the activities of either employees, the Union, or the Company, or any or all of them are in violation of Article ~~XXII~~ **21**, or threatened violations thereof, he shall, as a part of his decision, specifically order that all normal operations be resumed at once, and that any offender cease and desist from any then current, continued or prospective violations of Article ~~XXII~~ **21**. Such award and order shall be final and binding on the Company and the Union. The arbitration proceedings shall be held at a mutually agreeable location.

All cost for the arbitrator's service, and related costs of the arbitration, shall be borne jointly by the parties hereto.

NO FURTHER CHANGES

**Article ~~XXII~~ **22****  
**Saving Clause**

NO FURTHER CHANGES

**Article ~~XXIII~~ **23****  
**Effective Date and Duration**

(a) As of September 1, 201~~58~~, all employees covered by this Agreement shall receive wage rates and other benefits as defined in the Agreement and such terms of the Agreement will be for a three (3) year period ending August 31, 20~~18~~**21**. All other terms of this Agreement shall be in force and shall be effective for a three (3) year period.

(b) The term of this Agreement shall remain in force as stated above unless the Company or the union gives the other notice in writing not more than seventy (70) days nor less than sixty (60) days prior to August 31, 20~~18~~**21** or any subsequent anniversary date of this Agreement either terminating this Agreement upon such anniversary date or proposing modifications or amendments to the Agreements.

(c) Any notices given under this provision shall be deemed to be served when mailed, postage prepaid, registered or certified mail, return receipt requested, to Signature Flight Support

Corporation, Washington Dulles International Airport, ~~P.O. Box 17047~~, 23950 Wind Sock Drive, **Suite 2000**, Dulles VA 20166, for service upon the Company, and when similarly mailed to ~~District 141-M, International Association of Machinists and Aerospace Workers, P.O. Box 3141 South San Francisco CA, 94083~~ **Air Transport District 142, 400 N.E. 32<sup>nd</sup> Street Kansas City, MO 64116**, or at such other addresses as may be designated in writing by the Company or the Union.

The day following the Post Office mailing date shown on the registered or certified letters shall be the controlling date for all purposes under this Agreement.

The above changes, amendments and additions, with the accompanying Letters of Agreement, constitute all the changes agreed to for the contract period September 1, 201~~5~~**8** to August 31, 201~~8~~**21**.

IN WITNESS WHEREOF, the parties have hereunder affixed their signatures this day of \_\_\_\_\_, 201~~6~~**8**.

**FOR THE INTERNATIONAL  
ASSOCIATION OF MACHINISTS  
AND AEROSPACE WORKERS:**

**SIGNATURE FLIGHT SUPPORT**

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NO FURTHER CHANGES

# LETTER OF UNDERSTANDING

## NO. 1

NO CHANGES

### Scheduled Rates of Pay

#### Ground Equipment Mechanic

Hire Rate	1 Year	2 Years
<del>\$20.31</del> <b>\$21.92</b>	<del>\$22.85</del> <b>\$23.54</b>	<del>\$25.39</del> <b>\$26.15</b>

Once an employee reaches the top pay scale they will on each contract anniversary date receive the following base wage increase.

9/01/18 = 2.5%

9/01/19 = 2.5%

9/01/20 = 2.5%

#### Line Service Technicians

Hire Rate	90 Days	6 Months	12 Months	18 Months	24 Months
<del>13.00</del> <b>\$14.00</b>	<del>13.20</del> <b>\$14.20</b>	<del>13.45</del> <b>\$14.45</b>	<del>13.75</del> <b>\$14.75</b>	<del>14.00</del> <b>\$15.00</b>	<del>14.25</del> <b>\$14.25</b>

1. Lead pay will be ~~\$2.00~~ **\$2.25** dollars per hour above the base rates of pay listed above
2. All employees who are currently in the above pay scale will have their base pay increased as described in the above scale. These employees will continue to progress through the new scale until they reach top pay.
3. Once an employee reaches the top pay scale they will on each contract anniversary date receive the following base wage increase.



9/01/158 = \$1.00 per hour adjustment plus 2.5%

9/01/169 = 2.5%

9/01/1720 = 2.5%

4. All employees covered by this Agreement shall be paid ~~twenty five (\$.25)~~ **thirty (\$.30)** cents per hour and ~~forty five (\$.45)~~ **fifty (\$.50)** cents per hour respectively for afternoon and night shifts as additional compensation over the rate paid on the day shift for all hours worked while assigned to the afternoon or night shift. Any shift starting at 11:00 a.m. or later and before 7:00 p.m. shall be considered an afternoon shift. Any shift starting at 7:00 p.m. or later and before 6:00 a.m. shall be considered a night shift. Any shift differential for an employee will be included in all payroll computations.
  
5. Any employee who is regularly scheduled to work more than one (1) shift in a work week shall be entitled to rotating shift differential for all hours worked. This differential shall be thirty-two (\$.32) cents per hour.
  
- 6. Any Line Service Technician assigned to perform On the Job Training or Instruction will receive \$1.00 per hour in addition to his/her normal rate of pay for the day performing such duties.**

NO FURTHER CHANGES

